**Tunxis Community College**

**Application for Admission**

The application process differs depending on whether you are a new student, readmit student or non-degree student. Choose the column below that best describes you and follow the steps outlined. If you have questions regarding the admissions process, please call 860.773.1490 or email tx-admissions@tunxis.edu.

PLEASE NOTE: Communication from the Admissions Office will be emailed to most applicants.

<table>
<thead>
<tr>
<th>NEW STUDENT</th>
<th>READMIT STUDENT</th>
<th>NON-DEGREE STUDENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-time college student or first time enrolling at Tunxis.</td>
<td>Haven’t attended Tunxis in two or more years.</td>
<td>Taking a college course but not completing a degree at Tunxis.</td>
</tr>
</tbody>
</table>

- Complete this **Application for Admission** and submit it with the $20 application fee. (If you previously applied to another CT Community College, the application fee is waived).

- Submit **proof of high school, GED completion** or college degree completion. An official transcript or diploma with graduation date is acceptable.

- Submit **immunization records**. Please go to the Admissions home page at [www.tunxis.edu/apply](http://www.tunxis.edu/apply) for additional information.

- After receipt of your application, information will be emailed about taking the **Math and English Placement Test** required of all new students prior to registration.

- If you completed previous college course work, submit **official transcripts**. (Submit a **Transfer Credit Evaluation form**, available in the Admissions Office or online).

- To apply for **Financial Aid** go to [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The Federal School code for Tunxis is 009764. For more information call 860.773.1422 or go to [www.tunxis.edu/financial](http://www.tunxis.edu/financial).

For updates on Tunxis, follow us on Facebook and Twitter

facebook.com/tunxis  
@tunxiscc
**Degree & Certificate Programs**

- Write on the application the name and code of the degree/certificate program you wish to pursue.
- If you are undecided about your choice, please use the code for General Studies (JB20)
- If you are not pursuing an associate degree or certificate at Tunxis, enter Non-degree/Non-matriculated (JZ99)
- If you intend to apply for financial aid you CANNOT select Non-degree/Non-matriculated (JZ99).
- College policy requires that all students enroll in a degree or certificate program at the completion of 12 credits.

**ASSOCIATE DEGREE PROGRAMS**

<table>
<thead>
<tr>
<th>Program</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Administration</td>
<td>A67</td>
</tr>
<tr>
<td>Business Office Technology</td>
<td>A26</td>
</tr>
<tr>
<td>Business Office Technology; Medical Option</td>
<td>A79</td>
</tr>
<tr>
<td>Computer Information Systems</td>
<td>A95</td>
</tr>
<tr>
<td>Honors Computer Science/Mathematics</td>
<td>B35</td>
</tr>
<tr>
<td>CIS: Computer Programming Option</td>
<td>A02</td>
</tr>
<tr>
<td>CIS: Network Administration Option</td>
<td>A04</td>
</tr>
<tr>
<td>Criminal Justice</td>
<td>B09</td>
</tr>
<tr>
<td>Criminal Justice: Corrections Option</td>
<td>A81</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>B31</td>
</tr>
<tr>
<td>Engineering Science</td>
<td>B15</td>
</tr>
<tr>
<td>General Studies</td>
<td>B20</td>
</tr>
<tr>
<td>Graphic Design</td>
<td>A18</td>
</tr>
<tr>
<td>Graphic Design: Interactive Media Option</td>
<td>B30</td>
</tr>
<tr>
<td>Human Services</td>
<td>B21</td>
</tr>
<tr>
<td>Human Services: Family Violence Intervention</td>
<td>B25</td>
</tr>
<tr>
<td>Liberal Arts and Sciences (AS)</td>
<td>A75</td>
</tr>
<tr>
<td>Liberal Arts and Sciences (AA)</td>
<td>J12A75</td>
</tr>
<tr>
<td>Pathway To Teaching Careers (AA)</td>
<td>C35</td>
</tr>
<tr>
<td>Technology Studies</td>
<td>F11</td>
</tr>
<tr>
<td>Technology Studies: Bimolecular Science Option</td>
<td>F21</td>
</tr>
<tr>
<td>Technology Studies: Engineering Technology Option</td>
<td>F12</td>
</tr>
<tr>
<td>Technology Studies: Technology and Engineering Education Option</td>
<td>F13</td>
</tr>
<tr>
<td>Visual Fine Arts</td>
<td>A19</td>
</tr>
<tr>
<td>Visual Fine Arts: Photography Option</td>
<td>A01</td>
</tr>
</tbody>
</table>

