



Office of Recruitment and Admissions

2000 Clayton State Boulevard  
Morrow, GA 30260-0285  
Phone: (678) 466-4115  
Fax: (678) 466-4149  
[www.clayton.edu](http://www.clayton.edu)



## APPLICATION FOR ADMISSION INSTRUCTIONS

### INSTRUCTIONS: PLEASE READ CAREFULLY.

This application is for new students only. Former Clayton State students should submit the [readmission application online](#), which is available at the Registrar's Office, (678) 466-4145.

You can [apply and pay your application fee online](#).

#### APPLICATION FILING DEADLINES:

Clayton State encourages applicants to apply early and to file their applications online. Admission decisions are made when all supporting documents for the application are received. Deadline dates for filing admission applications and for submitting all supporting documentation for the admission application are:

<b>July 15</b>	<b>Fall Semester</b>
<b>November 15</b>	<b>Spring Semester</b>
<b>April 15</b>	<b>Summer Semester</b>

#### APPLICATION FEES:

A non-refundable application fee of \$40 must be submitted with the application.

All required transcripts must be OFFICIAL. You must request the sending institution to send transcripts directly to the Admissions Office. Be sure to request transcripts in plenty of time prior to the stated deadlines. No admission decisions can be made until the University receives ALL documentation required to support your application.

#### FINANCIAL AID:

To apply for financial aid, please visit the [Financial Aid website](#) where you will find the Free Application for Student Financial Aid (FAFSA) and other financial aid information, including deadline dates. The Financial Aid Office, (678) 466-4185, is located in Edgewater Hall, Room 102.

## ADMISSION REQUIREMENTS

#### FRESHMAN APPLICANTS:

Freshman applicants for admission are students who will graduate from high school or have graduated within the last five years and have earned less than 30 semester hours of transferable college credit (not including joint enrollment and advanced placement credits).

Freshman applicants are required to submit the following documents:

- Application for Admission
- \$40 nonrefundable application fee
- Official high school transcript
- Official ACT or SAT scores
- Official transcripts from any colleges attended (when applicable).

Note: Clayton State University will not honor the GED from prospective traditional-aged students who have been out of high school for less than five years from the date of scheduled graduation.

#### TRANSFER APPLICANTS:

Transfer applicants for admission are students who have completed more than 30 semester hours of transferable college credit and must be in good academic standing at their last institution.

Transfer applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official transcripts from all colleges attended

**NON-TRADITIONAL STUDENT APPLICANTS:**

Non-traditional students are applicants who graduated from high school more than five years ago, have never attended college or have earned less than 30 semester hours of transferable college credit, and are in good academic standing at their previous institution(s).

Non-traditional student applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official transcripts from all colleges attended
- Official high school transcript showing high school graduation date or GED scores
- ACCUPLACER test results (if applicable)

**POST-BACCALAUREATE APPLICANTS:**

Post-baccalaureate applicants are students who already hold a bachelor's or higher degree from an accredited college or university and do not wish to complete the requirements for a certificate, associate, or second baccalaureate degree at Clayton State University.

Post-baccalaureate applicants are required to submit the following documents:

- Application for admission
- \$40 nonrefundable application fee
- Official college transcript from the degree-granting institution

**TRANSIENT APPLICANTS:**

Transient applicants are required to submit the following:

- Application for admission
- \$40 nonrefundable application fee
- Official Transient Letter from the Registrar of the college or university last attended which states that the student is eligible to return

**DUAL ENROLLMENT APPLICANTS:**

The Dual Enrollment Program is an opportunity for academically outstanding and qualified high school students to either fulfill high school requirements by taking college courses that provide dual credit or begin working toward a college degree while still pursuing a high school diploma.

Dual Enrollment applicants are required to submit the following:

- Application for admission (online or paper application in office)
- Official SAT or ACT scores
- Current official high school transcript

**NOTE:** The Dual Enrollment Programs require additional applications for admission. **Email the Office of Academic Outreach** for more information and application forms.

**TRANSITIONING DUAL ENROLLMENT APPLICANTS:**

Transitioning Dual Enrollment applicants are students who are currently attending Clayton State University through the Dual Enrollment program and are now wishing to apply as traditional freshman students. (Students who have attended Dual Enrollment programs at other institutions should follow requirements for freshman applicants.)

Transitioning Dual Enrollment applicants are required to submit the following:

- Change of Semester Form (download the **change of semester form** or available at the Office of Recruitment & Admissions)
- Final official high school transcript

**NOTE TO ALL APPLICANTS:**

All applicants must submit a completed Clayton State University Immunization Form. Download the **immunization form**.

