

transfer



2007-2008

Transfer
Undergraduate
Admission
Application



BENTLEY

www.bentley.edu

APPLICATION INSTRUCTIONS

The enclosed materials contain the information you need to complete your transfer application to Bentley. We want you to be successful in this process and invite you to call on us if we can help. Here are a few notes to assist you.

APPLICATION FORM AND FEE. Bentley requires a \$50 application fee to be included with your application. Complete the application form and return it to the Office of Undergraduate Admission by the appropriate deadline (see the admission and financial aid calendar).

TRANSCRIPTS. Please request that official transcripts from all colleges and universities you have attended be sent to the Office of Undergraduate Admission. It is your responsibility to request that your official final high school transcript with date of graduation be sent to the college as well. If you have previously applied as a freshman candidate, please make sure an official final copy of your high school transcript is sent to our office, as the copy on file may be incomplete.

MIDSEMESTER PROGRESS REPORT. Use the enclosed form to report your grades for courses in which you are now enrolled. This form should only be sent after you have taken midyear exams or completed midterm assignments.

RECOMMENDATIONS. Please provide two letters of recommendation, preferably from professors. A reference from an employer or high school teacher is acceptable in lieu of one of the professor recommendations.

STANDARDIZED TESTS. The SAT is *required* for transfer applicants who have taken fewer than 10 college courses. It is *recommended* that scores be submitted by all applicants who have taken the SAT or ACT. Non-native speakers of English are *required* to submit official TOEFL/IELTS results that are less than two years old.

There are two ways to have your scores sent to Bentley:

- Contact the appropriate testing agencies to have them send your official scores to Bentley.

SAT	ACT
The College Board	American College Testing Service
609.771.7600	319.337.1313
CEEB no. for Bentley: 3096	ACT no. for Bentley: 1783

- Scores may be reported on the official copy of your high school transcript. Not all schools post official scores, so check with your high school.

VISITING BENTLEY. An admission interview is highly recommended and may be combined with a guided campus tour. Please call the Office of Undergraduate Admission to check dates and make an appointment for your campus visit.

ANTICIPATED MAJOR

Bentley offers many avenues for exploring your academic interests. Please refer to this list when selecting an anticipated major for your application.

BACHELOR OF ARTS (BA) DEGREE

HI	History
INT	International Studies
LA	Liberal Arts
MC	Media and Culture
PI	Philosophy
UA	Undecided Arts

BACHELOR OF SCIENCE (BS) DEGREE

AC	Accountancy
CS	Computer Information Systems
EF	Economics-Finance
FA	Corporate Finance and Accounting
FI	Finance
IDCC	Information Design and Corporate Communication
ISAC	Information Systems Audit and Control
MEC	Managerial Economics
MG	Management
MKT	Marketing
MA	Mathematical Sciences
UB	Undecided Business

LIBERAL STUDIES MAJOR

Complement any business major with a second major in liberal studies. Students take the same number of courses, but add another credential to their degree. **Concentrations Include:**

- American Perspectives • Diversity and (in)Equality • Earth, Environment and Global Sustainability • Ethics and Social Responsibility
- Global Perspectives • Health and Industry • Imagination and the Human Experience • Media Arts and Society • Quantitative Perspectives
- Workplace and Labor Studies



OFFICE OF
UNDERGRADUATE ADMISSION
175 Forest Street, Waltham
Massachusetts 02452-4705

Application for Transfer Admission

Application for transfer students who are U.S. citizens and permanent residents of the U.S. or U.S. territories

International students, U.S. citizens and permanent residents living abroad, and freshman students should complete the International or Freshman Student Application. These applications may be downloaded at www.bentley.edu or requested by calling 781.891.2244.

Please type or print in ink.

PERSONAL INFORMATION

Name of applicant _____
Last First Middle Jr., etc.

