APPLICATION INSTRUCTIONS

CHECKLIST

☐ Completed Application Form
☐ Official High School Transcript
☐ Official ACT and/or SAT Scores, if applicable
☐ Official College Transcripts, if applicable
☐ Personal Essay
☐ Signature on Application
☐ Official Proof of English Proficiency for Non-native Speakers of English

APPLICATION DEADLINES

Fall Semester (begins mid-August)
Freshmen Applicants

Early Action Deadline: November 1
Regular Decision Deadline: February 1
Rolling Admission Deadline: June 15

Transfer Applicants
Regular Decision Deadline: March 15
Rolling Admission Deadline: June 15

Spring Semester (begins January)
Freshmen & Transfer Applicants

Priority Decision Deadline: November 1
Regular Admission Deadline: December 1

APPLICATION FORMS

Students have a number of options by which they may apply for admission to Carroll College.

Online (Electronic) Applications
• Carroll College Online Application: www.carroll.edu
• Common Application: www.commonapp.org

Paper Applications
• Carroll College Application
• Common Application

CONTACT INFORMATION

Office of Admission
Phone: 406.447.4384
Toll Free: 800.992.3648
Fax: 406.447.4533
Email: admission@carrroll.edu

Office of International Programs
Phone: 406.447.5406
Fax: 406.447.5461
Email: intl@carrroll.edu

Office of Financial Aid
Phone: 406.447.5425
Fax: 406.447.5187
Email: fao@carrroll.edu

VISITING CAMPUS

Interested in a campus tour, meeting with an admission counselor, catching a football game, or attending a class in a subject of interest? More than just a visit, your time on campus is an opportunity to meet our students, faculty, and staff—and to enjoy our beautiful location. Campus tours are offered Monday through Friday, so contact us to reserve a tour time that suits your schedule. Our office hours are 8:30 a.m. to 5:00 p.m., Monday through Friday.

In addition to individual visits, special visit programs are offered throughout the year:
• Open Houses
• Scholarship Recognition Day
• Meet us on Mondays

Please visit our website for a complete schedule of campus visit opportunities.
STEP-BY-STEP INSTRUCTIONS

1. The Application Form
   Please type or print clearly in ink.

2. Your Records
   Please keep a copy of all documents submitted for admission and financial aid applications.

3. Being Thorough
   All sections of the Application Form must be completed by the applicant. Answer all questions, including those which call for a “yes” or “no” response.

4. Your Official High School Transcripts
   High school transcript should include all work completed to date. When additional terms have been completed, updated transcripts should be mailed to our office. Even if you receive notification of admission, we need your final official transcripts to complete your file. Transfer applicants must submit final high school transcripts or proof of GED if fewer than 24 semester credits (or equivalent) have been attempted at the college level.

5. Your Official College Transcripts
   College transcripts of all work attempted are required. Individual official transcripts must be obtained from each college/university attended.

6. Test Requirements
   a. Freshmen Applicants:
      Students are required to submit either the ACT (American College Test) or the SAT (Scholastic Assessment Test). Carroll’s school code for the ACT is 2408 and our school code for the SAT is 4041. International students who wish to be considered for academic merit scholarships must submit either ACT or SAT scores.
   b. Non-native Speakers of English:
      Proof of English proficiency is required for students whose first language is not English. Carroll accepts official TOEFL or IELTS scores. Carroll’s school code for the TOEFL is 4041. Please see the additional information for international students in the section that follows.
   c. Transfer Applicants (including International):
      If you have graduated from high school and have attempted at least 24 semester credits at a regionally accredited college or university, then ACT or SAT scores are not required.
   d. Applicants over 21 years of age by September 1 of the enrolling year who have limited or no previous college experience, may submit official COMPASS test scores in lieu of ACT or SAT scores.

7. Letters of Recommendation (Optional)
   Intended to provide an evaluation of your academic ability and character, we prefer one recommendation from a high school counselor or teacher for freshmen applicants. Transfer applicants should obtain one recommendation from a college professor or academic advisor.*

8. The Essay
   The essay required of all applicants is intended to provide us with a greater appreciation of who you are as a student and as a person. While not a formal writing assessment, members of the Admission Committee are evidenced in your essay.

