
Application Form for Degree Programs



— CHECKLIST

Submit the following items at the same time in one large envelope.

- Completed and signed Application Form for Degree Programs
- Degree application essay
- \$50 application fee (non-refundable)
- Final official high school transcript (not necessary if student has earned an associate or higher degree from an accredited institution).
- Official transcripts from all accredited degree-granting colleges and universities attended. (Request that the official transcripts be mailed to you in sealed envelopes. DO NOT OPEN, or they will not be accepted as official.)
- Applicable test scores as described under the Admission Requirements section of the Griggs University Bulletin
- Summary of educational background if educated outside the United States

Mail to the Director of Admissions (You may want to use certified, registered, or some other type of secure mail.)

Griggs University

PO Box 4437 ❖ Silver Spring, MD 20914-4437 ❖ U.S.A.
12501 Old Columbia Pike ❖ Silver Spring, MD 20904-6600 ❖ U.S.A.
Tel: 301 680 6570 ❖ Fax: 301 680 6526
web: <http://www.griggs.edu>

Steps After Receiving the Application and Official Transcripts

- Step 1** Application will be presented to the Admissions Committee
- Step 2** When student is accepted, transcripts will be evaluated for the awarding of transfer credit, and a degree audit (summary of requirements to be met for graduation) will be prepared. Student may enroll for one or two courses while their applications are in process. These courses should be chosen carefully to fit within desired goals.
- Step 3** Student will be sent a copy of their degree audit.

Admission is granted without regard to race, sex, handicap, religion, or national origin, but is based on academic qualifications.

If you have any questions, please call the Director of Admissions at **301-680-6579**.

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GENERAL INSTRUCTIONS: Complete this form ONLY if you wish to enter the degree program at Griggs University.

PERSONAL DATA

Social Security Number: - -

Full Legal Name _____
First Middle (Maiden) Last (Surname)

Variations of name used on official documents _____

Permanent Mailing Address _____

City State Zip Country

Home Phone: (_____) Work Phone: (_____)

E-mail: _____

Sex: Male Female Marital Status: Single Married Other Date of Birth: _____ / _____ / _____
Month Day Year

Place of Birth _____ City _____ Country _____ Citizenship: _____ Country _____

Employed by: _____ Name of Employer _____ Country _____

Employment Position _____

Religious Affiliation (optional) _____

If you are a Seventh-day Adventist, please specify: Division _____
Union _____
Conference _____

PROGRAMS

- A.A. in Personal Ministries
- B.A. in General Studies
- B.A. in Religion
- B.A. in Theological Studies
- Bachelor of Business Administration
- B.S. in Business Management
- B.S. in Religious Education

Minor (if applicable): Business English History Religious Education None

Emphasis/Track (if applicable): _____

EDUCATIONAL BACKGROUND**SECONDARY OR HIGH SCHOOL**

Please include official high school/secondary transcript copies of diplomas and certificates earned (GED, GCE, WASC, CXC, etc.).

SECONDARY OR HIGH SCHOOL FROM WHICH YOU RECEIVED DIPLOMA/CERTIFICATE	DATE DIPLOMA/CERTIFICATE WAS ISSUED
Name:	
Address:	

COLLEGE OR VOCATIONAL/TECHNICAL SCHOOL(S)

Please supply official transcripts for each college or vocational school attended.

NAME OF SCHOOL	ADDRESS	DATES ATTENDED FROM/TO	HOURS/ CREDITS/UNITS

REQUIRED ESSAY: On a separate sheet of paper, please (1) give a brief biographical account of yourself, and (2) describe your educational and career goals. Please do not exceed two pages. This essay must be your own work. You may not get help from another person.

ENGLISH PROFICIENCY: If English is not your primary language, please provide evidence that you are proficient in English and can perform successfully as a college student (results from TOEFL or its equivalent or certificate from an English language school, etc.). If no documents are available, explain in your own words your exposure to English and the extent of your capabilities as a speaker, reader, and writer of English.

Admission is granted without regard to race, sex, handicap, religion, or national origin, but is based on academic qualifications.

I hereby certify that the information I have given is true and correct to the best of my knowledge, knowing that withholding or misrepresenting information may result in cancellation of my acceptance into a degree program.

Signature of Applicant _____ Date _____