



## STEP 1 APPLICATION

Complete the enclosed application form and return it to Walnut Hill College in person or in the envelope provided. Please complete the application by printing or typing the information. If printing, please use a pen. Your application will only be accepted if it is accompanied by the \$50.00 application fee.

Complete all of the items in this application package and return them to Walnut Hill College within **30 days** of submitting your application.

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## STEP 2 GOAL STATEMENT

Write a 250-word essay describing your goals upon graduating from Walnut Hill College. This statement should be typed. Please make sure your name, major and selected start date are on this document.

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## STEP 3 REFERENCE LETTERS

Reference letters may be completed by previous teachers, counselors or employers. If your references prefer to write a letter, they may do so by submitting it typed or written on letterhead with their name and phone number. We cannot accept personal references from friends, neighbors, relatives, etc. Please give each reference a return envelope so they may mail the references directly to Walnut Hill College.

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## STEP 4 ENTRANCE TEST

Applicants who do not have a college degree or have not scored over 900 on the SAT Exam (Critical Reading and Math combined) are required to take a basic skills test. Simply make an appointment with the Office of Admissions to take your entrance test. The test will take approximately one hour and consists of basic spelling, vocabulary, English, punctuation and math problems. Testing can be done Monday through Friday between 9:00 a.m. and 4:00 p.m. and Saturdays between 9:00 a.m. and 12:00 p.m. Some evenings are also available for testing. Please call at least 24 hours in advance when scheduling your test. Candidates scoring between 25% and 40% are deemed provisionally accepted. Candidates scoring below 25% are denied admission to the College.

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## STEP 5 TRANSCRIPTS

Please submit an official transcript from high school. If you have not yet graduated, please submit the most up-to-date transcript. If you have your GED or equivalent, you must submit a copy of your test scores. **Copies of diplomas, degrees, etc. are not acceptable.** We must have the actual transcript. If you graduated from a Philadelphia high school, you must use their transcript request form. If you graduated from a high school outside Philadelphia or you are a college graduate, use the form provided by Walnut Hill College.

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## STEP 6 REGISTRATION FEE

Your \$150.00 registration fee is due once items #1-5 have been completed. **The registration fee must be received before your file will be reviewed for final acceptance.**

The above items do not have to be submitted in the order listed. You may forward them as you complete them, or you can hold all of the items and submit them together if you prefer. **Please understand that your file will not be reviewed for acceptance and final enrollment until the Office of Admissions has received ALL of the above items.**

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*If you have any questions concerning the application process, please contact your admissions representative at (215) 222-4200, ext. 3011 or toll free at (877) 925-6884, ext. 3011. We look forward to receiving your application, the first step towards initiating a successful career in the hospitality industry.*



**Walnut Hill College**  
 Office of Admissions  
 4207 Walnut Street  
 Philadelphia, PA 19104  
 (215) 222-4200 extension 3011  
 (267) 295-2311

<b>FOR INTERNAL USE ONLY</b>		
_____ADM	_____FAO	_____SAT
_____HOUSING	_____DATE	

## APPLICATION FOR ADMISSION

*Documents Submitted To Meet Admissions and Residency Requirements Become The Property of Walnut Hill College And May Not Be Returned.*

TYPE OR PRINT IN INK AND COMPLETE ALL ITEMS

### PERSONAL INFORMATION

NAME			FORMER LAST NAME ON TRANSCRIPTS		
Last		First	MI		
PERMANENT ADDRESS					SOCIAL SECURITY NUMBER
No. & Street		City	State	Zip	
HOME PHONE (      )		WORK PHONE (      )		EMAIL ADDRESS	
DATE OF BIRTH*	AGE*	GENDER* <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		ETHNICITY*	
ARE YOU A UNITED STATES CITIZEN? <input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, COUNTRY OF CITIZENSHIP		COUNTRY OF BIRTH	VISA TYPE
IN CASE OF EMERGENCY, LIST NAME OF NEXT-OF-KIN (Mother, Father, Guardian, Spouse, Brother, Sister)					
Name		Relationship to you		Phone (      )	
MOTHER'S NAME					MOTHER'S EMAIL ADDRESS
Last		First	MI		
MOTHER'S ADDRESS					
No. & Street		City	State	Zip	
FATHER'S NAME					FATHER'S EMAIL ADDRESS
Last		First	MI		
FATHER'S ADDRESS					
No. & Street		City	State	Zip	

\* Provisions of this information are voluntary and will not affect consideration of application. Responses are solely for assessing compliance with civil rights laws.