## MAJORS

Your choice of major may affect recommended or required initial course choices in the Core Curriculum as well as in the major field itself. General admission to the University does not guarantee admission to certain programs or majors that have limited enrollment capacity and/or additional standards. For information about a program's specific application requirements, please contact the appropriate department or visit the **University online catalog**. View the complete **list of majors** that are offered at Clayton State University.



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APPLICATION FOR ADMISSION

TERM ENTERING (SELECT ONE): [radio] FALL [radio] SPRING [radio] SUMMER YEAR \_\_\_\_\_

Social Security Number \*

Last Name First Name Middle Name Other Last Name(s)

Current Mailing Address Street Apt. No

City State Zip County

Home Telephone (xxx-xxx-xxxx)

Work Telephone (xxx-xxx-xxxx)

Cell Phone (xxx-xxx-xxxx)

Permanent Phone Number (xxx-xxx-xxxx)

Would you like to receive text messages from Clayton State University?

[radio] Yes [radio] No

Email Address

Permanent Street Address Apt. No

City State Zip County

[radio] Male [radio] Female

Date of Birth (xx-xx-xxxx)

Place of Birth: City

State

CITIZENSHIP STATUS:

[radio] U.S. Citizen [radio] Alien, resident [radio] Alien, non-resident

ETHNICITY: Please answer the following two questions. (optional)

Are you Hispanic or Latino?

[radio] Yes [radio] No

What is your race? (Choose one or more)

- [checkbox] American Indian or Alaskan Native [checkbox] Asian [checkbox] Black or African American
[checkbox] Native Hawaiian or Other Pacific Islander [checkbox] White

Clayton State University is required to report sex and race/ethnic information to certain federal and state agencies as those data relate to civil rights compliance.

**ENTERING STATUS:** (select one)

- Application Type:**     Freshman     Transfer     Non-Traditional     Post-Baccalaureate     Transient  
 Dual Enrollment     Transitioning Dual Enrollment     Auditor

Check the box if you are a Georgia resident age 62+ (Proof of age will be required)   

Do you plan on attending Clayton State as a full-time or part-time student?     Full-time     Part-time

Where do you plan to take courses?     Main campus (Morrow)     Fayette campus (Peachtree City)  
 Henry campus (McDonough)     eCore online courses only

Do you plan to live on campus?     Yes     No

**ANTICIPATED MAJOR:**

Do you plan to apply for financial aid?     Yes     No

Are you, or will you be at the time of enrollment, a current member or veteran of the U.S. Armed Forces?     Yes     No

Which branch?     Air Force     Army     Coast Guard     Marines     Navy

Which component?     Active     Reserve     National Guard

Current Status?     Discharged     Retired     Serving

VETERANS BENEFITS: Clayton State University certifies enrollment with the Department of Veterans Affairs for education benefits. If you are eligible for the GI Bill, contact Clayton State University's Office of Financial Aid for information.

**IN CASE OF EMERGENCY, NOTIFY:**

Name	Relationship
Address	Telephone

**PREVIOUS EDUCATION:** You MUST list ALL colleges / universities you have previously attended (attach additional sheets if necessary).

You must contact previous colleges and request that official transcripts from each institution be submitted to the Office of Recruitment and Admissions by the posted deadline.

	Complete Name of School	Location: City & State	Did you graduate?	Dates attended (from-to)	Degree/Diploma Earned
Last High School					
College					
College					
College					
College					
College					

Are you currently attending classes at the last institution above?     Yes     No    When will you finish? \_\_\_\_\_

Have you previously attended Clayton State University for credit?     Yes     No    When? \_\_\_\_\_

Have you taken the SAT?     Yes     No    When? \_\_\_\_\_

Have you taken the ACT?     Yes     No    When? \_\_\_\_\_

**ADDITIONAL PERSONAL INFORMATION:** Clayton State University is committed to maintaining a safe environment for all members of our community. All applicants must answer these questions. An affirmative answer to any of these questions does not automatically bar admission to the institution but does require review.