I prefer to be called _____
Nickname

Permanent address _____ Mailing address (if different) until _____
Month/Day/Year

Number and Street P.O. Box Number and Street P.O. Box

City and State Zip Code Country City and State Zip Code Country

Home telephone () _____

Cell phone () _____

Fax number () _____

E-mail address _____

If your mailing address is a college/university include

name of school here _____

School telephone () _____

IM Screen name and service (Yahoo, MSN, AOL) _____

Birth date _____ Male Female _____

Are you a U.S. citizen? Yes No If no, please list all countries of citizenship:

If you are a U.S. permanent resident, resident alien, or immigrant, what is your resident alien (green card) number?

A _____ First language, if not English? _____

ATTENDANCE/ACADEMIC PLANS

Have you applied to Bentley before? No Yes If so, when? _____

I am applying for: Fall 20 _____ Spring 20 _____

I wish to: Live on campus Commute

I plan to submit financial aid forms: Yes No

My anticipated major is: Please enter only one code from the list of majors on the application instructions page.

Other colleges to which I am applying: _____

EDUCATIONAL BACKGROUND

List all colleges and secondary school(s) attended. Please provide official transcripts from all institutions attended.

<i>High School</i>	<i>City/State/Zip Code/Country</i>	<i>Graduation Date</i>	<i>CEEB Code</i>
<i>College or University</i>	<i>City/State/Zip Code/Country</i>	<i>Dates Attended: From (date) To (date)</i>	<i>CEEB Code</i>
<i>College or University</i>	<i>City/State/Zip Code/Country</i>	<i>Dates Attended: From (date) To (date)</i>	<i>CEEB Code</i>
<i>College or University</i>	<i>City/State/Zip Code/Country</i>	<i>Dates Attended: From (date) To (date)</i>	<i>CEEB Code</i>

STANDARDIZED TEST DATES

The SAT is required for transfer applicants who have taken fewer than 10 transferable college courses. It is recommended that scores be submitted by all applicants who have taken the SAT or ACT. Non-native speakers of English are required to submit official TOEFL/IELTS scores that are less than two years old. Please list below the dates of the standardized tests you have taken or plan to take. Bentley's CEEB code is 3096; the ACT number is 1783.

TEST	SAT			ACT		TOEFL/IELTS	
DATES	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<i>month/year</i>	<i>month/year</i>	<i>month/year</i>	<i>month/year</i>	<i>month/year</i>	<i>month/year</i>	<i>month/year</i>

CURRENT COURSES

Please list the courses in which you are currently enrolled and the college or university that you are attending.

<i>Course title and code</i>	<i>College/University</i>	<i>Credit hours</i>
1. _____		
2. _____		
3. _____		
4. _____		
5. _____		
6. _____		

Check academic term for which courses are being taken: Fall Spring

RECOMMENDATIONS

Please request letters of recommendation from two professors and have them sent directly to the Office of Undergraduate Admission. A reference from an employer or high school teacher is also acceptable if a professor recommendation is not available.

FAMILY INFORMATION

Please complete all areas in this section. Write "N/A" where information is not applicable.

PARENT/GUARDIAN

Mother Father Legal Guardian

Full name _____

Living? Yes No (*date deceased* _____)

ADDRESS (*if different from yours*)

Number and Street *P.O. Box*

City and State *Zip Code* *Country*

Telephone (_____) _____
Area Code

EDUCATION AND EMPLOYMENT BACKGROUND

Colleges, graduate schools attended, if any

Degree(s) *year granted*

Employer

Occupation *Title*

PARENT/GUARDIAN

Mother Father Legal Guardian

Full name _____

Living? Yes No (*date deceased* _____)

ADDRESS (*if different from yours*)

Number and Street *P.O. Box*

City and State *Zip Code* *Country*

Telephone (_____) _____
Area Code

EDUCATION AND EMPLOYMENT BACKGROUND

Colleges, graduate schools attended, if any

Degree(s) *year granted*

Employer

Occupation *Title*

If not with both parents, with whom do you make your permanent home? _____

Parents' marital status: Married Separated Divorced _____ Widowed Never married
Date

BROTHERS AND SISTERS

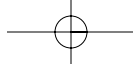
Name/relationship *Age* *Colleges attending or attended* *Year of graduation*

OTHER FAMILY INFORMATION

Are you the son, daughter or spouse of a Bentley employee? If yes, name: _____

Please list any family members who have attended Bentley.

