



COLLEGE OF SANTA FE

# APPLICATION FOR ADMISSION

## Adult Undergraduate, Certificate & Graduate Programs

Return completed application with  
\$35 non-refundable application fee to:  
College of Santa Fe  
Adult Programs/Santa Fe Campus  
1600 St. Michaels Dr.  
Santa Fe, NM 87505-7634  
505-473-6177 Fax: 505-473-6129  
E-mail: [adultprograms@csf.edu](mailto:adultprograms@csf.edu)

### Status you seek:

Undergraduate Degree Seeking

New (no previous college credit)

Transfer (previous college credit)

Non-Degree Seeking

Undergraduate

Graduate

If you are undergraduate degree seeking, please check one:

Associate's

Bachelor's

2nd Bachelor's

Graduate Student

New (no previous graduate credit)

Transfer (previous graduate credit)

Non-Degree Seeking

Certificate Programs

New Mexico Filmmakers Intensive (NMFI) (BA in any field or evidence of significant film industry experience required)

UpStream Documentary Institute

Have you previously applied for CSF Graduate Study?  Yes  No (year \_\_\_\_\_)

Indicate academic years previously enrolled at CSF: Undergraduate \_\_\_\_\_ Graduate \_\_\_\_\_ Non-Degree \_\_\_\_\_

### Entrance Information: Indicate the semester/term for which you seek admission:

Fall 20\_\_\_\_ (year)

August (Term I)  October (Term II)

Summer 20\_\_\_\_ (year)

Spring 20\_\_\_\_ (year)

January (Term I)  March (Term II)

Filmmakers Intensive Program: January 20\_\_\_\_ (year)

UpStream Documentary Institute

### Student Information:

Name \_\_\_\_\_  Male  Female Birth Date \_\_\_\_\_  
LAST FIRST MIDDLE

Social Security Number \_\_\_\_\_ Former Last Name(s) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
NUMBER AND STREET OR P.O. BOX

City or Town \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Personal E-Mail \_\_\_\_\_ Do you fulfill New Mexico residency requirements?  Yes  No

Home Telephone \_\_\_\_\_ Cellular Telephone \_\_\_\_\_

Citizenship  U.S.  Permanent Resident of U.S.

Alien, Registration Number is A- \_\_\_\_\_

Other Country: \_\_\_\_\_ Visa Type \_\_\_\_\_ Expiration Date \_\_\_\_\_

If you have a student visa, please list the name and address of the last school you were authorized to attend:

\_\_\_\_\_

Employer \_\_\_\_\_ Can you be contacted at work?  Yes  No

Work Telephone \_\_\_\_\_ Work E-Mail \_\_\_\_\_

Emergency Contact \_\_\_\_\_

RELATIONSHIP

TELEPHONE

E-MAIL

Will you be applying for Financial Aid?  Yes  No

**The following are optional:**

Place of birth \_\_\_\_\_ Marital Status \_\_\_\_\_  
CITY STATE COUNTRY

What is your first language, if other than English? \_\_\_\_\_ Religious Preference \_\_\_\_\_

- Ethnicity:  American Indian or Alaskan Native/Tribe \_\_\_\_\_  
 Spanish American or Hispanic  
 Asian or Pacific Islander (including Indian subcontinent) \_\_\_\_\_  
 White, Anglo, Caucasian  
 African American (non-Hispanic)  
 Other/Unknown

**Educational Background:**

High School Attended \_\_\_\_\_ Graduated \_\_\_\_\_  
NAME CITY STATE YEAR

If you did not graduate from high school, date and place of GED award \_\_\_\_\_

**Colleges/Universities Attended**

*Please list all accredited colleges you have attended and submit an official, final transcript from each. Transcripts are not required for non-degree undergraduate students. Graduate students must list all undergraduate and graduate degrees earned.*

COLLEGE/UNIVERSITY NAME	CITY/STATE	DATES ATTENDED	CREDIT HOURS OR DEGREE EARNED

List relevant awards/honors you have received and/or any relevant extra-curricular activities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How did you hear about College of Santa Fe?

- Friend/Family: \_\_\_\_\_  
NAME
- Alumnus/alumna: \_\_\_\_\_  
NAME
- College/Career Fair: \_\_\_\_\_  
NAME
- Workplace: \_\_\_\_\_  
NAME

CSF Website  Radio Ad  Newspaper Ad  Outdoor Ad  City Bus Ad  Other: \_\_\_\_\_

PLEASE LIST

## Academic Interest:

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Please select your academic interest from this list

### Certificate Programs

- UpStream Documentary Institute     New Mexico Filmmakers Intensive (  Directing     Screenwriting     Producing )

### Undergraduate Programs

#### Business Administration

- Business Administration (AA)  
 Business Administration (BBA)  
Majors:  
 Accounting  
 Management  
 Technology Management

#### Education

- Elementary (BA) w/concentration  
 Secondary (BA) w/concentration  
 Elementary Special Education (BA)

### Graduate Programs

#### Master of Business Administration

- Concentration:  
 Human Resource Management  
 Finance  
 Management Information Systems  
(Albuquerque campus only)  
 No concentration

#### Master of Arts in Education

- Concentration:  
 At Risk Youth  
 Curriculum & Instruction  
 Multicultural Education

#### Endorsement Only

- TESOL  
 Bilingual/Multicultural  
 Reading

#### Science

- Computer Science (BS)  
 Information Technology (BS)  
Concentration:  
 Computer Security  
 Hardware/Network  
 Website Management

#### Humanities

- Humanities (BA)

#### Other

- Self-Designed Major  
 Undeclared

#### Licensure Only

- Elementary  
 Standard  
 Alternative  
 Secondary  
 Standard  
 Alternative

#### Master of Special Education

- Standard  
 Alternative  
 Educational Administration

## Agreements (Photo/Video Release)

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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: \_\_\_\_\_

## Application Agreement

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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.

