

UNIVERSITY OF  
**ILLINOIS**  
SPRINGFIELD

UNIVERSITY OF ILLINOIS AT SPRINGFIELD

LEADERSHIP **lived**

# Undergraduate application

for Admission, Honors Program & Merit Scholarships

[www.uis.edu](http://www.uis.edu)

# UNIVERSITY OF ILLINOIS SPRINGFIELD

## Contact information .....

University of Illinois Springfield  
Office of Admissions  
One University Plaza, MS UHB 1080  
Springfield, IL 62703-5407  
Phone: (888) 977-4847 • Fax: (217) 206-6620

## An Invitation to Visit our Campus .....

The Office of Admissions welcomes you to our campus Monday-Friday (except holidays). Appointments to meet admissions counselors, faculty, coaches, financial aid advisors, and to schedule campus and housing tours may be made by calling our office at (217) 206-4847 or toll-free (888) 977-4847. You may also make a reservation to attend a Preview Day at [go.uis.edu/visit/](http://go.uis.edu/visit/).

## Application Deadlines .....

For best consideration, apply and complete your application by:

November 1st for Spring • April 1 for Summer • May 1st for Fall

Transfer applicants should apply one semester to one year in advance of their desired enrollment date. Applications should be complete at least two months prior to their desired enrollment date for adequate processing time.

**Save Time – Apply Online at  
[go.uis.edu/applytoday/](http://go.uis.edu/applytoday/)**

Online applications may be processed faster than paper applications. To apply online, go to [www.uis.edu/admissions/applytoday/](http://www.uis.edu/admissions/applytoday/). If you apply online, be sure to send us all required application materials. You may pay your application fee online at the time you apply by using a major credit card, send your application fee by check or money order, or submit an application fee waiver to the UIS Office of Admissions. If you apply online do not also submit a paper application.

## Who should use this application .....

This is an application for undergraduate degree and non-degree students.

A first-time freshman applicant is a degree-seeking student who applies for admission

- While attending high school, regardless of the amount of AP, IB, or college credit earned, **OR**
- Plans to attend a summer term (only) at a college immediately following high school graduation, **OR**
- Graduated from high school and has not attended another post-secondary institution as a degree-seeking undergraduate student, **OR**
- Graduated from high school and has attended another postsecondary institution as a degree-seeking undergraduate student but has attempted less than 12 hours of transferable college credit.

A transfer freshman applicant is a degree-seeking student who applies for admission and

- Does not meet first-time freshman application criteria, **AND**
- Has attempted 12 semester hours of transferable college credit but less than 30 semester hours of transferable college credit since graduating high school by the desired term of entry.

A transfer applicant is a student who has

- Attempted 30 semester hours or more of transferable college credit by the desired term of entry.

A non-degree applicant is a student who

- Desires to take classes at UIS but does not wish to earn a degree. Non-degree is a guest status and is typically not eligible for financial assistance.

## Application Review and Decision Notification

The Office of Admission will review your application only after we receive your completed, signed application, appropriate application fee, current transcripts, and any additional required documents. Applicants will be informed of admissions decisions on a rolling basis (biweekly timeline). Denied applicants will be notified as soon as decisions are made so alternatives may be pursued.

## Freshman Applicants

UIS uses a holistic approach during the application review process. We seek to enroll an academically well-qualified class of students who have pursued strong college preparatory curricula while in high school and demonstrated the ability to be successful in their pursuits, both academic and non-academic. The best qualified of each year's pool will be admitted as space permits.

## Transfer Applicants

UIS requires that transfer students have at least 30 semester hours of transferable college credit and a 2.0 GPA on a 4.0 scale. UIS does not count developmental coursework toward the 30 hours of required credit or in GPA calculations.

