



COLLEGE of SANTA FE

Office of Admissions
1600 St. Michael's Drive
Santa Fe, New Mexico 87505-7634
(800) 456-2673
www.csf.edu



COLLEGE OF SANTA FE

APPLICATION
FOR
ADMISSION



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APPLICATION INSTRUCTIONS

The Application for Admission and all other required forms are enclosed in this booklet. Return the completed forms to the College of Santa Fe Admissions Office, 1600 St. Michael's Drive, Santa Fe, NM 87505.

1. INSTRUCTIONS FOR FRESHMAN APPLICANTS

Complete the enclosed application form carefully. Forward your section of the application, sections I through X, including personal statement and non-refundable \$35 application fee, directly to the Admissions Office. We request that teachers and counselors completing the Teacher and Secondary School Counselor Evaluation Forms forward them directly to College of Santa Fe Admissions Office. Note: we suggest you make a photocopy of the application form and essay for your files.

2. THE SECONDARY SCHOOL REPORT, COUNSELOR RECOMMENDATION AND TRANSCRIPTS

The Secondary School Report form provides space for your guidance counselor to record information regarding your academic standing, GPA, and rank in class. In addition to statistical information, counselors are also encouraged to complete the comments section of the form and/or attach a written recommendation.

An up-to-date transcript including your grades for years 9, 10, 11, as well as a listing of 12th year courses in progress, should also be attached to the Secondary School Report form. To complete the application process, please ask your counselor to forward the completed Secondary School Report form and academic transcripts to the College of Santa Fe Admissions Office.

3. THE SAT, ACT AND TOEFL

All applicants are required to take either the SAT with writing required or the ACT with writing encouraged. To receive full consideration, we recommend that students take the exam(s) prior to January of their senior year. Students may report their junior and/or senior year test scores by requesting that a copy be sent directly to College of Santa Fe from the testing agencies, or by submitting an official high school transcript which includes the SAT or ACT results. If English is your second language we strongly recommend you take the TOEFL Examination (Test of English as a Foreign Language). NOTE: College of Santa Fe does not require the Achievement Test scores for admissions purposes; however, Achievement Test results may be submitted to the college for placement or credit evaluation.

4. SUGGESTED APPLICATION COMPLETION DATES

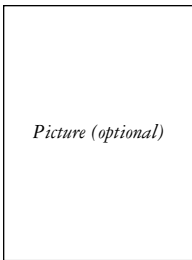
Applicants seeking admission to College of Santa Fe as first-year students are encouraged to apply early in their senior year with a recommended completion date of March 15. Applicants will be reviewed shortly after all the necessary documents have been received. Students who apply after March 15 will be considered on a space availability basis. All accepted students who wish to enroll at College of Santa Fe are required to submit a non-refundable \$200 enrollment deposit by May 1.

INSTRUCTIONS FOR TRANSFER, LICENSURE AND SECOND DEGREE CANDIDATES

College of Santa Fe welcomes applications from students who have attended other colleges or universities. Candidates in this category must complete sections I through IX of the application, including the personal statement. Forward this section of the application along with the non-refundable \$35 application fee directly to the Admissions Office. Instead of the Teacher and Secondary School Counselor recommendations referred to in the application form, transfer, licensure and/or second degree candidates are asked to submit a letter of recommendation from either a college instructor or employer to complete the application process. The letter of recommendation, a final high school transcript, and transcripts of all completed college work should be mailed to the Admissions Office directly from the appropriate individual(s) and institutions. Student copies of records are not acceptable. If transferring to the college with less than 30 transferable credit hours, then SAT or ACT scores and official high school transcripts must also be submitted.

APPLICATION FOR ADMISSION

A non-refundable, one-time fee of \$35 must accompany this application.