APPLICANT'S SIGNATURE

DATE

The College of Santa Fe is accredited by The Higher Learning Commission and is a member of the North Central Association. ([www.ncahigherlearningcommission.org](http://www.ncahigherlearningcommission.org), 1-800-621-7440)

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.

## Program Specific Information:

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### Certificate Programs

#### UpStream Documentary Institute

All applicants must submit the following:

- Completed and signed Application for Admission.
- Non-refundable \$35.00 Application Fee, payable to College of Santa Fe.
- A resumé summarizing education and work experience.
- Documentary Proposal: Please briefly describe a documentary project that you are interested in pursuing, and why.
- Interview with a representative of UpStream.

#### New Mexico Filmmakers Intensive

All applicants must submit the following:

- Completed and signed Application for Admission.
- Non-refundable \$35.00 Application Fee, payable to College of Santa Fe.
- To be considered a New Mexico resident, New Mexico must be your primary place of residency. Acceptable forms of proof of residency are: a valid New Mexico drivers license; a valid New Mexico voter registration card; or a copy of a filed New Mexico state tax return for the year prior to application. Proof of residency must be submitted with your application.
- Must have an undergraduate degree (in any field) or significant film industry experience. Check one:

- One official, final copy of your academic transcript from your undergraduate degree-granting, accredited institution. Applicants previously enrolled at College of Santa Fe do not need to submit the official transcript. Please note that unofficial transcripts can be submitted from all institutions attended for file review, however, official, final copies must be received for full acceptance to College of Santa Fe.

And/Or

- To evidence significant industry experience, please submit an up-to-date resumé.
- Statement of Interest: Please write a one-page statement regarding your interest in the Filmmakers Intensive.
- Creative Representation:
  - Screenwriters: a writing sample not to exceed 10 pages, double-spaced. Screenplay form is preferred but a short story or personal essay are acceptable.
  - Directors: visual representation of your work on one DVD—a film is preferred but a photo essay or storyboards are acceptable. If no previous work is available an optional project proposal as described below (no more than 4 double-spaced pages) may be sent instead to fulfill this requirement.
  - Producers: DVD of a film you have produced or a project proposal for a film you would like to produce (not to exceed 4 double-spaced pages).
  - Optional: Applicants may also opt to include a film treatment or proposal in addition to the required supplementary material at their election (not to exceed 4 double-spaced pages).
- Interview with a representative of NMFI.

### Undergraduate Programs

All applicants must submit the following:

- Completed and signed Application for Admission.
- Non-refundable \$35.00 Application Fee, payable to College of Santa Fe.
- One official, final transcript from all colleges/universities attended. Applicants previously enrolled at College of Santa Fe do not need to submit the official transcript. Please note that unofficial transcripts can be submitted from all institutions attended for file review, however, official, final copies must be received for full acceptance to College of Santa Fe.
- Interview with a College of Santa Fe Admission Officer.
- International applicants must submit scores from a recent TOEFL examination for admission consideration. [www.toefl.org](http://www.toefl.org)

### Graduate Programs

#### Master of Business Administration

All applicants must submit the following:

- Completed and signed Application for Admission.
- Non-refundable \$35.00 Application Fee, payable to College of Santa Fe
- One official, final copy of your academic transcript from your undergraduate degree-granting, accredited institution. Applicants previously enrolled at College of Santa Fe do not need to submit the official, final transcript. In addition, it is required that applicants submit official, final transcripts from any college or university where you completed MBA prerequisites. Please note that unofficial transcripts can be submitted from all institutions attended for MBA file review, however, official, final copies must be received for full acceptance to College of Santa Fe.
- Applicants with an undergraduate cumulative GPA below a 3.0 on a 4.0 scale are encouraged to take the GMAT and send scores directly to CSF.
- Two letters of recommendation, sent directly from professors or employers using the College of Santa Fe recommendation form.
- Interview with a College of Santa Fe Admission Officer.
- International applicants must submit scores from a recent TOEFL examination for admission consideration. An English translation and credentials evaluation of official transcripts from foreign institutions by a CSF-approved translation company are required.

It is suggested, but not required, that you include with your application a resumé or letter in which you describe your work experience, professional objectives, and any other information supporting your qualifications for graduate work.

All documents must be received at least 21 days prior to the start date for the term in which you intend to enroll. Please note that students whose transcripts do not reflect credit for prerequisites may be admitted provisionally with the understanding that these courses must be completed in the appropriate sequence. Non-degree seeking students may apply to complete up to 6 credit hours of graduate coursework with the permission of the M.B.A. Committee.