



Kendall College
RIVERWORKS CAMPUS • CHICAGO

School of Education Admission Packet



Thank you for your interest in Kendall College. In this Admission Packet, you will find the following documents:

- Admission checklist
- Application for enrollment
- Guidelines for writing your personal statement
- Request for official transcript
- Consumer information summary

If you have any questions regarding these documents or the admission process, please call 1-800-569-8179 to speak with a Kendall College Enrollment Advisor.

We look forward to welcoming you as a student at Kendall.



ADMISSION CHECKLIST

Early Childhood Education

The admission process at Kendall College requires applicants to submit a number of important items. This list will help you gather all of the documents necessary to complete your admission packet. Please be aware that your application cannot be processed until all of these items are received.

- Completed application
- \$50 application fee (non-refundable)
- Transcripts
 - Photocopies** of transcripts from all previously attended postsecondary institutions
(Any student applying as a freshman must submit high school and/or GED transcripts.)
 - Originals** must be sent to Office of the Registrar/ECE, Kendall College,
900 N. North Branch Street, Chicago, IL 60642
- Test of English as a Foreign Language (TOEFL) scores (if applicable)
- Personal statement: A one- to two-page typed essay about why you are applying to Kendall College. The essay will demonstrate your ability to organize thoughts and express yourself and should be in a 10- to 12-point font, double-spaced. Please include your name and sign the essay. The essay will be read and reviewed as part of the decision to admit you. Guidelines for writing your personal statement can be found in this packet of admission documents.

Submit Your Application Packet

All of these items (except **Official Transcripts***) should be sent to:

Kendall College
Application Processing Department/ECE
12975 Coral Tree Place
Los Angeles, CA 90066
Tel: 1-800-569-8179
Fax: 1-877-249-9740

If you have any questions regarding our admission process, please call 1-800-569-8179 to speak with a Kendall College Enrollment Advisor.

International Students Language Requirements

Kendall College welcomes international students into the B.A. in Early Childhood Education non-certification track program. All international students who are attending college for the first time or who do not wish to transfer in prior college coursework are required to submit their official transcripts in English.* Those students who took college-entrance exams must submit the results if the score is 18 or higher for ACT, and 850 or higher for SAT.

Kendall requires one of the following exams as proof of English competency:

- Test of English as a Foreign Language (Academic TOEFL): 525 points minimum for paper-based test; 71 points minimum for Internet-based test (Kendall's TOEFL code: 1366)
- International English Language Testing Systems (IELTS): a score of band 5.5 or higher on the academic module

Or the student must qualify under one of these options:

- Knows English as a native language or was educated 3+ years in British or U.S. system
- Studied at a U.S. high school for 2 consecutive years
- Earned an SAT verbal score of 425 or higher

*For instructions on how to submit transcripts, see *Request for Official Transcript* form.



APPLICATION FOR ENROLLMENT

Early Childhood Education

Program of Study

Which track are you interested in? B.A. in Early Childhood Education with Illinois Type 04 Teacher Certification Preparation
 B.A. in Early Childhood Education, Non-Certification
 Post-baccalaureate, Type 04 Teacher Certification Preparation

What term/year do you want to begin classes? Spring 20__ Summer 20__ Fall 20__ Winter 20__

Which program format do you prefer? Chicago campus Online Combination of campus and online

Have you previously applied for admission to Kendall College? Yes No

Legal Name and Contact Information

LAST NAME OR FAMILY NAME		FIRST NAME	MIDDLE NAME		
PREFER TO BE CALLED (NICKNAME)		FORMER (OR MAIDEN) NAME(S)			
BIRTH DATE (MM/DD/YYYY)		SOCIAL SECURITY NUMBER			
PERMANENT HOME ADDRESS		APT. #	CITY	STATE	ZIP CODE COUNTRY
HOME TELEPHONE		WORK TELEPHONE			CELL PHONE
FAX NUMBER (INDICATE HOME OR WORK)		EMAIL ADDRESS			

Have you ever been convicted of a felony or have you engaged in behavior that resulted in injury to person(s) or personal property? Yes No

If yes, see the following criminal activity disclosure statement:

Kendall College is committed to maintaining a safe environment for all members of the college community. As part of this commitment, Kendall requires applicants who have been convicted of a felony or who have engaged in behavior that resulted in injury to person(s) or personal property to disclose information as a mandatory step in the application process. Previous conduct or record of a previous conviction does not automatically bar admission to the college but does require review. Complete information must be sent via certified mail at the time of application for admission to the Kendall College, Office of Admissions, 900 N. North Branch Street, Chicago, IL 60642. Information to be submitted includes: a brief explanation, location (city, state, country) of conviction or previous conduct, dates, and court disposition. This statement must also include a grant of permission to Kendall College for complete access to any criminal records. For further information about this requirement, call 1-800-569-8179.