### ADMISSIONS INFORMATION

Please select the major and degree you are applying for ➤

Have you previously attended Walnut Hill College?

YES     NO

I am applying for admission for the term beginning: \_\_\_\_\_ Year

Full Time Program:  September                       February  
 Part Time Program:  November (Part Time)     April (Part Time)

I am applying under the articulation agreement with my high school:  YES     NO

An articulation agreement is an agreement between Walnut Hill College and your high school for the acceptance and transfer of courses and credits. Consult your guidance office for more information.

<u>Associate of Science Degree</u>
<input type="checkbox"/> Culinary Arts
<input type="checkbox"/> Pastry Arts
<input type="checkbox"/> Hospitality Management
<u>Bachelor of Science Degree</u>
Culinary Arts
Pastry Arts
Restaurant Management
Hotel Management

Residence Status:     Off-Campus Student     Residence Hall Student

## HIGH SCHOOL INFORMATION

Name of High School \_\_\_\_\_ ( )  
High School Phone # \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College Board H.S. Code No. (may be obtained from your high school guidance office) \_\_\_\_\_ / \_\_\_\_\_  
Graduation Date \_\_\_\_\_

Indicate which of the following national student organizations you are involved in:

DECA    FCCLA    Skills USA-VICA    FFA    BPA    FBLA    JA

List all the school clubs/activities in which you actively participate or participated in:

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

List any community service or volunteer work that you currently participate in:

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

List all professional associations in which you actively participate:

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

## EMPLOYMENT HISTORY

Employer	City/State	Dates of Employment	Position
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Employer	City/State	Dates of Employment	Position
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Employer	City/State	Dates of Employment	Position
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## MISCELLANEOUS INFORMATION

Will you be applying for funding under Veteran's Education Benefits?       YES       NO

Will you be applying for funding under the Office of Vocational Rehabilitation (OVR)?       YES       NO

In order to best service our applicants and students, we find it very beneficial to have an understanding of any learning disabilities. Your response to this question is completely optional and will not be used as a criterion for assistance.

Do you have any learning disabilities?       YES       NO      Comments: \_\_\_\_\_

If yes, is an IEP available for review?       YES       NO

How did you learn about Walnut Hill College? \_\_\_\_\_

Discuss your reasons for considering Walnut Hill College for Hospitality/Food Service education.

Using adjectives, list what you would consider to be your strengths as a student.

Please answer **one** of the following (select the question that best relates to your career goals):

- A. List five elements that you consider important to have a successful restaurant or pastry shop.
- B. List five characteristics necessary to be an effective manager in the hospitality industry.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

## ADMISSIONS REQUIREMENTS

*Please note: If you have yet to schedule a visit to Walnut Hill College for an applicant's orientation, please do so in order to complete your personal interview and admissions review. For individuals out of the immediate area of the school, please contact the Director of Admissions for assistance at (215) 222-4200, ext. 3011 or toll free at (877) 925-6884, ext. 3011.*

\_\_\_\_\_ [\\$50.00 Application Fee](#)

\_\_\_\_\_ First Letter of Reference

\_\_\_\_\_ [\\$150.00 Registration Fee](#)

\_\_\_\_\_ Second Letter of Reference

\_\_\_\_\_ Transcripts from  
High School, College, other  
Postsecondary Institution, or GED  
or equivalent Grades

\_\_\_\_\_ Goal Statement (250-word essay)

\_\_\_\_\_ SAT Combined Score (Optional)

\_\_\_\_\_ College Assessment

\_\_\_\_\_ Uniform Order

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

By checking this box you are signing the document electronically. You agree that your electronic signature has the same legal validity and effect as your handwritten signature on the document, and that it has the same meaning of your handwritten signature.