**Use the Checklist on page 4 to ensure you submit all required and/or requested materials.**

## Other information .....

- Use of your Social Security Number (SSN). We are requesting your Social Security Number pursuant to Public Law 93-579 for the university's system of student records as well as for compliance with federal and state reporting requirements. A Social Security Number is required if you are applying for financial aid, plan to claim an education tax credit on your federal tax return, or plan to work on campus, but is not required for admission to the University. Providing a Social Security Number will, however, speed up the processing of your application since we will not need to manually match your application with other materials such as transcripts and test scores. A Social Security Number is required for IRS reporting requirements. You may be subject to IRS penalties if you do not provide your Social Security Number. The University has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose your Social Security Number without your consent for any purpose except as allowed by law. Foreign national students may be subject to different rules when claiming educational tax credits.
- Criminal Disclosure. The University of Illinois Springfield is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who have pending criminal charges or have been convicted of a felony crime to disclose this information as a mandatory step in the application process. In addition, if you have ever been expelled or dismissed from an educational institution for disciplinary reasons, an accurate and complete explanation of the circumstances and your current status is required as part of the admission process. A previous conviction, pending criminal charges, or other expulsion or dismissal does not automatically bar admission to the University, but does require review and evaluation.
- All records submitted by and on behalf of you become the property of the University of Illinois Springfield. They will not be released or forwarded to other educational institutions, agencies, people, or returned to you.

## Capital Scholars Honors Program .....

**(for first time freshman only)**

As a Capital Scholars Honors student, you will participate in an interdisciplinary core curriculum designed to prepare you for your major and provide you with leadership opportunities. In addition to selecting from a range of strong academic majors, you will be able to investigate career and leadership opportunities through seminars and applied study internships. The Honors Program is selective and the average student ACT score is 27, but students below this level may be considered if academic promise is shown. Additional credentials therefore may be requested. Highly qualified students are encouraged to indicate an interest in the program. Eligible applicants will be reviewed by the Capital Scholars Honors Program.

For more information about the Capital Scholars Honors Program, please contact Karen Barker at 217-206-7251 or via email at [kguth01@uis.edu](mailto:kguth01@uis.edu).

## Scholarships .....

This application is the same application used for merit-based scholarships awarded through the Office of Admissions. You will automatically be considered for scholarships upon admission. If you are eligible for a scholarship, you will be notified by our office. For other institutional scholarships, information and how to apply can be found at [www.uis.edu/financialaid/scholarships/](http://www.uis.edu/financialaid/scholarships/).

## Need-based Aid .....

For consideration of need-based aid, the Free Application for Federal Student Aid (FAFSA) must be completed. We recommend that students and/or their parents complete their FAFSA form as soon after October 1st as possible. For more information, please contact the Office of Financial Assistance at 206-6724 or via the web at [www.uis.edu/financialaid/](http://www.uis.edu/financialaid/).

# Application for Undergraduate Admission

Office of Admissions • University Hall • One University Plaza, MS UHB 1080 • Springfield, IL 62703-5407  
Admissions (217) 206-4847 • Financial Assistance (217) 206-6724 • Registration (217) 206-6174 • Toll Free (888) 977-4847