9. Your Signature
   Your signature is required to complete your application.

10. Mail completed applications to:
    Office of Admission
    Carroll College
    1601 N Benton Ave
    Helena, MT 59625-0002
    or e-mail: apply@carroll.edu

*Applicants 21 years of age may submit a personal or professional reference.
**SCHOLARSHIPS AND FINANCIAL AID**

**ACADEMIC SCHOLARSHIPS**

Carroll offers generous academic scholarships. All prospective freshmen, including non-U.S. citizens, who have applied and been admitted to Carroll are automatically considered for scholarships and awards based on official high school transcripts and test scores. To be eligible, students must have graduated from high school, attempted less than 19 credits, and attend Carroll full-time. Find out what you qualify for, check out our merit scholarships online at [www.carroll.edu](http://www.carroll.edu) (freshmen only). Transfer student scholarships are also available. All prospective transfer students, including non-U.S. citizens who have applied and been admitted to Carroll, are automatically considered for scholarships and academic awards based upon the college grade point average of all college level coursework attempted. Please visit our web site at [www.carroll.edu](http://www.carroll.edu). Other scholarships are also available on our scholarship web site at [www.carroll.edu](http://www.carroll.edu).

**FINANCIAL AID (U.S. Citizens and Permanent Residents Only)**

**Financial Aid**

Getting a college education is probably one of the most significant investments you’ll ever make. At Carroll College, we will make sure you get the maximum value from that investment. We encourage you to gather as much information regarding scholarships and federal aid as possible. Financial assistance puts college within reach for many students each year.

If you would like to be considered for any federal need-based aid (Pell Grant, FSEOG Grant, Stafford loans, Perkins loans, and Federal Work-Study), non-need-based aid (TEACH Grant, Stafford loans), or Carroll College need-based aid, you must complete the Free Application for Federal Student Aid (FAFSA). It is easy if you take a few steps to get prepared. In September pull up the online pre-application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to get an idea of the questions you’ll need to answer. After October 1, complete the FAFSA using prior-prior year federal income tax returns. The results of the FAFSA or the expected family contribution (EFC) will be sent to each school you list on the FAFSA. The priority FAFSA deadline for Carroll College need-based grants is December 1, and we begin offering aid in December each year. Be sure to include Carroll College on the FAFSA among your college choices. The Carroll Title IV School code is 002526.

**Early Aid Estimates**

Carroll College offers an early estimate of your financial aid online. An estimated financial aid award can be prepared for you before you are admitted and/or have submitted the FAFSA. Students can access our Net Price Calculator to determine a quick estimate of financial aid eligibility.

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**INTERNATIONAL STUDENTS: INFORMATION & INSTRUCTIONS**

**Proof of English Language Proficiency**

All applicants whose native language is not English are required to submit official results for the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS).

The minimum TOEFL score required for admission consideration is 550 (paper), 213 (computer) or 80 (iBT). Applicants pursuing studies in engineering, biology or nursing must have a minimum TOEFL score of 600 (paper), 250 (computer) and 100 (iBT). Information regarding the TOEFL may be found at [www.ets.org/toefl](http://www.ets.org/toefl).

The minimum IELTS score required for admission consideration is 6.5. Applicants pursuing studies in engineering, biology or nursing must have a minimum IELTS score of 7.5. Information regarding the IELTS exam may be found at [www.ielts.org](http://www.ielts.org).

**The Form I-20 and your (F-1) Student Visa**

All applicants who require a U.S. immigration Form I-20 must complete and return the International Student Financial Certificate. The Certificate must be accompanied by financial documentation verifying that funding is available to cover all estimated expenses for one year of study. Documentation must be provided on official bank or other financial institution stationery with a bank official’s signature and seal/stamp. Photocopies are not acceptable.