Have you ever been convicted of a crime other than a minor traffic violation?  Yes  No

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If yes, explain in 100 words or less including date of instance:

Are there any criminal charges currently pending against you?  Yes  No

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If yes, explain in 100 words or less including date of instance:

Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, an Alford plea to a criminal charge, or a plea under a first offender act?  Yes  No

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If yes, explain in 100 words or less including date of instance:

Do you currently have disciplinary or academic misconduct charges pending against you from a high school, college, or university?  Yes  No

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If yes, explain in 100 words or less including date of instance:

Have you ever been disciplined, suspended, or expelled for conduct code violations from a high school or any postsecondary educational institution?  Yes  No

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If yes, explain in 100 words or less including date of instance:

**TUITION CLASSIFICATION INFORMATION:** In general, in-state residency for tuition purposes in the University System of Georgia requires full-time domicile residency in the state of Georgia for at least twelve (12) consecutive months prior to your first enrollment.

Are you applying for in-state tuition?  Yes  No

*If you answered "No" to the above question, you will be classified as an **Out-of-State student** for tuition purposes.*

*If you answered "Yes" to the above question, all of the following **must** be answered:*

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How long have you continuously resided in Georgia?

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What is your Georgia county of legal residence?

Have you ever lived in another country or in any U.S. state/territory other than the state of Georgia?  Yes  No

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If you or your parents (if under the age of 24) have lived outside of the state of Georgia, what was your primary reason for moving to the state of Georgia?

Have you attended a Georgia high school for at least one year?  Yes  No

Have you graduated, or will you graduate from a Georgia high school?  Yes  No

Do you or your parents (if under the age of 24) currently have a driver's license/state-issued ID for Georgia?  Yes  No

In what U.S. state/territory did you or your parents (if under age of 24) file state income taxes in the past year?

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**INTERNATIONAL STUDENTS ONLY**

What type of VISA do you currently hold?

What is your country of residence?

Do you need an I-20 Certificate of Eligibility?  Yes  No

What is your native language?

Have you taken the Test of English as a Foreign Language (TOEFL)?  Yes  No When?

Or the Georgia State English Proficiency Examination (G-STEP)?  Yes  No When?

Or the International English Language Testing System (IELTS)?  Yes  No When?

Father's Name

Mother's Name

\_\_\_\_\_  
Last, First, Middle, Suffix (Jr., III, etc.)

\_\_\_\_\_  
Last, First, Middle, Suffix (Jr., III, etc.)

By checking the boxes below, I authorize Clayton State University, Office of Recruitment and Admissions, to discuss my application with:

My parent/guardian (name)

\_\_\_\_\_  
Phone Number

My high school guidance counselor (name)

\_\_\_\_\_  
Phone Number

Other (name)

\_\_\_\_\_  
Relationship

\_\_\_\_\_  
Phone Number

**After reading and confirming, type your name in the certification field below as you would sign an official document. I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution.**

**Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete, and that I have listed every postsecondary institution I have ever attended.**

**I understand that if I do not enroll for the term indicated, I may update my application for no more than three subsequent terms by contacting Clayton State University's Office of Recruitment and Admissions. After this time, a new application and fee will be required.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**If the applicant is age 17 or younger, the applicant's parent or legal guardian must sign below.**

**I certify that I am the applicant's parent or legal guardian, and that I have read through this completed application. I do give permission for him/her to apply for admission to Clayton State University.**

\_\_\_\_\_  
**Parent/guardian signature**

\_\_\_\_\_  
**Date**

Clayton State University does not discriminate on the basis of race, color, national origin, sex, disability or age in its programs and activities. Clayton State University is an Affirmative Action/Equal Employment Opportunity institution. For EEO questions or concerns, please contact the Office of Human Resources at (678) 466-4230. Individuals requiring disability-related accommodations for participation in any program or event, or to obtain print materials in an alternative format, should contact the Disability Resource Center at (678) 466-5445 or email [DisabilityResourceCenter@clayton.edu](mailto:DisabilityResourceCenter@clayton.edu).

Clayton State University is required to collect social security numbers for legitimate business and statistical reporting purposes. Social security numbers shall be considered confidential information and only disclosed according to appropriate state and federal disclosure and privacy laws.

All documents submitted to Clayton State University become the property of Clayton State University. We are unable to return or provide copies of any document submitted.

In accordance with Board of Regents Policy 4.3.4, all applicants who are accepted for admission or readmission to Clayton State University for Fall, 2011 or any academic semester thereafter, and who seek to be classified as in-state for tuition purposes, will be required to provide validation of residency and lawful presence in both the State of Georgia and the United States. Acceptance to Clayton State University is conditional until lawful presence is verified.

**OFFICE USE ONLY:** App. Fee Rec'd with App. on

Check No.

Money Order

Cash by