<b>NAME</b> First name _____	Middle name _____	Last name _____	Previous name, if applicable First/ Middle/Last _____
<b>EMAIL ADDRESS</b> <i>(Required for International Students)</i> Preferred email address for all official UIS communications. _____			
Have you ever applied to any University of Illinois Campus? <input type="radio"/> Yes <input type="radio"/> No If yes, please list your University Identification Number (UIN) _____			
<b>GENERAL INFORMATION</b>			
<input type="radio"/> Male <input type="radio"/> Female Date of Birth _____ Social Security Number (See disclosure) _____			
Place of Birth* City _____ State _____ Nation (if not U.S.) _____			
<b>*If born outside of the U.S., please provide proof of U.S. Citizenship++</b>			
<input type="radio"/> I am a U.S. Citizen.		<input type="radio"/> I am a Permanent Resident. <i>Enclose a copy of your alien registration card.++</i>	
<input type="radio"/> I have other Immigrant Status. <i>Enclose a copy of your documentation of other status.++</i>		<input type="radio"/> Non-citizen – Other. <i>Choose this if no other choice applies to you.</i>	
Please List: _____			
Non-U.S. Citizens indicate country of citizenship _____			
++Documentation of your status must be submitted with this application. Application will not be processed without documentation.			
<b>CURRENT MAILING ADDRESS</b>			
Street Address / Rural Route / P.O. Box _____ Apt. _____ City _____			
State _____ Zip Code + extension _____ County _____ Nation _____			
Mobile Phone _____			
<b>PERMANENT HOME ADDRESS</b> <i>(Give only if different from current mailing address.)</i>			
Street Address / Rural Route / P.O. Box _____ Apt. _____ City _____			
State _____ Zip Code + extension _____ County _____ Nation _____			
Mobile Phone _____ Primary (if different from mobile) _____ Evening Phone _____			
<b>PARENT/LEGAL GUARDIAN AND EMERGENCY CONTACT INFORMATION</b>			
Relationship _____		Highest Level of education attained _____	
Name _____		Email _____	
Relationship _____		Highest Level of education attained _____	
Name _____		Email _____	
<b>EDUCATIONAL HISTORY</b> <i>It is very important that you provide complete information. There is additional space on back of application if needed.</i>			
High School Name _____		Graduation Date _____	
City _____		State _____ <input type="radio"/> Graduated by General Education Development (GED) Test	
<b>COLLEGES AND UNIVERSITIES ATTENDED</b> <i>All applicants must list all colleges and universities attended. Include the University of Illinois Springfield. Give nation if not in the U.S.</i>			
Prior College 1 Name _____		Degree _____	
City _____		State _____ From Date _____ To Date _____	
<input type="radio"/> Not in the U.S. Nation _____			



**Racial and Ethnic Identification**

Your response to these items is voluntary. Please enter your ethnic and racial identification information to help the University meet its federal reporting obligations. Additional information about these regulations is available on the University of Illinois web site at [https://www.vpaa.uillinois.edu/resources/governance\\_\\_\\_regulation](https://www.vpaa.uillinois.edu/resources/governance___regulation).

Racial Identification (select as many as apply):

- American Indian or Alaska Native     Asian     Black or African American     Native Hawaiian or other Pacific Islander     White     Other

Ethnic Identification (select one):

- Hispanic or Latino     Not Hispanic or Latino

**Are you a veteran of U.S. military service?**

- Yes     No

If yes, you may wish to submit a photocopy of your DD214 for an application fee waiver.

**CRIMINAL DISCLOSURE** *This section must be completed and submitted by all applicants*

1. Do you have criminal charges pending against you or have you been convicted of a felony crime?     Yes     No
2. Have you been expelled or dismissed from an educational institution for disciplinary reasons?     Yes     No

If you answered "Yes" to either of these questions, you must submit the following information: a brief, accurate explanation, location of conviction (city, state, nation) pending criminal charge(s), suspension(s), or expulsion, date and court disposition, in English. This statement must also include a grant of irrevocable authorization to the University for complete access to criminal records, if any. Applicants are responsible for verifying receipt by the University.

Complete information must be sent at the time of application for admission to:

Review Committee c/o Associate Dean of Students, University of Illinois Springfield, One University Plaza, MS SAB 23, Springfield, IL 62703-5407.

Are you an Illinois Resident?     Yes     No                      Length of time in Illinois:    Year(s) \_\_\_\_\_    Month(s) \_\_\_\_\_

I am requesting consideration under Public Act 93-7. Please answer the following questions if requesting consideration under Public Act 93-7:

- Did you graduate from an Illinois high school or attain a GED in Illinois?     Yes     No                      Will you have attended school in Illinois for at least three years?     Yes     No
- Did you/Will you live with your parents while you attend(ed) school in Illinois?     Yes     No                      Do you intend to apply for permanent residency in the U.S.?     Yes     No

Language spoken in your home: \_\_\_\_\_

Do you require an I-20 immigration document?     Yes     No

**I am applying as a** *(see page 2 for definitions):*

- First-time Freshman     Freshman Transfer     Transfer     Non-Degree (note restrictions, below)