If you are already studying in the United States on an F-1 or J-1 visa, please contact our International Office to request release of your Form I-20 or DS-2019 from your current institution to Carroll College. Once the required forms have been received, we will provide you with instructions on how to apply for your student visa.
Entry Term:  □ Fall  □ Spring  __________ Year __________

I will be entering as a:  □ First-year (Freshman) Student  □ Transfer Student  □ Post-Baccalaureate Student  □ Teacher Certification

Decision Plan:  □ Early Action—November 1  □ Regular Decision—February 1  □ Rolling Admission—June 15

Do you intend to apply for need-based financial aid?  □ Yes  □ No  Do you intend to live in college housing?  □ Yes  □ No
Do you intend to be a full-time student?  □ Yes  □ No  Do you intend to earn a degree?  □ Yes  □ No

PERSONAL INFORMATION

Legal name  Gender:  □ Male  □ Female

Preferred name, if not first name

Former last name(s), if any

Permanent home address

If different from above, your current mailing address (for admission correspondence)

Home phone (                     )  Cell phone (                     )

Birth date  Social Security Number (if any)

E-mail address

Country of birth  Country of citizenship

List any other countries of citizenship

Language(s) spoken in your home

US permanent resident (Alien registration # if applicable)

Current Visa type (if any)
### DemoGraphics

Responding to the following questions is optional. The information gathered is used for required Federal reporting and will not influence any admission decision.

<table>
<thead>
<tr>
<th>First language (if other than English)</th>
<th>Primary language spoken at home (if other than English)</th>
</tr>
</thead>
</table>

US Armed Services veteran? □ Yes □ No  Marital status: □ Never married □ Married □ Widowed □ Separated □ Divorced

### Ethnic Background

1. Are you Hispanic/Latino? □ Yes, Hispanic or Latino (including Spain) □ No

   Please describe your background

2. Regardless of your answer to the prior question, please select any of the following groups which you consider yourself to be a member:
   - [ ] American Indian or Alaska Native (including all Original Peoples of the Americas), Tribal Enrollment Number:
   - [ ] Asian (including Indian subcontinent and Philippines)
   - [ ] Black or African American (including Africa and Caribbean)
   - [ ] Native Hawaiian or Other Pacific Islander (Original Peoples)
   - [ ] White (including Middle Eastern)

   Please describe your background

### Religious Background

- [ ] Roman Catholic
- [ ] Episcopalian
- [ ] Baptist
- [ ] Hindu
- [ ] Non-Denominational Christian
- [ ] Protestant
- [ ] Lutheran
- [ ] LDS
- [ ] Buddhist
- [ ] Other:
- [ ] Presbyterian
- [ ] Methodist
- [ ] Muslim
- [ ] Decline to state
- [ ] Jewish
- [ ] Non-Denominational Christian
- [ ] Other:
- [ ] Hindu
- [ ] Non-Denominational Christian
- [ ] Decline to state

### Family Information

#### Father/Guardian/Spouse

<table>
<thead>
<tr>
<th>Name</th>
<th>FIRST AND LAST NAME</th>
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<tbody>
<tr>
<td>Check if deceased</td>
<td>□</td>
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<tr>
<td>Home address if different from yours:</td>
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<tr>
<th>STREET OR PO BOX</th>
<th>CITY</th>
<th>STATE/PROVINCE</th>
<th>ZIP/POSTAL CODE</th>
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</thead>
<tbody>
<tr>
<td>Phone ( )</td>
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<td>E-mail</td>
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- Occupation
- Employer
- Highest level of education completed*

#### Mother/Guardian/Spouse

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<tr>
<th>Name</th>
<th>FIRST AND LAST NAME</th>
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<tr>
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<td>E-mail</td>
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</table>

- Occupation
- Employer
- Highest level of education completed*

*options: HS Diploma/GED; Associate’s Degree; Bachelor’s Degree; Master’s Degree; Doctorate, other

Parents’ Marital Status (relative to each other): □ Never married □ Married □ Widowed □ Separated □ Divorced

With whom do you make your permanent home? □ Both parents □ Father □ Mother □ Legal guardian □ Ward of the court/state □ Other

Are you related to a Carroll Alum? □ Yes □ No

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<th>Name</th>
<th>Relationship</th>
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Do you have any family currently attending Carroll? □ Yes □ No

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SECONDARY SCHOOLS

Current or most recent secondary school attended

Entry date     Graduation date

School type:  □ Public  □ Charter  □ Independent  □ Religious  □ Home school

Secondary school address

If your secondary school education was or will be interrupted, check all that apply:
□ Did/will change secondary schools  □ Did/will take time off  □ Did not/will not graduate
□ Did/will receive GED  Date:  (Official scores must be sent from the testing agency)

List other schools attended

COLLEGES

Please list all colleges/universities attended.