**CERTIFICATE PROGRAMS**

* Accounting .................................................. J05  
* Business Administration ............................... J42  
* Business Administration; Medical Option .......... J29  
* Computer Aided Drafting (CAD) ........................ J29  
* Computer Programming .................................. J27  
* Early Childhood Administration ....................... J90  
* Early Childhood Education ............................. J85  
* E-Commerce ............................................... J03  
* English as a Second Language/ESL ..................... J10  
* Entrepreneurship ........................................ J06  
* Family Violence Intervention ........................ J86  
* Finance .................................................... J07  
* Graphic Design .......................................... J13  
* Health Career Pathways ................................ K55  
* Health Information Technology ....................... J32  
* Homeland Security ....................................... J04  
* Human Services .......................................... J14  
* Lean Manufacturing ..................................... J31  
* Marketing Management .................................... J17  
* Microcomputer Processing ............................... J28  
* Network Administration ................................ J01  
* Office Applications ..................................... J24  
* Photography .............................................. J02  

* Indicates certificates eligible for financial aid. Please contact Financial Aid Services at 860.773.1422 for details.

**SELECTIVE ADMISSION PROGRAMS**

* Dental Assisting (cert) ............................... J82  
* Dental Hygiene .......................................... B14

Selective admissions: Special application required. See College catalog for details.
Dental Assisting Certificate is also eligible for financial aid.
APPLICATION for ADMISSION

CONTACT INFORMATION

Legal Last Name ____________________________ Legal First Name ____________________________

Middle ____________________________________________ Previous Maidon/Last Name ________

Social Security Number ____________________________ ____________________________ ____________________________

(Social security number requested for purposes of financial aid, federal income tax benefits, provision of some college services, accuracy of student records and other business purposes.)

Date of Birth (MM) (DD) (Year) Gender  M  F

Email ____________________________ ____________________________ ____________________________

Mailing Address Number & Street ____________________________________________ Apl. # __________ City __________ State __________ Zip __________

Permanent Address Number & Street ____________________________________________ Apl. # __________ City __________ State __________ Zip __________

Phone Numbers Cell Phone ( ) __________ Home Phone ( ) __________ Work Phone ( ) __________

ATTENDANCE & APPLYING

Have you previously attended this college?  Yes  No

If “Yes,” if you attended this college, please check:  Fall (Aug-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (May-Aug)

Have you previously attended a CT Community College?  Yes  No

If “Yes,” if you attended this college, please check:  Fall (Aug-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (May-Aug)

Are you transferring from another college?  Yes  No

For which semester are you applying?  Fall (Aug-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (May-Aug)

Are you currently on active duty with the U.S. Armed Forces?  Yes  No

Have you previously attended a CT Community College?  Yes  No

If “Yes,” if you attended this college, please check:  Fall (Aug-Dec)  Spring (Jan-May)  Winter (Dec-Jan)  Summer (May-Aug)

Are you transferring from another college?  Yes  No

Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?  Yes  No

If “No,” can you claim and demonstrate through documentation that you are eligible for in-state tuition?  Yes  No

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.

FAMILY EDUCATIONAL BACKGROUND

Check the category that applies to your parent(s) or guardian(s):

☐ Neither attended college
☐ One or both attended college but did not earn a degree
☐ One or both earned an associate degree
☐ One or both earned a bachelor’s degree or higher

ETHNICITY/RACE

This information is requested on a voluntary basis by the U.S. Department of Education, National Center for Education Statistics. Your answer will not affect admission to or registration in the college.

Do you consider yourself to be Hispanic/Latino?  Yes  No

What is your race?  (Select one or more)

☐ White (10)  ☐ American Indian or Alaskan Native (50)
☐ Black or African American (20)  ☐ Native Hawaiian or Other Pacific Islander (80)
☐ Asian (65)

CITIZENSHIP

Are you a United States citizen?  Yes  No

If no, are you a permanent resident?  (green card holder)  Yes  No

IN-STATE TUITION

Out-of-state students may be eligible for a reduced tuition rate through the NEBHE program. For details, see the college catalog or website.