**For which term do you wish to apply?**

Spring     Fall     Summer    Year \_\_\_\_\_

**TEXT NOTIFICATION** Would like to receive text notifications?     Yes     No    (If yes, list mobile phone on page 1.)

**EDUCATIONAL GOALS**

I wish to pursue a:     Bachelor's Degree     Certificate     I am a Non-Degree Seeking Student

Non-Degree Seeking Students:

Yes, I have read and understand that I do not wish to pursue a degree, but want to take courses as a non-degree seeking student. I may take up to 16 semester hours as an undergraduate student before I will be required to clarify my student status. Any hours beyond these may not count toward a degree without academic approval. (Please complete the colleges/universities attended and courses in progress sections.) Please note that non-degree students are typically not eligible for financial assistance. Please call the Office of Financial Assistance at (217) 206-6724 if you have questions.

I am applying for the Intensive English Language Program.

I am interested in the ESL courses to improve my English Language skills.

For advising purposes, please list if you will be pursuing a specific educational goal (example: Pre-Med). Please see Page 3 for a list of educational goals and codes.

Educational Goal \_\_\_\_\_ Code \_\_\_\_\_

**INTENDED MAJOR AND MINOR** *Please see Page 3 for lists and codes.*

If you are uncertain at this time of the major you wish to pursue, write "Undecided" on the Major Name line below. Minors are optional but if you know what minor you wish to pursue please list it on the Minor Name line.

Major Name \_\_\_\_\_ Code \_\_\_\_\_

Minor Name \_\_\_\_\_ Code/Dept \_\_\_\_\_

I plan to earn the Illinois State Board of Education Teaching Certificate in:

- Elementary Education  
 Secondary Education





## Academic Programs .....

Use this list to complete Intended Major and Minor on page 2 of the application form. Failure to list the correct major and minor name(s) and code(s) may result in incorrect major selection or inability to process your application.

### Intended Major

Major Name	Code
Accountancy (BA)	40PE0071BA
Art (Visual Arts) (BA)	40PH9835BA
Biochemistry (BS)	40PH0318BS
Biology (BS)	40PH0314BS
Business Administration (BBA) (on campus)	40PE0079BBA
Comprehensive	40PE0079BBA
Finance	40PE5474BBA
Management	40PE0003BBA
Marketing	40PE0080BBA
Sport Management	40PE5553BBA
Business Administration (BBA) (online) <sup>1</sup>	40PE0079BBBAU
Comprehensive	40PE0079BBBAU
Management	40PE0003BBBAU
Chemistry (BS)	40PH0335BS
Pre-Medical	40PH0335BS
Science of the Environment	40PH0335BS
Communication (BA) (on campus)	40PH9953BA
Communication (BA) (online) <sup>1</sup>	40PH9953BAU
Computer Science (BS) (on campus)	40PH0112BS
Computer Science (BS) (online) <sup>1</sup>	40PH0112BSU
Criminology and Criminal Justice (BA)	40PF5580BA
Economics (BA)	40PE0074BA
Elementary Education	40SB9954NONE
English (BA) (on campus)	40PH0311BA
English (BA) (online) <sup>1</sup>	40PH0311BAU
Environmental Studies	40PF1237BA
Exercise Science (BS)	40PH5521BS
Global Studies (BA)	40PF5215BA
History (BA) (on campus)	40PH0342BA
History (BA) (online) <sup>1</sup>	40PH0342BAU
Information Systems Security (BS) (on campus)	40PH5376BS
Information Systems Security (BS) (online) <sup>1</sup>	40PH5376BSU
Legal Studies (BA)	40PF1410BA
Liberal Studies (BA) (on campus)	40PH1414BA
Liberal Studies (BA) (online) <sup>1</sup>	40PH1414BAU
Management Information Systems (BS) (on campus)	40PE9890BS
Health Care Informatics	40PE5489BS
Management Information Systems (BS) (online) <sup>1</sup>	40PE9890BSU
Health Care Informatics	40PE5489BSU
Mathematical Science (BA) (on campus)	40PH9755BA
Mathematical Science (BA) (online) <sup>1</sup>	40PH9755BAU
Medical Laboratory Science (BS) <sup>2</sup>	40PH1450BS
Pre-Medical	40PH1450BS
Nursing/Pre-Nursing	40SB9954NONE
Philosophy (BA) (on campus)	40PH0332BA
Philosophy (BA) (online) <sup>1</sup>	40PH0332BAU
Political Science (BA)	40PF0343BA
Political Science (BA) (online) <sup>1</sup>	40PF0343BAU
Psychology (BA)	40PH0338BA
Psychology (BA) (online) <sup>1</sup>	40PH0338BAU
Public Administration (BA)	40PF0339BA
Public Policy (BA)	40PF5366BA
Social Work (BSW) <sup>2</sup>	40PG0365BSW
Sociology/Anthropology (BA)	40PH9830BA
Teacher Education (License Sequence) <sup>2</sup>	
Elementary Education <sup>2</sup>	40PG9940NDEG
Secondary Education (on campus) <sup>2</sup>	40PG9941NDEG
Secondary Education (online) <sup>1,2</sup>	40PG9941NDEU
Theatre	40PH0162BA
Undecided	40SB9954NONE
Undergraduate Non-Degree	40SB9948NDEG

