

---

## Admission Requirements and Procedures

---

Admission decisions are based on a careful evaluation of the applicant's academic record, completed application, portfolio (if applicable), and essay. Although applications for admission may be accepted at any time, those received by the application deadlines will be given priority. Admitted students may begin either full-time or part-time study during the fall, spring, or summer semesters. Prospective applicants interested in learning more about Cogswell College are invited to visit the campus. Information regarding our programs or a personal tour is available from the Admissions Office.

---

### APPLICATION DEADLINES

The College operates on a rolling admission policy. However, we encourage all applicants to apply before the Indicated priority deadlines. International applicants and those seeking financial aid or housing should submit their applications and application fees by these deadlines: *We strongly recommend that those applying for the fall term submit their completed application packet by March 15<sup>th</sup>.*

**Fall: March 1      Spring: Nov. 1      Summer: Mar. 1**

*(These dates do not apply to Fire Science students)*

---

### APPLICATION PROCEDURE CHECKLIST

The following checklist should help you as you prepare your application.

#### Incoming Freshmen:

- Completed application form
- \$55 application fee
- Typed essay
- Official high school transcripts
- Recommendation
- Portfolio (If applicable for your major)

#### Transfer Students:

- Completed application form
- \$55 application fee
- Typed essay
- Recommendation
- Official transcripts from all colleges attended
- Copy of high school diploma or G.E.D.
- Portfolio (If applicable for your major)

### ESSAY REQUIREMENT

An essay is required from **all** applicants. On a separate sheet of paper, type an essay describing yourself and your reasons for applying to Cogswell and your chosen program. Tell us how your education will relate to your career goals. **(The essay must be approximately 2 double-spaced typed pages) .**

### RECOMMENDATION REQUIREMENT

A Recommendation is required for **all** incoming students. Please refer to the Recommendation form provided .

---

### TRANSCRIPT REQUIREMENT

Official transcripts must be submitted directly to the address on the back of the application. Certificate programs require proof of high school graduation, but do not require college transcripts.

#### Transfer Students must submit:

- Copy of high school diploma or G.E.D.
- Official transcripts from all colleges attended

#### Incoming Freshmen must submit:

- Official transcripts from high school
  - Or
  - Official G.E.D. test scores
- 

### FRESHMAN ENTRANCE REQUIREMENTS SE, CE, and DAE

1. Satisfactory completion of:
  - Three years of mathematics to include algebra, geometry, and trigonometry
  - Three years of English including composition and literature
  - One year of a lab science
2. Minimum high school GPA of 2.7

#### DAA and DAT,

1. Satisfactory completion of:
    - Three years of English including composition and literature
    - Two years of mathematics, including algebra and geometry
    - One year of a lab science
  2. Minimum high school GPA of 2.7
- 

### TRANSFER ENTRANCE REQUIREMENTS

1. At least 12 credits of transferable coursework
  2. Minimum college GPA of 2.5
  3. Graduation from high school or G.E.D.
- 

**IMPORTANT: Please remember to submit a \$55 processing fee with this application.**

### **NOTIFICATION OF ADMISSION**

Applicants will receive an acknowledgement of admission status (degree seeking or visitor) within two weeks after his/her file is complete and processed. Information regarding registration, advising, and orientation will be included with the notification.

### **TRANSFER STUDENTS**

Applicants who have previously attended college must submit official transcripts to Cogswell College at the time of application. Official transcript evaluations will only be conducted after all of the transcripts have been received. Admission is contingent upon the receipt of all necessary documentation.

### **EARLY ADMISSION**

High school students may apply for admission after completion of their junior year. Preliminary acceptance will be given to high school students during their senior year. A current transcript and a final term work-in-progress report must be sent to the College. Final acceptance is contingent upon receipt of official transcripts including graduation and satisfactory completion of final term courses.

### **EXCEPTIONS**

Students who do not satisfy the regular entrance requirements may be considered for admission by exception. Consideration is based upon the student's academic record, personal interview, and a recommendation by the Department Chair.

### **REQUIREMENTS FOR VISITOR STATUS**

Students enrolled at Cogswell College who are not working toward completion of a degree program (non-degree seeking or auditor) are classified as visitors. Visitor students may register for classes by submitting the following:

- Completed application form
- \$30 application fee
- Typed essay
- Copy of high school diploma or G.E.D.
- Completed registration form
- The appropriate tuition

A non-degree seeking visitor may change to degree-seeking status upon the completion of application requirements as listed previously.