Name *Year of graduation* *Degree or certificate* *Relationship to you*



EXTRACURRICULAR INVOLVEMENT

Submit on a separate sheet of paper if needed.

ACTIVITIES

Please list your principal extracurricular activities in their order of importance to you. Include volunteer activities undertaken, sports or musical instruments played, and any other significant accomplishments or achievements during high school or college.

<i>Activity</i>	<i>Year</i>	<i>Hours per week</i>	<i>Positions held or honors achieved</i>

EMPLOYMENT

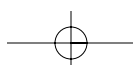
Please list any jobs you have held during the school year and summer.

<i>Employer/Position held</i>	<i>Hours per week</i>	<i>Month/Year started</i>	<i>Month/Year ended</i>

HONORS AND AWARDS

Please describe any honors or awards (scholastic and others) you have received during high school and college.

	Date _____
	Date _____
	Date _____



OPTIONAL INFORMATION

(For statistical purposes only)

How did you become interested in Bentley? **(Check as many as appropriate.)**

- | | | |
|---|--|--|
| <input type="checkbox"/> Campus tour | <input type="checkbox"/> Current Bentley student | <input type="checkbox"/> College guidebook |
| <input type="checkbox"/> Admission interview | <input type="checkbox"/> Bentley alumna/us | <input type="checkbox"/> World Wide Web |
| <input type="checkbox"/> Visited a student on campus | <input type="checkbox"/> Bentley athletic coach | <input type="checkbox"/> Bentley web site |
| <input type="checkbox"/> College fair/high school visit | <input type="checkbox"/> Bentley employee | <input type="checkbox"/> Bentley camp |
| <input type="checkbox"/> Local Bentley reception | <input type="checkbox"/> Guidance counselor | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Family member | <input type="checkbox"/> Bentley literature | |

Predominant ethnic background: How would you describe yourself? **(Please check one.)**

- | | |
|---|--|
| <input type="checkbox"/> African American | <input type="checkbox"/> Caucasian/White |
| <input type="checkbox"/> Black/Non-Hispanic | <input type="checkbox"/> Asian American/Pacific Islander |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> Multiracial (specify) _____ |
| <input type="checkbox"/> Native American/Alaskan Native | |

SPECIAL CIRCUMSTANCES

- On a separate sheet of paper, provide information on any special circumstances you would like us to consider, including physical conditions or circumstances that may have interrupted your education, affected academic performance, or limited your involvement in activities. If you are not currently in school, please indicate how you have spent your time since discontinuing your studies.
- Have you had any court convictions other than parking/traffic violations? Yes No
Have you been dismissed, suspended, or placed on probation from school? Yes No
If you answered yes to either question, please attach a statement noting the circumstances and your view of the matter.

TRANSFER STATEMENT

We would like to get to know you better and understand your interest in Bentley. Please respond to **one** of the following questions in one or two typed or clearly printed pages. Make sure that your name and the name of the school you are currently attending are on each page.

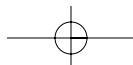
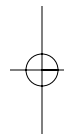
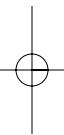
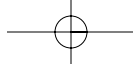
- What are your personal and professional goals? How do you think a Bentley education would help you to achieve these goals?
- Bentley students are expected to conduct themselves in an ethical manner, both inside and outside the classroom. Describe a time when a question of ethics arose for you or a fellow student and how the situation was handled.

APPLICANT SIGNATURE

My signature below certifies that I have completed all academic and personal information in this application and it is accurate and complete.

Applicant's signature _____ Date _____

If you have any questions or concerns about your application, please call the Office of Undergraduate Admission at 781.891.2244. Thank you for considering Bentley.



