

APPLICATION INSTRUCTIONS

FIRST-TIME STUDENTS – FRESHMEN

Recommended deadline date for **Fall Term applications is March 1**. Applications received after March 1 will be considered on a space-available basis. To apply for admission to Otterbein College, you must:

- Complete and sign the application for admission.
- Submit an official copy of your high school transcript, including class rank and Ohio Graduation Test results, if applicable.
- Provide the College with your official scores on either the ACT or SAT examination.
- Submit an application fee of \$25.
- Permanent residents or those with refugee / asylee status must submit copies of documentation regarding their status.

All materials must be complete and must be received by the Office of Admission before your application for admission can be processed.

TRANSFER STUDENTS

To apply for admission you must:

- Complete and sign the application for admission.
- Submit an official final high school transcript.
- Submit an official transcript from each post-secondary institution attended.
- Submit an application fee of \$25.

TRANSIENT (VISITING) STUDENTS

A transient student is any student in good standing at another accredited college or university who wishes to enroll for one term at Otterbein College and expects to return to his or her former institution. If you would like to attend Otterbein as a transient student, you must:

- Complete and sign the application for admission.
- Complete and sign an Otterbein transient student form, stating that you are in good standing at your home college or university. (Available from the Admission Office and the web site.)
- Submit an official transcript from your home institution.
- Submit an application fee of \$25.
- All students are responsible to for making sure that they have all the required prerequisites prior to registering for Otterbein courses.

EARLY ADMIT STUDENTS

An Early Admit student is a high school senior without a high school diploma who wants to enroll at Otterbein full time. These students will receive college credit for courses taken, but also may be fulfilling high school graduation requirements. To apply you must:

- Complete and sign the application for admission.
- Submit an official copy of your high school transcript.
- Provide official ACT or SAT scores.
- Submit a letter of recommendation from your high school principal.
- Submit a statement of permission signed by your parents.
- Submit an application fee of \$25.

PRE-FRESHMAN STUDENTS

If you have junior or senior standing in high

school, you may register at Otterbein College for two courses each quarter on a space-available basis. To apply to the pre-freshman program, you must:

- Complete and sign the application for admission.
- Submit the pre-freshman application form.
- Submit a letter of recommendation from your high school principal or guidance counselor stating that you are capable of doing college level coursework.
- Submit a letter of recommendation from a high school teacher in the academic area of the course in which you wish to enroll.
- Submit a statement of permission signed by your parents.
- Submit an official copy of your high school transcript.
- Submit an application fee of \$25.

RETURNING STUDENTS

Otterbein students who have been out less than one year do not need to reapply, but may go directly to Cardinal Web and register. Former students who have been out for one year or more must complete and sign a new admission application (no fee required). Former students who attend another institution after leaving Otterbein must, in addition to reapplying, submit an official transcript of all courses taken.

COMPLETING YOUR APPLICATION PERSONAL DATA

If your name, address or phone number changes prior to the beginning of classes, please notify the Office of Admission. Changes that occur after the beginning of classes should be reported to the Student Affairs Office.

Otterbein will use your Social Security Number (SSN) ONLY to identify any test scores you report to the Office of Admission and to identify your financial aid information. This information is protected in accordance with federal privacy laws, and is not made available to unauthorized persons unless you personally direct the College to reveal such information for you.

Use of the SSN in no way gives Otterbein College access to any personal, confidential information maintained by other agencies, private or governmental. Your SSN will not appear on your college records; you will be assigned a personal Otterbein student identification number.

PROGRAMS OF STUDY

Please refer to the list of majors and indicate your first and second choice for your intended program of study. If you have not yet decided on a major area of interest, please write "undecided" on the line as your first choice. Also, rank the same two academic areas on the appropriate lines.

ACTIVITIES AND ESSAY

Please complete the activities page. If you want to be fully considered for scholarships, you must complete the essay section. Use one of the suggested topics or choose a topic of your choice.