### **REQUIREMENTS FOR RETURNING STUDENTS**

A returning student is one who has not attended Cogswell for three consecutive trimesters. When re-entering Cogswell, the returning student must reapply according to the following procedure:

1. Submit a new Cogswell College application, an essay, and the \$55 application fee.
2. Request any new or additional official college transcripts from each college previously attended.

### **DEGREES AT A DISTANCE PROGRAM**

The Degrees at a Distance Program (DDP, formerly OLFS) is an upper division program sponsored by the National Fire Academy. It gives fire service professionals the opportunity to earn a bachelor's degree in a fire-focused discipline through distance learning. An applicant must follow the transfer admission requirements listed above.

### **WHO IS ELIGIBLE FOR DDP AS A DEGREE-SEEKING STUDENT?**

It is preferred that new applicants hold an A.S. in Fire Science, but not necessary. However, degrees are not transferred, only credits. You may take lower division requirements while working toward your B.S. degree. However, you must have completed at least 12 units of the lower division fire science requirement of 21 units and the lower division English composition course before beginning upper division courses.



## Application For Admission

### Personal Information

--	--

Last Name

Former Last Name

--	--

--	--

First Name

Middle Name

--

Current Address, Number & Street

--	--	--	--

City

State

Zip Code

--

--	--	--	--	--	--	--	--	--	--

E-Mail Address

Social Security Number

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--

Home Phone

Work Phone

Ext.

Birth date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

If you are not a U.S. citizen, do you have Permanent Resident Status (Green card holder)? Yes  No

Alien registration number: \_\_\_\_\_ (Please provide front and back copies of your alien registration card)

Will you need a visa to study at Cogswell? Yes  No

Have you previously attended Cogswell College? Yes  No  Dates attended: \_\_\_\_\_

How did you hear about Cogswell College? (Please be specific) \_\_\_\_\_

### Academic Information

Applying for entrance in ...  Fall  Spring  Summer Year \_\_\_\_\_

- |   |   |
|---|---|
| <input type="checkbox"/> Digital Art & Animation (DAA)  | <input type="checkbox"/> Digital Arts Engineering (DAE) |
| <input type="checkbox"/> Digital Audio Technology (DAT) | <input type="checkbox"/> Computer Engineering (CPE)     |
| <input type="checkbox"/> Fire Science (DDP)             | <input type="checkbox"/> Software Engineering (SWE)     |

### What is your intended enrollment?

Full Time (12-16 credits)  Part Time (less than 12)

### What is your intended student status?

First Time Freshman  Transfer  Returning  Visitor

**For College Use Only:**

Date application received: \_\_\_\_\_ Date Fee Received: \_\_\_\_\_ Type of Payment: \_\_\_\_\_

---

**Important**

Submitting this application form does not complete the application process. Please see the attached "Admission Requirements" sheet for a list of what must be submitted to complete your application.

---

**Educational Background**

Please list your last high school and all colleges previously attended. Attach additional sheets if necessary.

High School: \_\_\_\_\_  
or \_\_\_\_\_  
GED \_\_\_\_\_  
(Month/Year)

Name	City & State	Graduation (Mo/Yr)
_____	_____	_____

Colleges: \_\_\_\_\_

Name	City & State	Dates Attended	Degree
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

**Extracurricular Information**

Please list and describe briefly the most significant honors and awards you have received and any extracurricular activities in which you have participated within the past four years.

**Honors, Awards & Certificates**

Honor/Award/Certificate	Description	Date Received
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Extracurricular Activities**

Activity	Description	Year of Involvement	Total Hours
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

---

**Optional Information**

The following request for information is to help the College provide demographic data about Cogswell's student body to Federal and State agencies. Your response, although optional, is appreciated and will have no effect on the college's evaluation of your application.

Gender:  Female  Male

Please indicate which one of the following ethnic categories most accurately applies to you:

Alaskan Native or American Indian  Black or African American  White or Caucasian  
 Asian or Pacific Islander  Hispanic or Latin American  Other

---

**Signature**

Please read and sign the following:

I agree, if accepted, to abide by the rules and regulations of Cogswell College.

To the best of my knowledge, the information I have submitted here is complete and correct.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of parent or guardian  
if applicant is under the age of 18: \_\_\_\_\_ Date: \_\_\_\_\_

---

**Correspondence**

ADMISSIONS OFFICE  
COGSWELL POLYTECHNICAL COLLEGE  
1175 BORDEAUX DR.  
SUNNYVALE, CA 94089  
Phone: (800) 264-7955  
Fax: (408) 747-0764  
admissions@kogswell.edu