### Intended Minor

Minor Name	Code / Dept
Accountancy	0071 / 4845
African-American Studies	5067 / 4398
Anthropology	0340 / 4543
Art (Visual Arts)	9835 / 4353
Biology	0314 / 4864
Business Administration	0079 / 4846
Chemistry	0335 / 4739
Communication	9953 / 4495

Computer Science	0112 / 4696
Criminal Justice	1137 / 4571
Economics	0074 / 4365
English	0311 / 4802
Environmental Studies	1237 / 4358
Finance	0075 /
History	0342 / 4484
International Studies	0401 / 4480
Liberty Studies	5453 / 4740
Management	5259 / 4611
Management Information Systems	9890 / 4975
Marketing	1432 / 1524
Mathematical Sciences	9755 / 4297
Music	0265 /
Philosophy	0332 / 4895
Political Science	0343 / 4480
Pre-Medical	5342 / 4739
Psychology	0338 / 4404
Public Health	9860 / 4417
Secondary Education <sup>2</sup>	9941 / 4694
Social Responsibility & Leadership Development	5297 / 4504
Sociology	0344 / 4543
Spanish	0307 / 4465
Sport Management	5576 / 4846
Theatre	0162 / 4495
Women & Gender Studies	5191 / 4882

<sup>1</sup>Online programs are bachelor's degree completion programs only and may have additional application processes and/or requirements. Students must meet transfer admission definitions to apply for these programs. Please inquire with the chosen program for more information.

<sup>2</sup>These programs have early deadlines and/or additional application processes/requirements. Please check with the chosen program regarding dates and application processes/requirements.

### Educational Goals

Educational Goal	Code
Pre-Dentistry	PD
Pre-Elementary Education	EE
Pre-Law	PL
Pre-Medicine	PM
<i>(A Pre-Medicine concentration is also available within the Biology, Chemistry, and Clinical Laboratory Science majors.)</i>	
Pre-Nursing	PN
Pre-Pharmacy	PY
Pre-Physical Therapy	PP
Pre-Secondary Education	SE
Pre-Veterinary Medicine	PV

### Average Costs for 2018-2019 .....

As of July 1, 2018 (based upon 15 hours of enrollment each term)

#### Illinois Residents

Residence Hall Residents	
Tuition	\$9,405
Fees & Assessments	\$3,658
Room and board (Silver Plan)	\$9,700
Books, supplies, parking	\$1,200
Total	\$23,963

Apartment Residents	
Tuition	\$9,405
Fees & Assessments	\$3,658
Room and Board (Silver Plan)	\$9,300
Books, supplies, parking	\$1,200
Total	\$23,563

#### Non-Illinois Residents

Residence Hall Residents	
Tuition	\$18,930
Fees & Assessments	\$3,658
Room and board (Silver Plan)	\$9,700
Books, supplies, parking	\$1,200
Total	\$33,488

Apartment Residents	
Tuition	\$18,930
Fees & Assessments	\$3,658
Room and Board (Silver Plan)	\$9,300
Books, supplies, parking	\$1,200
Total	\$33,088

## Checklist

This is a self-managed application. It is the student's responsibility to submit all required and/or requested materials. You may submit them in one packet or separately.