FINANCIAL AID

To apply for need-based* financial aid (which in-

cludes grants, work study and low-interest loans), you will need to complete the FAFSA (Free Application for Federal Student Aid) online at www.FAFSA.ed.gov. (If you require a paper copy, please contact us and we will send one to you). We will send a packet of information about financial aid to students who indicate that they are applying for financial aid on the Otterbein application for admission. Forms cannot be filed before January 1, but applying as soon as possible after January 1 will better enable us to help you. Full funding may be contingent upon our Financial Aid Office receiving your FAFSA results by **APRIL 1**. If you have any questions concerning financial aid, please call the Financial Aid Office at (614) 823-1502 or toll-free at (888) OTTERBEIN. Otterbein's FAFSA Code: #003110

**Otterbein College scholarships, talent awards and other merit-based aid are not contingent upon filing financial aid forms; you will be notified of any scholarship eligibility and procedures at the time of acceptance to Otterbein College.*

ACADEMIC HISTORY

Please provide information about the high school from which you graduated or will graduate. For applicants submitting GED's, please provide a transcript from the last high school attended. Home schooled students should submit written documentation of successful completion of the equivalency of a college preparatory high school curriculum. Transcripts from a cooperating school district are preferred.

FAMILY INFORMATION

Please provide the appropriate information. The family information requested is not used for evaluation for admission, but does help the College establish and maintain important information about you and your family in your permanent record.

NONDISCRIMINATION POLICY

Otterbein College does not discriminate on the basis of sex, race, creed, gender, sexual orientation, age, political affiliation, national origin or disabling condition in admission of students, education policies, financial aid and scholarships, housing, athletics, employment or other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Director of Human Resources.

DISABILITY SERVICES

Applicants with any disability who may require special assistance are urged to contact our Disability Services Coordinator in the Academic Support Center. Support Services and accommodations are coordinated through this office.

Please call 614.823.1618 for information.

APPLICATION FEE: \$25

QUESTIONS? 614.823.1500

800.488.8144

877.OTTERBEIN

UOtterB@otterbein.edu

www.otterbein.edu

APPLICATION FOR ADMISSION

APPLICATION FEE: \$25

Please make your check payable to: Otterbein College

APPLICATION STATUS

STUDENT CLASSIFICATION

- First-time Freshman Transfer Student Transient (Visiting) Student
 Early Admit Student Pre-freshman Returning Student

TERM YOU WISH TO ENTER

- Fall (September) Year _____
 Winter (January) Spring (March) Summer (June)

From what source did you receive this application? _____

PERSONAL DATA

First Name _____ Preferred Name _____ Middle or Maiden Name _____ Last Name _____

Street Address _____ City _____

County of Residence _____ State _____ Zip _____

Date of Birth _____ City and State of Birth _____ Country of Birth _____

Home Telephone Number _____ Cell Phone Number _____

E-mail Address _____ Social Security Number _____

Preferred Method of Contact: Cell Phone Home Phone E-mail

Are you: Female Male Single Married

Have you ever been convicted of a felony
or are any charges currently pending? Yes No

Are you a U.S. citizen? Yes No
If no, are you a permanent resident? Yes No
If no, are you a refugee/asylee? Yes No

FAMILY INFORMATION

Name of: Father Husband Guardian _____ Living Deceased

Occupation _____ Firm/Company _____ Work Telephone Number _____

Home Telephone Number _____ Email Address _____

Home Address _____ City _____

State _____ Zip _____ Father's Educational History: High School College Post Baccalaureate

Name of: Mother Wife Guardian _____ Living Deceased

Occupation _____ Firm/Company _____ Work Telephone Number _____

Home Telephone Number _____ Email Address _____

Home Address _____ City _____

State _____ Zip _____ Mother's Educational History: High School College Post Baccalaureate

With whom do you live: Mother and Father Mother Father Guardian Other _____

Is English the most frequently spoken language in the home? Yes No

Please list family members who have attended or are currently attending Otterbein College.

Name _____ Relationship _____ Dates Attended/Attending _____

Name _____ Relationship _____ Dates Attended/Attending _____

**PROGRAMS
OF STUDY**

Please indicate on the lines below your intended major(s) at Otterbein in the order of preference.
Please rank these same two majors in order of preference on the grid below.