Personal Information

Male Female

Marital status: Single Married

Optional Demographic Information

This optional information is requested to meet federal and state reporting requirements and to help the college understand and serve its constituents. It will not be used as a basis for admission or in a discriminatory manner. You will not be subject to adverse treatment if you do not provide this information.

Ethnicity—Choose one: Hispanic or Latino Not Hispanic or Latino

Race—Indicate one or more races that apply: American Indian or Alaska Native Native Hawaiian or Other Pacific Islander
 Asian White Black or African American

Are you a U.S. citizen? Yes No

If not a U.S. citizen, are you a permanent U.S. resident? Yes No

Is English your native language? Yes No

Have you taken the TOEFL? Yes No

If not a U.S. citizen, in which country do you hold citizenship? (If dual, include both.) _____

Visa type: F-1 J-1 Other

Emergency Contact Information

NAME/RELATIONSHIP TO YOU		NAME/RELATIONSHIP TO YOU	
STREET ADDRESS	CITY, STATE, ZIP CODE	STREET ADDRESS	CITY, STATE, ZIP CODE
HOME TELEPHONE	WORK TELEPHONE	HOME TELEPHONE	WORK TELEPHONE



Educational Information

HIGH SCHOOL/SECONDARY SCHOOL	LOCATION (CITY, STATE, COUNTRY)	YEAR GRADUATED
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List all colleges/universities at which you have taken courses for credit. Please have an official transcript sent from each institution to Early Childhood Education, Kendall College, 900 N. North Branch Street, Chicago, IL 60642. Photocopies of each should be faxed to the application processing department, toll-free, at 1-877-249-9740.

NAME/LOCATION OF INSTITUTION/PROGRAM OF STUDY	DEGREE TYPE EARNED	DATES ATTENDED
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None

None

None

None

None

If you are currently enrolled in a school, please briefly describe your program of study. _____

What are your career or professional plans? _____

Briefly describe or list any professional, scholastic, civic, religious distinctions, honors, or activities relevant to your personal development.

Work

MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

SECOND MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

THIRD MOST RECENT PLACE OF WORK EXPERIENCE	POSITION HELD	DATES EMPLOYED
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BRIEF DESCRIPTION OF YOUR DUTIES

Payment Method Options *Check all that apply.*

If you are applying for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA) for the school year you are attending. Apply online at www.fafsa.ed.gov (Kendall College school code: 001703).

- Financial aid Payment plan
- Pay in full for the first semester at registration. (Pay by check, money order, Visa, MasterCard, Discover Card, or American Express.)
- Third-party payment (such as tuition plans at work)

Application Fee

- Check/money order attached Pay by Visa, MasterCard, Discover Card, or American Express.

I certify that all information in my application, including my personal statement, is my own work, factually true, and honestly presented. I further understand that falsification or failure to supply the correct information may lead to the disqualification of my application for admission and/or registration.

Signature _____

Date _____



GUIDELINES FOR WRITING YOUR PERSONAL STATEMENT

Directions

The following instructions contain information about your personal statement, which is a required part of your application to Kendall College. Please focus only on the information requested about you, your background, and your goals. You are strongly encouraged to carefully proofread, grammar check, and spell check your personal statement. Overall writing presentation and clarity are very important.

Content

There are five sections described below. Please include the following information when preparing your goal statement. While not required, we strongly suggest that you format your personal statement by beginning each section with the headings shown below. Write your one- to two-page personal statement in paragraph form and do not use bullet formatting under the section headings. The essay should be in 10- to 12-point font, double-spaced signed, and dated.

Personal/Professional Goals

- Why are you interested in the degree you are seeking?
- What are your plans after you receive your degree?
- What influenced you to choose the field?