This application is only valid for the term for which you are applying. If you do not enroll for that term or defer your application to a future term (before the start of classes), you will be required to submit another application and application fee. Supporting materials may also need to be re-sent.

## All Applicants

- Accurate Email Address. We will communicate important information via email. Please submit an email address that will be checked frequently and notify the Office of Admission if you change it.
- Text Message. If you wish to receive text notifications regarding your application, please consent.
- Major and Minor selection. Use the list of Academic Programs to complete your academic goals and intended major and minor. For advising purposes, list if you will be pursuing a specific educational goal. Refer to the list of codes on page 3.
- English as a Second Language. The ESL program works with international and domestic students whose native language is not English. Students do not need to be enrolled at UIS to take advantage of these programs. Classes are offered year round. More information can be found at [www.uis.edu/esl/](http://www.uis.edu/esl/). If you are interested in these programs while a UIS Student, please mark the appropriate place on Page 2 of the application form.
- List of Activities, Work Experiences, and Community Service. List the most important and meaningful experiences you have had and honors earned during high school. (Continue on the back of form, if needed)
- Application Fee. Please submit a nonrefundable \$50 application fee (\$60 for international applicants) or a completed fee waiver form. A fee waiver request form can be found at [www.uis.edu/admissions/forms/](http://www.uis.edu/admissions/forms/).
- Submitting the Completed Application. All questions must be completed unless indicated as optional. Students need to sign and date the paper application and submit all supporting materials. For an online application, the submission acts as the signature.

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

The policy of the University of Illinois is to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. The University of Illinois will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admission, employment, and access to and treatment in University programs and activities.

Among the forms of invidious discrimination prohibited by University policy and law is sexual orientation. Complaints of invidious discrimination

## Freshman & Freshman Transfer Applicants

- Personal Statement. For best consideration, a statement of 500-750 words may be submitted. We want to hear about your professional aspirations, intellectual interests, and personal experiences relevant to your choice of a specific academic program. Please note, the Honors Program requires submission of a personal statement.
- Transcripts/Marksheets. For freshman and freshman transfer applicants, transcripts must be issued from the high school in which you completed your junior and senior years including a list of all courses and grades. Please include a copy of your grade 12 schedule. College transcripts must be sent from any college coursework, even if the coursework will not count in your chosen degree program. If you have completed a GED, you must send official scores from the GED test.
- Official Test Scores. Standardized test scores are required for admission. ACT (code 1137) and SAT I (code 0834) are accepted. UIS will accept scores on the high school transcript or photocopies of test score reports for admission purposes. Official scores should be forwarded from the testing agency prior to enrollment.

## Transfer Applicants

- Transcripts/Marksheets. College transcripts must be sent from all colleges attended, even if the coursework will not count in your chosen degree program.

## International Applicants

- International Applicants must meet all entrance requirements for undergraduate admission (freshman or transfer).
- English Language Requirement. If your native language is not English, you must submit official TOEFL (code 1787), IELTS, or UIS administered test scores.
- Additionally, you will need to submit documentation required for issuance of I-20.

All credentials supplied must be official and submitted in English. If your transcripts/marksheets are not in English, please utilize World Education Service (WES), Education Credentials Evaluators, Inc. (ECE), or AACRAO International Education Services (IES).

based solely upon policy are to be resolved within existing University procedures.

For additional information on the equal opportunity and affirmative action policies of the University, please contact the Associate Chancellor for Access and Equal Opportunity:

Office of Access and Equal Opportunity  
University of Illinois Springfield  
One University Plaza, MS PAC 563  
Springfield, IL 62703-5407  
(217) 206-6222  
[www.uis.edu/aeo/](http://www.uis.edu/aeo/)

*This publication was produced by the Office of Campus Services in collaboration with the Office of Admissions. The University of Illinois is an equal opportunity, affirmative action institution.*

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