STATUS YOU SEEK:

- Degree Seeking
- New (Freshman)
- Transfer
- 2nd BA
- Non-Degree Seeking
- Elementary Education Licensure
- Secondary Education Licensure
- Senior Citizen

I. PERSONAL DATA

Name _____
Last First Middle (complete) Jr., etc. Sex

Former Last Name(s), if any _____

Permanent Home Address _____
Number and Street

City or Town County State Zip

If different from above, please give your mailing address for all admission correspondence:

Mailing Address _____
Number and Street

City or Town State Zip Date Use until: _____

Telephone at Mailing Address _____ / _____ Permanent Home Telephone _____ / _____
Area Code Number Area Code Number

Cellular Phone _____ / _____
Area Code Number

Email Address _____ Fax Number _____ / _____
Area Code Number

Birthdate _____ Citizenship: U.S. Permanent Resident U.S. Other _____ Visa Type _____
Mo./Dy./Yr. Country

If over 55 yrs. old at time of registration, please check box for Sr. Citizen rate

Social Security number, if any: _ _ _ - _ _ - _ _ _ _ _

The following are optional:

Place of birth _____ Marital status _____
City State Country

Parent's country of birth: Mother _____ Father _____

What is your first language, if other than English? _____

Language spoken at home, if other than English: _____

Religious Preference _____

- Ethnicity: American Indian or Alaskan Native/Tribe _____ Hispanic
- Asian or Pacific Islander (including Indian subcontinent) White, Anglo, Caucasian
- Black Non-Resident Alien
- Other / Unknown

II. COLLEGE PLANS

Indicate the semester for which you are seeking admission: Fall _____ Spring _____
Yr. Yr.

Indicate your housing preference: (Note: all freshmen and sophomores are required to live on campus.)

on-campus residence off campus/commuting

Will you be a candidate for financial aid? Yes No If yes, the appropriate form(s) was/will be filed on: _____

Are you interested in pursuing athletics at CSF? If so, what sport? _____

III. TRADITIONAL ACADEMIC PROGRAM

Please select the field in which you plan to major (check only one):

ART

- Studio Art (BFA, BA)
- Studio Art – Mixed Media (BFA)
- Studio Art – Photography (BFA)
- Studio Art – Painting (BFA)
- Studio Art – Sculpture (BFA)
- Studio Art – Art Therapy (BA)
- Art History (BA)
- Graphic and Digital Design (BA)

BUSINESS ADMINISTRATION

- Arts and Entertainment (BBA)
- Managing Sustainable Enterprise (BBA)

CONTEMPORARY MUSIC (BA)

CREATIVE WRITING AND LITERATURE

Creative Writing (BA)
English (BA)

DOCUMENTARY STUDIES

(must have 64 transferable credits to apply)

- Documentary Studies (BA)
- Environmental Documentation (BA)

EDUCATION

- Elementary Education (BA)
- Secondary Education (BA)

HUMANITIES AND

INTERDISCIPLINARY STUDIES

- Interdisciplinary Studies: Humanities
- Ancient and Contemporary Worlds (BA)
- Interdisciplinary Studies:
The Southwest (BA)

MOVING IMAGE ARTS (BA)

PERFORMING ARTS

- Theater (BA)
- Theater – Acting (BFA)
- Theater – Design/Technical Theater (BFA)
- Theater – Musical Theater (BFA)
Theater Management (BA)

SCIENCES AND CONSERVATION STUDIES

- Computer Science (BS)
- Conservation Biology (BS)
- Conservation Studies (BA)
- Environmental Documentation (BA)
- Global Ecology and Politics (BA)

SOCIAL SCIENCES

- Politics (BA)
- Psychology – Art Therapy (BA)
- Psychology – Counseling (BA)
- Psychology – General (BA)
- Global Wisdom Traditions and Spirituality (BA)

PRE-PROFESSIONAL PROGRAM

- Pre-Law

UNDECLARED

IV. EDUCATIONAL DATA

School you attend now _____ Date of entry _____

Address _____ ACT/CEEB code number _____
City State Zip

Date of secondary graduation _____ Is your school public? private? parochial? home school

Have you ever been suspended from any high school or college? Yes No

If yes, on a separate sheet of paper, list the name of the school, dates and reasons for suspension.