1. Are you eligible for in-state tuition because you have continuously resided in Connecticut for at least one year and Connecticut is your permanent home?  Yes  No

2. If “No,” can you claim and demonstrate through documentation that you are eligible for in-state tuition?  Yes  No

3. Check here if applying under the New England Regional Student program (NEBHE).  NEBHE

If you answered “Yes” to question #2 or checked question #3, you must submit a “Declaration of Eligibility for In-State or NEBHE Tuition” for review and determination of eligibility.

MILITARY STATUS

Are you currently on active duty with the U.S. Armed Forces?  (ACTD)  Yes  No

Are you currently a member of the National Guard or Reserve?  (NGRE)  Yes  No

Have you ever served in the U.S. Armed Forces?  (VET1)  Yes  No

Are you a dependent of a member of the U.S. Armed Forces?  (VETD)  Yes  No

If you answered “Yes” to any of these questions, you may be entitled to benefits and should meet with the college’s Veterans Certifying Official (VCO).

Received Date ______________/____________/____________

BANNER @ ________________ ________________ ________________

Admit Type ____________________________

Entered By ________________

Entered Date ________________/______________/______________

Application Fee Paid  Yes  No

Credit/Debit Card

Cash _________  Check #______________

Money Order_________ Waived__________

Exp. Date ________________/______________/______________
**EDUCATIONAL GOAL**

- Developmental (college prep) education (DV)
- English skills (ESL) (ES)
- Certificate - undergraduate (CT)
- Fulfill college's requirement (AC)
- Transfer without an associate degree (DN)
- Associate degree (DG)

- Earn associate degree, then transfer (DT)
- Personal development course(s) (PD)
- Job preparation/retraining course (JR)
- Job promotion (JP)
- Unsure at this time (UN)
- Goal not listed (NL)

**PREVIOUS COLLEGES ATTENDED**

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<thead>
<tr>
<th>College/University Name</th>
<th>State</th>
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<tr>
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**INTERNATIONAL STUDENT INFORMATION**

Are you an international student who needs an I-20 form for an F1 Visa?
- Yes
- No

Other Visa Holder (indicate type)  Visa Start Date

Visa Admission Number  Visa End Date

International Address

**INTENDED PROGRAM OF STUDY**

In which degree/certificate program do you plan to enroll? (use attached list)

<table>
<thead>
<tr>
<th>Primary Major</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secondary Major (optional)</td>
<td>Code</td>
</tr>
</tbody>
</table>

**HIGHEST EDUCATIONAL LEVEL ACHIEVED**

Check only one

- No high school diploma or GED (01)
- High school diploma or GED (02)
- Some college (06)
- Undergraduate certificate (05)
- Associate degree (07)
- Bachelor’s degree (08)
- Master’s degree (09)
- Other advanced degree (10)
- Doctoral degree (11)
- First professional degree (JD, MD, DDS, LLB) (12)
- Sixth-Year certificate (13)

**ACADEMIC BACKGROUND**

Do you have a high school diploma?
- Yes
- No
- Pending

Name of High School

City/State  Country

Have you passed the high school equivalency exam GED, TASC, HSIET? (070997)
- Yes
- No

Are you a home school graduate? (J00000)
- Yes
- No

Grad Year  Town/State

**COMMUNICATION & CONSENT**

Email Communications
I request the college forward me any initial correspondence to the email address I have provided, including personally identifiable information pertaining to me from college records protected by FERPA.

**SIGNATURE**

Parent/Guardian Signature (if under 18)  Date

Consent for the Disclosure of Education Records
I understand that to maintain accurate student records, including the records pertaining to my attendance at the college, and for other necessary business purposes, the college may need to release or provide access to personally identifiable information in its records pertaining to me to another college in the CT Community College System or to the system's administrative office. Accordingly, I hereby authorize the college to release or allow access to such information to those indicated for the purposes described.

I certify with my signature below that I am the applicant and that the information I have provided above is accurate. If admitted, I pledge to comply in good faith with all the rules and regulations of the college. I realize that any misleading information provided by me on this application may be cause for dismissal. I understand that information collected in this application is for reporting purposes only and will not be used in the selection process for admission.

**SIGNATURE**

Date