1 _____ 2 _____

<input type="checkbox"/> Accounting/Public Accounting	<input type="checkbox"/> Life Science – Pre-Professional Health Sciences <i>Pre-Dentistry</i> <i>Pre-Medicine</i> <i>Pre-Optometry</i> <i>Pre-Veterinary Medicine</i>
<input type="checkbox"/> Actuarial Science	<input type="checkbox"/> Mathematics – General
<input type="checkbox"/> Art**	<input type="checkbox"/> Mathematics Education (TL)
<input type="checkbox"/> Art Education (TL)**	<input type="checkbox"/> Middle Childhood Education (BSE)
<input type="checkbox"/> Athletic Training	<input type="checkbox"/> Molecular Biology
<input type="checkbox"/> Biochemistry	<input type="checkbox"/> Music (BA)*
<input type="checkbox"/> Biochemistry – Pre-Professional Health Studies <i>(see Chemistry)</i>	<input type="checkbox"/> Music and Business (BA)*
<input type="checkbox"/> Broadcasting	<input type="checkbox"/> Music Education (BME)*
<input type="checkbox"/> Business Administration – General	<input type="checkbox"/> Music Performance (BM)*
<input type="checkbox"/> Chemistry – General	<input type="checkbox"/> Musical Theatre (BFA)*
<input type="checkbox"/> Chemistry – Pre-Professional Health Studies <i>Pre-Dentistry</i> <i>Pre-Medicine</i> <i>Pre-Optometry</i> <i>Pre-Pharmacy</i> <i>Pre-Veterinary Medicine</i>	<input type="checkbox"/> Nursing (BSN)
<input type="checkbox"/> Computer Science	<input type="checkbox"/> Organizational Communication
<input type="checkbox"/> Criminology/Sociology	<input type="checkbox"/> Philosophy
<input type="checkbox"/> Dance (Minor)*	<input type="checkbox"/> Physical Education
<input type="checkbox"/> Early Childhood Education (BSE)	<input type="checkbox"/> Physical Education (TL)
<input type="checkbox"/> Economics	<input type="checkbox"/> Physical Science
<input type="checkbox"/> Engineering (Dual Degree)	<input type="checkbox"/> Physical Science Education (TL)
<input type="checkbox"/> English – Language Arts Education (TL)	<input type="checkbox"/> Physics/Astronomy
<input type="checkbox"/> English – Literature Emphasis	<input type="checkbox"/> Political Science
<input type="checkbox"/> English – Writing Emphasis	<input type="checkbox"/> Pre-Law (Political Science)
<input type="checkbox"/> Environmental Science	<input type="checkbox"/> Pre-Physical Therapy (Athletic Training)
<input type="checkbox"/> Equine Business and Facility Management	<input type="checkbox"/> Psychology
<input type="checkbox"/> Equine Health Technology	<input type="checkbox"/> Public Relations
<input type="checkbox"/> Equine Pre-Vet/Pre-Grad	<input type="checkbox"/> Religion
<input type="checkbox"/> French	<input type="checkbox"/> Sociology
<input type="checkbox"/> French Education (TL)	<input type="checkbox"/> Spanish
<input type="checkbox"/> Health Education	<input type="checkbox"/> Spanish Education (TL)
<input type="checkbox"/> Health Education (TL)	<input type="checkbox"/> Speech Communication
<input type="checkbox"/> Health Promotion & Fitness	<input type="checkbox"/> Sport and Wellness Management
<input type="checkbox"/> History	<input type="checkbox"/> Theatre – Acting (BFA)*
<input type="checkbox"/> History Education (TL)	<input type="checkbox"/> Theatre – Design & Technology (BFA)**
<input type="checkbox"/> Individualized Degree	<input type="checkbox"/> Theatre – Musical Theatre (BFA)*
<input type="checkbox"/> International Studies	<input type="checkbox"/> Theatre – Musical Theatre & Dance (BFA)*
<input type="checkbox"/> Journalism	<input type="checkbox"/> Theatre – Management (BA)***
<input type="checkbox"/> Life Science – Biology	<input type="checkbox"/> Undecided/Undeclared
<input type="checkbox"/> Life Science Education (TL)	<input type="checkbox"/> Other

TL = Teaching License

* Audition Required

** Portfolio Review Required

*** Interview Required

COLLEGE INVOLVEMENT

Please list your extracurricular activities you plan to participate in at Otterbein College. *(Please attach an additional sheet if necessary):*

Varsity sports you plan to play in college *(refer to activity codes below):* _____

Music *(refer to activity codes below):* Band—Instruments _____

Orchestra—Instruments _____

Vocal—Voice Part _____

ACTIVITY CODES

MUSIC

- A Flute/Piccolo
- B Clarinet/Bass Clarinet
- C Oboe
- D Bassoon
- E Saxophone
- F French Horn/Marching Horns
- G Trumpet/Cornet
- H Trombone
- I Baritone/Euphonium
- J Tuba/Sousaphone
- K Percussion/Mallets/Set
- L Soprano
- M Alto