<table>
<thead>
<tr>
<th>Name of college/university</th>
<th>Credits earned</th>
<th>Credits in progress</th>
<th>Dates attended</th>
<th>Degrees earned</th>
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Are you a member of Phi Theta Kappa?  □ Yes  □ No

STANDARDIZED TESTS

Please list the dates that tests were or will be taken and the scores received.

<table>
<thead>
<tr>
<th>ACT Scores</th>
<th>SAT Scores</th>
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<tr>
<th>Date</th>
<th>English</th>
<th>Math</th>
<th>Reading</th>
<th>Science</th>
<th>Composite</th>
<th>Essay</th>
<th>Date</th>
<th>Critical Reading</th>
<th>Math</th>
<th>Writing</th>
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<th>AP/IB Tests</th>
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<th>TOEFL/IELTS</th>
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<td>Score(s)</td>
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| Score(s) | Date |

REASONS FOR APPLYING TO CARROLL

Common Reasons for Applying to Carroll:  Carroll admission counselor / Faculty contact / Athletic recruit / Parents or relatives / Mailing from the admission office / Potential for employment after graduation / Academic reputation / Carroll website / Religious affiliation / Scholarships & financial aid / School size / School location / Alumni / Cost of attendance / Friend attending

1. 2. 3.

4. 5. 6.

ACADEMICS

Possible area(s) of academic concentration/major(s).

1. 2. 3.

Academic Honors

Please list any academic honors or distinctions you have received and/or offices you have held while enrolled in school.
EXTRACURRICULAR INTERESTS
Please list below your principal school, community, family, volunteer, and religious activities, indicating if you plan to continue these activities while enrolled in college.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Years of participation</th>
<th>Positions/honors won</th>
<th>Plan to continue?</th>
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SPECIAL PROGRAMS
Check boxes to receive information on the following: □ Honors Scholars Program □ Army ROTC

WORK EXPERIENCE
Please list paid jobs you have held during the past three years (including summer employment).

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<th>Employer</th>
<th>Specific nature of work</th>
<th>Dates of employment</th>
<th>Hrs/week</th>
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PERSONAL ESSAY
Please write an essay of 250-500 words to accompany your application, choosing one of the prompts below. Develop your response in a manner that provides insight into you as a student and a person. Not only are the members of the Admission Committee influenced by your ability to organize and clearly express ideas, but this essay may also be used as a writing sample for English class placement.

1. Describe a risk you have taken or an ethical dilemma you have faced and its impact on you.
2. In the past year, what has really surprised you about yourself? Reflect on the circumstances surrounding this revelation and how it has changed you.
3. There is a barrage of “breaking news” that we are confronted with daily. Please share a matter of regional, national, or international concern and its significance to you and/or your community.
4. If you are applying as a transfer student, please share your reasons for wanting to transfer and what you hope to accomplish while enrolled at Carroll College.
5. Write on a topic of your choice.

DISCIPLINARY HISTORY
Have you been subject to any academic and/or disciplinary sanction (e.g. probation, dismissed, suspension) from any school, college or university including Carroll College? □ No □ Yes.
If yes, please provide a letter describing the nature of the sanction and the circumstances pertaining to it.

Do you have any convictions, guilty pleas or charges pending for any criminal offenses (felony or misdemeanor) other than minor traffic violations? □ No □ Yes.
If yes, please provide a letter describing the nature of the offense and the circumstances pertaining to it.

CERTIFICATION
I certify that I, the candidate for admission to Carroll College, have completed this application and that it is true and complete to the best of my knowledge. I understand that refusal of admission or cancellation of registration may result from misrepresentation in any portion of this application or supporting documents. If admitted to Carroll College, I agree to abide by all the rules and regulations set forth by the College including those articulated in the college catalog and student handbook.

Signature                      Date