



Application for Admission

Please fill out this form completely and mail to the following address:
USC The Business College, 201 Bleecker Street, Utica NY 13501

FOR ASSISTANCE FILLING OUT THIS APPLICATION, CONTACT OUR ADMISSIONS TEAM AT (315) 733-2300

Gender (Optional): ☐ Male ☐ Female

Birthdate (mm/dd/yyyy): _____

First Name: _____

Middle Name: _____

Last Name: _____

Email Address: _____

Social Security Number (last 4 digits): _____

Maiden or Former Last Name(s): _____

† Are you a veteran? (Select one from this list):

☐ U.S. Veteran ☐ Dependent of U.S. Veteran ☐ Active Duty U.S. Military

What are you applying as? (Select one from this list):

☐ Freshman ☐ Transfer Student ☐ Readmission

Application for semester (Select one from this list):

☐ Summer 2015 ☐ Fall 2015 ☐ Spring 2016

Citizenship (Select one from this list):

☐ US Citizen ☐ US Permanent Resident VISA ☐ Alien Registration

† A veteran is a person who has served honorably on active duty in the armed forces of the United States.

Are you interested in receiving information about articulation and transfer agreements that may be available to you for continuing your education toward a Bachelor's degree upon your graduation from USC?:

☐ Yes ☐ No

Select the method(s) which referred you to USC The Business College:

- | | | |
|-----------------------------------|---|---|
| <input type="radio"/> USC Website | <input type="radio"/> Family/Friend | <input type="radio"/> Social Networking |
| <input type="radio"/> Television | <input type="radio"/> High School Visit | <input type="radio"/> Online Ads |
| <input type="radio"/> Radio | <input type="radio"/> College Fair | <input type="radio"/> USC Mailers |
| <input type="radio"/> Newspaper | <input type="radio"/> USC Faculty/Staff | <input type="radio"/> Email from USC |
| <input type="radio"/> Employer | <input type="radio"/> Billboards | <input type="radio"/> Other Website |

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

County: _____

Permanent Home Phone: _____ Cell Phone: _____

Would you like us to text message you?:

☐ Yes ☐ No

Have you ever applied to USC before?:

☐ Yes ☐ No

What year(s) did you apply?: _____



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EDUCATIONAL BACKGROUND

High School (*attend/attended*): _____

Location (*city, state, zip, country*): _____

Date of Graduation: _____

If you did not graduate and received a GED, list the date: _____

If you did not graduate and you will receive a GED, list the anticipated date: _____

List all other secondary schools you have attended (*School Name, City, State, Dates Attended*):

List all previous colleges/universities, including USC (*Name of college/university*):

Dates attended: _____

Will you be requesting transfer credits:

☐ Yes ☐ No

Academic honors, extracurricular, and volunteer activities. Briefly list and describe any scholastic distinctions or honors you have received since the 9th grade:

WORK EXPERIENCE

Please list job(s) you may have held during the past three years (*including summer employment*).

Position, employer, dates and weekly hours should be listed:

Please provide any additional information that you feel would be helpful in processing your application, including any accommodation services that you may request:



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EDUCATIONAL PLANS

Select the campus you are interested in attending (*Select one from this list*):

☐ Utica ☐ Canastota ☐ Oneonta

Do you intend to enroll (*Select one from this list*):

☐ Full Time ☐ Part Time ☐ Elective

When do you prefer to take classes?

☐ Day ☐ Evening ☐ Online

Have you ever been convicted of a felony? (*The college reserves the right to request additional information*):

☐ Yes ☐ No

Select the Degree Program and Concentration or Certificate Program that interests you.
Select only ONE program and concentration area. Refer to our catalog for a complete description
of program coursework. (*Select one from this list*):

Certificate Programs

- ☐ Accounting
- ☐ Administrative Assistant
- ☐ Computer Office Applications
- ☐ Computer Technician
- ☐ Insurance Associate
- ☐ Legal Office Assistant
- ☐ Medical Office Assistant

Business Administration (AOS)

- ☐ Accounting Concentration
- ☐ Entrepreneurial Concentration
- ☐ General Concentration - BA
- ☐ Management Concentration
- ☐ Risk Management and Claim Services Concentration

Degree Programs

- ☐ Health Service Management (AAS)*
- ☐ Information Security (AAS)
- ☐ Non-Profit Agency Management (AAS)*

Administrative Specialist (AOS)

- ☐ Coding and Billing Concentration
- ☐ Computer Applications Concentration
- ☐ Executive Concentration
- ☐ General Concentration - AS
- ☐ Legal Concentration
- ☐ Medical Concentration
- ☐ Medical Transcription Concentration

Desired Class (*if Elective selected*):

** These programs are available at the Utica Campus*



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SIGNATURE PAGE

Scholastic Records Release

Release my high school educational records to: USC The Business College, 201 Bleecker St., Utica, NY 13501

High School: _____

City: _____ State: _____ Zip: _____

Name of applicant as it appears on high school records: _____



Name of applicant (signed) _____ Date: _____



Parent/Guardian (if applicant is under 18) _____ Date: _____

Immunization Records Release

Release my high school immunization records to: USC The Business College, 201 Bleecker St., Utica, NY 13501

High School: _____

City: _____ State: _____ Zip: _____

Name of applicant as it appears on high school records: _____

Birthdate (mm/dd/yyyy): _____ Graduation date OR last date attended: _____



Name of applicant (signed) _____ Date: _____



Parent/Guardian (if applicant is under 18) _____ Date: _____

Terms of Enrollment

All applicants/re-applicants must present photo identification documentation to the Admissions Office in the form of an unexpired driver's license, unexpired government issued photo identification card (i.e. NYS benefit photo identification card), sheriff identification card, unexpired U.S. Passport; or unexpired military ID. An official High School photo identification card will be accepted for an applicant under the age of 18 who has not graduated from High School.

I understand that this application cannot be processed if it has not been completed according to instructions, and that any known falsification or omission of data may result in denial of admission or dismissal. I will provide official transcripts from my High School, all colleges attended and GED/TASC scores (if applicable). All information submitted is true to the best of my knowledge.

With my signature, I authorize the release of my transcript(s) to USC The Business College for admission purposes.



Name of applicant (signed) _____ Date: _____

As my son/daughter applies for admission to USC The Business College, I agree to comply with the conditions and terms set forth in the current college catalog.



Parent/Guardian (if applicant is under 18) _____ Date: _____

Non-Discrimination Policy

USC The Business College is an equal opportunity, affirmative action institution and accepts eligible students without regard to race, color, sex, ethnic or national origin, religion, marital status, age, handicap or sexual orientation. This nondiscrimination policy covers admissions, employment and access to and treatment in college programs, services, and activities. USC The Business College welcomes the handicapped and in compliance with section 504 of the Rehabilitation Act of 1973 (as amended), does not discriminate on the basis of handicap. USC The Business College supports equal opportunity for both sexes and in compliance with Title IX of the Education Amendments of 1972, does not discriminate on the basis of sex. Questions about this policy may be directed to USC The Business College Title IX and Section 504 Compliance Coordinator at PO Box 462, Route 5, Canastota, NY 13032.