- N Tenor
- O Bass
- P Piano
- Q Organ
- R Violin
- S Viola
- T Cello
- U String Bass/Electric Guitar
- V Classical Guitar/Electric Guitar
- W Flag Corps/Silks/Color Guard
- X Drill Team
- Y Drum Major/Field Commander
- Z Majorette Featured Twirler

VARSITY SPORTS

- B Baseball
- K Basketball
- C Cross Country
- F Football
- G Golf
- S Soccer
- O Softball
- E Tennis
- T Track
- V Volleyball

Are you interested in the Honors Program? Yes No

Are you participating in the International Baccalaureate Programme? Yes No

Do you plan to audition for a Music Participation talent award *(for non-Music majors)*? Yes No

Do you plan to audition for the Dance minor? Yes No

FINANCIAL AID

Do you plan to apply for financial aid? Yes No

Do you qualify for Otterbein Employee Tuition Benefit? Yes No

Otterbein offers undergraduate tuition assistance for the dependent children of its faculty and staff through various tuition benefits programs. If you have questions about your eligibility, contact our Human Resources Office.

Do you qualify for the Tuition Exchange Program? Yes No

Otterbein is a member of The Tuition Exchange Program, Inc., which is a reciprocal scholarship program for children of faculty and staff employed at over 600 participating institutions. To learn more about Tuition Exchange, go online to www.tuitionexchange.org.

- Do you plan to:
- Live in a campus residence hall
 - Commute from parents'/guardians' home*
 - Commute from other*

**Commuting students must live within a 30-mile radius of Otterbein College*

SCHOLARSHIP ESSAY

The scholarship essay is optional, however to be fully considered for merit based scholarships it is required to complete an essay question of your choice. Essays will be reviewed by a scholarship committee and awarded after acceptance into Otterbein College.

On a separate sheet of paper, please type an essay of 500 words based on one of the following questions. You may also complete this scholarship application online, please visit: www.otterbein.edu/admission/Applying/scholarship_app.asp

- #1. "No culture can live, if it attempts to be exclusive." - Mahatma Ghandi
Discuss the above remarks in the context of a personal, local, national or international concern that has importance to you.
- #2. "Freedom of inquiry, freedom of discussion, and freedom of teaching - without these a university cannot exist."
- Robert M. Hutchins
Do you agree or disagree with the above statement? Citing specific examples, why or why not?
- #3. Essay of your choice.

**OPTIONAL
INFORMATION**

This section is optional. This information is requested only so that we can refer you to scholarships or other financial assistance available to students meeting designated criteria. The information provided will not be used in a discriminatory manner.

RACIAL/ETHNIC BACKGROUND

African American Asian American/Pacific Islander Caucasian Hispanic/Latino Native American/Alaskan Native

Multi-racial (Please Specify) _____

Other (Please Specify) _____

RELIGIOUS PREFERENCE

Baptist Jewish Lutheran Muslim
 Presbyterian Roman Catholic United Church of Christ United Methodist

Other (Please Specify) _____

**ACADEMIC
HISTORY**

Name of High School _____ City/State _____ Year of Graduation _____

Guidance Counselor _____ High School Telephone _____ GPA _____

Please list your College Entrance Exam information:

ACT
Date _____ Date _____

Composite _____ Composite _____

Do you plan on taking the ACT in the future? No Yes When? _____

SAT
Date _____ Date _____

Composite: _____ Composite: _____

R _____ M _____ W _____ R _____ M _____ W _____

Do you plan on taking the SAT in the future? No Yes When? _____

Please list all previous colleges attended (include Otterbein, if applicable). Also list post-secondary colleges.

Institution _____ City/State _____ Dates Attended _____ Degree _____

Institution _____ City/State _____ Dates Attended _____ Degree _____

Post-Secondary Institution _____ Dates Attended _____ Courses _____

**CURRENT
STATUS**

If you are not currently attending a school, please describe your activities since you were last enrolled (example: work, travel, etc.):

I hereby apply for admission to Otterbein College, and acknowledge that all the information in this application is complete, accurate, and honestly presented to the best of my knowledge.

Signature of Applicant _____ Date _____

Please enclose any additional information you may deem necessary for your admission to Otterbein College. Pictures are optional.
For questions, please call 614.823.1500 or toll-free 800.488.8144 or 877.OTTERBEIN.

Use the postage paid envelope provided to submit your application fee and completed application and mail to:



Office of Admission
Otterbein College
One Otterbein College
Westerville, OH 43081-2006