Are you utilizing the services of an Independent Educational Consultant? Yes No

If yes, please provide name _____

List all other secondary schools, including summer schools and programs you have attended beginning with 9th grade.

Name of School	Location (City, State, Zip)	Dates Attended
_____	_____	_____
_____	_____	_____
_____	_____	_____

List all colleges at which you have taken courses for credit. Please have a transcript sent from each institution as soon as possible.

Name of College	Location (City, State, Zip)	# of Credits Completed	Dates Attended
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Do you currently hold a college degree? Yes No If yes, what degree(s)? _____

If not currently attending school, please check here: If out of education more than 6 months, describe in detail your activities since leaving school.

V. FAMILY

Parent I full name _____ Is she living? _____

Home address if different from yours _____ *Telephone number* _____

Occupation _____ *Name of business or organization* _____ *Office phone number* _____

Parent I E-mail _____ Cellular phone _____

Name of Parent I attended (if any) _____ Degree _____ Year _____

Name of professional or graduate school (if any) _____ Degree _____ Year _____

Parent II full name _____ Is he living? _____

Parent II E-mail _____ Cellular phone _____

Home address if different from yours _____ *Telephone number* _____

Occupation _____ *Name of business or organization* _____ *Office phone number* _____

Name of Parent II attended (if any) _____ Degree _____ Year _____

Name of professional or graduate school (if any) _____ Degree _____ Year _____

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

Please check if parents are separated divorced

Please give names and ages of your brothers or sisters. If they have attended college, give the names of the institutions attended, degrees, and approximate dates. _____

VI. ACADEMIC HONORS

Briefly describe any scholastic distinctions or honors you have won, beginning with 9th grade.

VII. EXTRACURRICULAR AND PERSONAL ACTIVITIES

Please list in order of interest your principle extracurricular, community and family activities, and hobbies. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. Please (✓) in the right column those activities you hope to pursue in college.

Activity	Grade level or post- secondary (P.S.)					Approximate time spent		Positions held, honors won or letters earned	Do you plan to participate in college?
	9	10	11	12	P.S.	Hours per week	Weeks per year		

VIII. WORK EXPERIENCE

List any job (including summer employment) you have held during the past three years.

Specific nature of work	Employer	Approximate dates of employment	Approximate hours/week

In the space provided below, briefly discuss which of these activities (extracurricular and personal activities or work experience) has had the most meaning for you, and why.

APPLICATION SUPPLEMENT

IX. COLLEGE OF SANTA FE CONNECTIONS *(Please read carefully and answer all questions.)*

Please list names, class year, and relationships of any relatives who have attended or who are attending College of Santa Fe:

Name _____ Class _____ Relationship to you _____

Name _____ Class _____ Relationship to you _____

Please list the names and class year of any current or former College of Santa Fe students known to you:

Name _____ Class _____ Relationship to you _____

Name _____ Class _____ Relationship to you _____

How did you first hear about College of Santa Fe?

Have you met with a College of Santa Fe representative? Yes No

If "yes," when? _____ Where? _____

With whom did you meet? _____

Please list your hometown paper _____

To what other colleges or universities are you applying?

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

X. SECONDARY SCHOOL DETAIL

Please list your senior year courses in progress, indicating course title and level (i.e. AP, Honors, College Prep etc.)

1. _____ 5. _____

2. _____ 6. _____

3. _____ 7. _____

4. _____ 8. _____

Approximate class rank (i.e. 12/262) _____ / _____

SAT I results: Critical Reading _____ Math _____ Writing _____ ACT results: E___ M___ R___ SR___ C___ W___

TEST INFORMATION

Be sure to note the tests required for each institution to which you are applying. Official scores must be submitted to College of Santa Fe as soon as possible. Please list your test plans below.

	Scholastic Aptitude Test (SAT I)	American College Test (ACT)	Test of English as a Foreign Language (TOEFL)
Dates taken or	_____	_____	_____
Date to be taken	_____	_____	_____

SHORT ANSWER OR ESSAY — FOR ALL APPLICANTS

The short answer or essay question helps us become acquainted with you in ways different from courses, grades, test scores and other objective data. It enables you to demonstrate your ability to organize thoughts and express yourself creatively. Please choose one of the short answer questions to complete or the essay question. Attach your essay to this application or e-mail to your Admission Officer at College of Santa Fe.