MIDSEMESTER COLLEGE/UNIVERSITY PROGRESS REPORT (FOR TRANSFER APPLICANTS)

Please ask your current professors to use this form to report grades for courses in which you are now enrolled. We recommend submitting this form after you have taken midterm exams. If midterm exams are not offered in a particular course, your professors can base the grade on the available assignments and course work completed to date. This progress report should be sent no earlier than four to five weeks after the beginning term of study.

Your name _____

College or University _____

Term of Study: Fall Spring

Course code/number and title _____ Credit hours _____

Current grade _____ as of _____ Faculty signature _____

Comments (optional) _____

Course code/number and title _____ Credit hours _____

Current grade _____ as of _____ Faculty signature _____

Comments (optional) _____

Course code/number and title _____ Credit hours _____

Current grade _____ as of _____ Faculty signature _____

Comments (optional) _____

Course code/number and title _____ Credit hours _____

Current grade _____ as of _____ Faculty signature _____

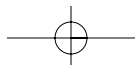
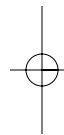
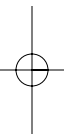
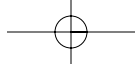
Comments (optional) _____

Course code/number and title _____ Credit hours _____

Current grade _____ as of _____ Faculty signature _____

Comments (optional) _____

Return to: Office of Undergraduate Admission
Bentley College
175 Forest Street
Waltham, MA 02452-4705



ADMISSION AND FINANCIAL AID CALENDAR

FALL SEMESTER (SEPTEMBER)

ADMISSION

Application deadline May 1
 Decision notification date Rolling beginning April 1
 Tuition deposit deadline Rolling

FINANCIAL AID

Financial Aid PROFILE submitted to CSS March 1
 Register online at www.collegeboard.org
 Free Application for Federal Student Aid (FAFSA)
 mailed to federal processor March 1
 Register online for the FAFSA at www.fafsa.ed.gov
 Parent and Student IRS 1040 forms May 1
 Award notification Rolling after May 1

SPRING SEMESTER (JANUARY)

ADMISSION

Application deadline November 15
 Notification date Rolling beginning Nov. 1
 Tuition deposit deadline Rolling

FINANCIAL AID

Financial Aid PROFILE submitted to CSS November 15
 Register online at www.collegeboard.org
 Free Application for Federal Student Aid (FAFSA)
 mailed to federal processor November 15
 Register online for the FAFSA at www.fafsa.ed.gov
 Parent and Student IRS 1040 forms November 15
 Award notification Rolling

IMPORTANT REMINDERS

- ✓ Keep copies of all materials submitted to Bentley.
- ✓ For your convenience, use Bentley-provided envelopes whenever available.
- ✓ Work closely with your parent/guardian to meet all financial aid deadlines.

Office of Undergraduate Admission
 175 Forest Street
 Waltham, MA 02452-4705
 Tel: 781.891.2244
 Tel: 800.523.2354
ugadmission@bentley.edu

Office of Financial Assistance
 175 Forest Street
 Waltham, MA 02452-4705
 Tel: 781.891.3441
 Tel: 877.362.2216
finaid@bentley.edu

BENTLEY CODES

FAFSA Title IV: **002124**
 ACT: **1783**
 CEEB/CSS PROFILE: **3096**
 TOEFL: **3096**



**OFFICE OF
UNDERGRADUATE ADMISSION**
175 Forest Street, Waltham
Massachusetts 02452 U.S.A.

BENTLEY is a national leader in business education. Centered on education and research in business and related professions, Bentley blends the breadth and technological strength of a university with the values and student focus of a small college. Our undergraduate curriculum combines business study with a strong foundation in the arts and sciences. A broad array of offerings at the McCallum Graduate School emphasize the impact of technology on business practice, including MBA and Master of Science programs, PhD programs in accountancy and in business, and selected executive programs. Enrolling approximately 4,000 full-time undergraduate, 250 adult part-time undergraduate, and 1,270 graduate students, Bentley is located in Waltham, Mass., minutes west of Boston.