Academic Experience

- Describe any previous undergraduate academic experience you have had.
- If your GPA does not meet Kendall's minimum admission requirement (see Admission requirements, Page 2), explain special personal, physical, or family circumstances that may have adversely affected your GPA. Be sure to describe your current plans to be successful in this program and any resources you have in place to achieve your academic goals.

Work/Other Experience

- What is your prior work experience? Include any volunteer work and/or extracurricular activities that complement your career decision. Please indicate if you do not have any relevant experience.
- You can also address any cultural knowledge or experiences you have acquired that may better prepare you for the field.

Personal Qualities

- Include in this section personal qualities (e.g., interpersonal skills, teamwork skills) you possess that you believe will contribute to your success in your field and at Kendall College in your degree area.

Why Kendall?

- Indicate why Kendall would be a good match for you and your goals.
- Why are you interested in either the campus-based, online, or combination on campus/online program?



REQUEST FOR OFFICIAL TRANSCRIPT

(This form should be submitted to the school from which you are requesting transcripts.
Please do not send to Kendall College.)

NAME OF STUDENT (PLEASE PRINT) _____ MAIDEN/OTHER _____

NAME OF COLLEGE/UNIVERSITY ATTENDED _____ CITY/STATE/COUNTRY _____

DATES OF ATTENDANCE (MONTH-YEAR) TO (MONTH-YEAR) _____ DEGREE(S) AWARDED _____

Social Security number _____

Date of birth _____

Number of official copies requested _____

Send one copy to: **Office of the Registrar / ECE**
Kendall College
900 N. North Branch Street
Chicago, IL 60642

Send one copy to:

STUDENT NAME (PLEASE PRINT) _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

I have enclosed \$_____ for the transcript fee. *(Please contact the university or college from which your degree was earned to determine transcript fee.)*

STUDENT'S SIGNATURE _____ DATE _____



Kendall College Consumer Information Summary

Kendall College provides consumer information to prospective and current students as follows:

Institutional and Financial Aid Information

The Kendall College Catalog contains information about the college and its academic programs, facilities, approvals and accreditations, student services, withdrawal and refund policies, tuition and fees, financial aid programs, financial aid policies and procedures for students and their families, Satisfactory Progress requirements, and academic calendars.

You can access the Kendall College Catalog at www.Kendall.edu by clicking on the “**Academics**” tab in the top navigation bar. From there, choose the “**Registrar’s Office**” tab. The “Academic Catalog” tab is below the “**Registrar’s Office**” hyperlink. Prospective students may request a hard copy of the catalog from the Admissions Department at admissions@kendall.edu, in Chicago at 1-312-752-2020 or by calling the toll-free number, 1-877-588-8860.

Additional items, including faculty and staff information and department contact information, are available on the Kendall College Web site at www.Kendall.edu.

Federal Student Right to Know Information

Each year, Kendall College makes available information about graduation and completion rates as required by the Student Right to Know Act. The completion and graduation rates for the group of first-time, full-time fall-start students for which 150 percent of the normal time for completion elapsed in the one year prior to August 31, 2008, is as follows: associate degrees, 52.5 percent, and bachelor’s degrees, 43 percent.

Student Rights Under the Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act (FERPA) gives students specific rights with regard to the review, confidentiality, and release of personally identifiable information. Please see the complete Kendall College FERPA policy statement in the “Additional Kendall College Policies” section of the Kendall College Catalog (www.Kendall.edu), or for a hard copy of the catalog, contact the Registrar at 1-312-752-2134.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Kendall College publishes the Annual Security Report by October 1 of each year. This report includes campus security-related institutional policies, such as those on alcohol and drug use, crime prevention, crime reporting, sexual assault, and other matters. The report also includes statistics for the previous three years on federally prescribed reportable crimes. You may also obtain a hard copy of the report by contacting the vice president of Student Administration at 1-312-752-2184 or fshallowdavis@kendall.edu.

Americans with Disabilities Act

Kendall College follows the guidelines of the Americans with Disabilities Act (ADA) and provides reasonable accommodations to individuals who provide appropriate documentation of disabilities. If you are interested in applying to Kendall College and require accommodation during the admission process, an Enrollment Advisor will be happy to facilitate your ability to speak with Kendall’s disability officer to discuss your specific needs.

For information regarding services, accommodations, academic adjustments, and modifications on the basis of disability, please contact Erin Shelley, director of Academic Success Center, at 1-312-752-2236 or via email at eshelley@kendall.edu. All inquiries are confidential.