Short Answer

These are short answers. Please limit yourself to 5 pages or less, double spaced. Some questions may require several words, others may need a paragraph. Right or wrong answers don't exist. We are interested in learning about how you might contribute to the College of Santa Fe community.

1. What are three words that your friends would use to describe you and why?
2. List two books that you have read in the past 12 months and briefly describe why they have been meaningful to you.
3. Many students at CSF have a desire to be change agents in today's society, be it politics, education, the death penalty, environmental sustainability, or social change through art. If you could change the way society views a particular issue, what would it be?
4. What is your favorite quote and why?
5. As a young person, facing questions of ethics, honesty, and integrity are often challenging. Please share a recent ethical dilemma you faced.

Or Essay Question (please limit your response to 5 pages or less, double spaced):

College of Santa Fe encourages creative thought in all academic areas. Sometimes this educational philosophy can frustrate students who are searching for black and white answers. One CSF faculty member is quoted as saying, "Many of my students leave my class frustrated because I've made them ask more questions than the number of answers I've provided." In 500 words or less, describe how this quote aligns with the type of education you are seeking.

AGREEMENTS (Photo/Video Release)

I, _____, hereby allow College of Santa Fe to use my photo/image or reproduction in media, promotional materials and Web-based promotions for the college if admitted. I also waive any rights, royalties, or claim to any salary or income from my photo/image and give my permission for said companies to use these pictures/videos at their discretion.

Initial here if you agree: _____ Date: _____

Parent Signature (if applicant is under 18) _____

APPLICATION AGREEMENT

I certify that, to the best of my knowledge, all information submitted in this application is true and correct and honestly represented. I understand that failure to present accurate information may render this application null and void. I also understand that the information I have provided may be used for statistical purposes by other authorized offices and agencies. If accepted to College of Santa Fe, I agree to abide by the regulations of the institution and will support the values stated in the mission of College of Santa Fe.

Federal legislation requires College of Santa Fe to secure your authorization to notify your secondary school both of the admissions decision reached on your application and of your enrollment decision. Your signature authorizes College of Santa Fe to release this information. If you agree to have the information shared, please sign and print your name below.

Applicant's signature _____ Date _____

Please print your name _____

Parent (or guardian) signature _____ Date _____

(if applicant is under 18 years of age)

The College of Santa Fe is accredited by The Higher Learning Commission and is a member of the North Central Association (www.ncahigherlearningcommission.org, (800) 621-7440).

The college is committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap, sexual orientation, disability or sex. The admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.

TEACHER EVALUATION

Mail this form to: *College of Santa Fe, Office of Admissions, 1600 St. Michael's Drive, Santa Fe, NM 87505*

STUDENT:

Fill in the information below and give this form and a stamped envelope, addressed to the College of Santa Fe, to a teacher who has taught you an academic subject.

Student Name _____
Last First Middle (complete) Jr., etc.

Address _____
Street City State Zip

TEACHER:

College of Santa Fe finds candid evaluations helpful in choosing its future students. We are primarily interested in whatever you think is important about the applicant's academic and personal qualifications for college. Please submit your references promptly. A photocopy of this reference form, or another reference you may have prepared on behalf of this student is acceptable. You are encouraged to keep the original of this form in your private files for use should the student need additional recommendations. We are grateful for your assistance.

CONFIDENTIALITY:

We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student's file should the applicant matriculate. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. Colleges do not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. Colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap or sex. The admissions process at private undergraduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.

Teacher's Name (please print or type) _____

Position _____ School _____

School Address _____

BACKGROUND INFORMATION

How long have you known this student and in what context? _____

What are the first words that come to your mind to describe this student? _____

List the courses you have taught this student, noting for each student's year in school (10th, 11th, 12th) and the level of course difficulty (AP, accelerated, honors, elective, etc.). _____

(Over, please)

EVALUATION

Please feel free to write whatever you think is important about the applicant, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents and enthusiasm. We welcome information that will help us to differentiate this student from others.

RATINGS

Compared to other college-bound students whom you have taught, check how you would rate this student in terms of academic skills and potential.

No Basis		Below Average	Average	Good (above average)	Very Good (well above average)	Excellent (top 10%)	One of the top few encountered in my career
	Creative, original thought						
	Motivation						
	Independence, initiative						
	Intellectual ability						
	Academic achievement						
	Written expression of ideas						
	Effective class discussion						
	Disciplined work habits						
	Potential for growth						
	SUMMARY						
	EVALUATION						

Signature _____ Date _____

SECONDARY SCHOOL COUNSELOR EVALUATION

Mail this form to: *College of Santa Fe, Office of Admissions, 1600 St. Michael's Drive, Santa Fe, NM 87505*

TO THE APPLICANT:

After filling in the information below, give this form to your college counselor.

Student Name _____
Last First Middle (complete) Jr., etc.

Address _____
Street City State Zip

Social Security No. (optional) _____

TO THE SECONDARY SCHOOL COLLEGE COUNSELOR:

After filling in the blanks below, use both sides of this form to describe the applicant.

This candidate ranks ____ in a class of ____ students and has a cumulative grade point average of ____ on a ____ scale.

The rank covers a period from ____ to _____. If a precise rank is not available, please indicate rank to the nearest tenth from the top. The rank is weighted unweighted. How many students share this rank? ____

Of this candidate's graduating class, ____% plan to attend a four-year college.

In comparison to other college preparatory students at our school, the applicant's course selection is

most demanding demanding average less than demanding

How long have you known the applicant, and in what context? _____

What are the first words that come to your mind to describe the applicant? _____

Counselor's Name (please print or type) _____
Last First Middle

Position _____ School _____

School Address _____

Office Telephone _____ School CEEB/ACT Code
Area Code Number

Please Note: Attach applicant's official transcript, including courses in progress. Include, if available, a school profile and transcript legend.

(Over, please)

COUNSELOR RECOMMENDATION

Please feel free to write whatever you think is important about this student, including a description of academic and personal characteristics. We are particularly interested in the candidate’s intellectual promise, motivation, relative maturity, integrity, independence, originality, initiative, leadership potential, capacity for growth, special talents and enthusiasm. We welcome information that will help us to differentiate this student from others.

(Optional) I recommend this student: With reservation Fairly strongly Strongly Enthusiastically

Signature _____ Date _____

CONFIDENTIALITY

We value your comments highly and ask that you complete this form in the knowledge that it may be retained in the student’s file should the applicant matriculate. In accordance with the Family Educational Rights and Privacy Act of 1974, matriculating students do have access to their permanent files which may include forms such as this one. Colleges do not provide access to admissions records to applicants, those students who are denied admission, or those students who decline an offer of admission. Again, your comments are important to us and we thank you for your cooperation. Colleges are committed to administer all educational policies and activities without discrimination on the basis of race, color, religion, national or ethnic origin, age, handicap or sex. The admissions process at private under-graduate institutions is exempt from the federal regulation implementing Title IX of the Education Amendments of 1972.

APPLICATION CHECKLIST

Have you...

- 1) Completed and mailed your portion of the application, along with the \$35 application fee, to the Admissions Office at College of Santa Fe?
- 2) Requested all transcripts be sent directly to College of Santa Fe?
- 3) Asked your guidance counselor to complete and mail the secondary school counselor evaluation form directly to College of Santa Fe?
- 4) Asked one of your teachers to complete and mail the Teacher Evaluation Form directly to College of Santa Fe?
- 5) Made sure your test scores (ACT/SAT) were sent directly to CSF from the testing service, OR verified that copies of your scores were reported on your secondary school transcript? (Foreign students should make sure to send their TOEFL scores directly to CSF)

REMINDER

If you have questions, or need assistance with any part of this form, please call (800) 456-2673. An admissions counselor will be most happy to assist you!

NOTES:

