

International Business

Bachelor of Applied Science Degree



**NORTH SEATTLE
COLLEGE**

One of the Seattle Colleges

2017 APPLICATION PACKET



This is an application for admission to the Bachelor of Applied Science (BAS) in International Business program for fall 2017 enrollment. If you have questions or concerns, please contact us at any time.

Upcoming Priority Deadline: August 1, 2017

Program Start Date: September 25, 2017

Contact Name: Jesse Cooley

Phone: (206) 934-7794

Fax: (206) 934-3735

Email: BAS-Info@seattlecolleges.edu

NORTH SEATTLE COLLEGE

One of the Seattle Colleges, North Seattle College does not discriminate on the basis of race or ethnicity, color, age, national origin, religion, marital status, gender, gender identity, sexual orientation, status as a veteran or disabled veteran, political affiliation or belief, citizenship/status as a lawfully admitted immigrant or disability.

APPLICATION CHECKLIST

Admission to the program is competitive. Meeting minimum requirements does not guarantee admission, as the number of qualified applicants may exceed the number of available enrollment spaces.

- Apply for a Student Identification (SID) Number** – If you have never attended North Seattle College
 - o Go to <https://northseattle.edu/admissions/steps> and apply for admission to North Seattle College online. Once you apply to the College, you will be emailed a SID number to use on your BAS application form
- Submit a completed application form** for the International Business Bachelor of Applied Science
Note: Please make sure you have all elements to the application packet before sending to the Workforce Instruction Division.
- A non-refundable payment of \$35.00** paid at the Cashier's Office. Complete the invoice (page 8) and bring it to the Cashier's Office with payment. You may request a credit card authorization form to submit if you are unable to pay in person on campus. Include paid invoice with application submission as proof of payment. (*This fee covers your application to NSC, transcript evaluation and your individualized program plan*).
- Unofficial transcripts** from a regionally accredited college demonstrating completion of an Associate degree.
 - o *Note: Upon acceptance you will need to provide sealed official transcripts, opened official transcripts will not be accepted. Students who have attended NSC, SSC, or SCC do not need to order official transcripts from Seattle District colleges.*
 - o *Note: If you are submitting an international transcript, you must also submit an agency evaluation; for more information go to the following internet address: <https://northseattle.edu/credentials/international-credits>*
- A personal statement** (400 – 600 words). It is expected that this essay will be well written by the applicant and will communicate the applicant's professional interests in an international business degree. The essay's content as well as spelling, grammar, and punctuation, will be evaluated. The essay should also address the following:
 - o Your personal and professional goals and how this degree relates to those goals
 - o Your work experience or specific attributes that you bring to the program
 - o Any challenges or hardships you have overcome in pursuing your education or work goals
 - o Any other special considerations you believe will make you a good candidate
- Résumé** describing your relevant work experience and skills. You may also use this as an opportunity to highlight any internship, work study, volunteering experiences, or other applicable activities in which you have participated.
- Review** the financial aid website at <http://northseattle.edu/financial> to get information about the application process and important deadlines. All financial aid applicants need to fill out the Free Application for Federal Student Aid (FAFSA) online at <http://www.fafsa.gov>. If you are a Washington State resident who is unable to complete the FAFSA due to citizenship requirements, you may need to complete the WASFA rather than the FAFSA. The priority application deadline for the 2017-2018 academic year is March 15th, 2017. The 2017-2018 academic year starts fall 2017. If you have any questions please call the office at (206) 934-3688 or email at nscfinancialaid@seattlecolleges.edu.

We are now accepting State Employee Space-Based Tuition Waivers for International Business (IBN) 300/400 level courses. Please contact the program manager for information regarding the tuition waiver and how to apply.

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All application materials must be emailed to jesse.cooley@seattlecolleges.edu OR addressed to:
International Business - BAS
Attn: Workforce Instruction Division, Mailstop 2317C
North Seattle College
9600 College Way North Seattle, WA 98103-3599
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BACHELOR OF APPLIED SCIENCE INTERNATIONAL BUSINESS APPLICATION FORM

IMPORTANT NOTES:

- Please type or print legibly with a black or blue pen
- Enclose documentation (stamped invoice or other receipt) indicating completed payment of \$35.00 application fee (do not mail cash or checks).

Select One:

- I am applying for the evening in-person and hybrid IB B.A.S. program
- I am applying for the fully online IB B.A.S. program

SECTION 1 - PERSONAL INFORMATION

First Name		Middle Initial	Last Name	
Address, including apartment number			City	State
Day Phone		Cell Phone	Evening Phone	
Date of Birth (mm/dd/yyyy)			Gender	
E-mail Address			Previous Names 1. _____ 2. _____	
Student Identification Number (SID) --- ---	<p>Note: Your SID is confidential and, under a federal law called the Family Educational Rights & Privacy Act, the college will protect it from unauthorized use and/or disclosure. In compliance with state/federal requirements, disclosure may be required for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment or accountability research.</p> <p>Are you an International Student (here on a student visa)? Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Type: _____</p>			
Response Optional: Have you been granted Deferred Action for Childhood Arrivals (DACA)? Yes <input type="checkbox"/> No <input type="checkbox"/>				
<p>Note: This information is confidential and will only be used to support a student's educational goals and provide more information about financial aid and scholarships. To find out more information regarding North Seattle College's commitment, please visit: https://northseattle.edu/undocumented-students</p>				
<p>If you do not already have an SID number, go to https://northseattle.edu/admissions/steps and apply online. Once you finish the online application, you will be given an SID number.</p>				

SECTION 2 - COLLEGE ENROLLMENT HISTORY, COURSE PLANS, WORK EXPERIENCE

Year and quarter you plan to start: FALL QUARTER, 20_____	Are you the first generation in your family to attend college? <input type="checkbox"/> Yes <input type="checkbox"/> No		
College, vocational, or technical school attended/Degree in Progress	City and State	Years attended (YY) From: To:	Did you graduate/or will graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No, Month/Year
College, vocational, or technical school attended	City and State	Years attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No
College, vocational, or technical school attended	City and State	Years attended (YY) From: To:	Did you graduate? <input type="checkbox"/> Yes, Year _____ <input type="checkbox"/> No

List any additional colleges and vocational/technical schools on a separate sheet of paper and attach. Please have official transcripts sent to NSC as directed in the application checklist.

Current degree(s) held, certification(s), and <i>briefly</i> list work experience List any additional degrees, certificates, or positions on a separate sheet of paper and attach.		
Degree / Certificate / Position	Granting institution or organization / Place of employment	Date degree or certificate received / Dates of employment

NORTH SEATTLE COLLEGE

SECTION 3 - RESIDENCY INFORMATION

Please read this notice before responding to the questions in this section:

Effective July 1, 2003, Washington State law changed the definition of "resident student." The law makes certain students, who are not permanent residents or citizens of the United States, eligible for resident student status - and eligible to pay resident tuition rates - when they attend public colleges and universities in this state. *The law does not make these students eligible to receive need-based state or federal financial aid.* To qualify for resident tuition, students must complete an affidavit/declaration/certification if they are not currently a permanent resident or citizen of the United States but intend to apply and have met one of the following conditions:

Condition One: (a.) Resided in Washington State for three years immediately prior to receiving a high school diploma, and (b.) Completed the full senior year at a Washington high school, and (c.) Continuously resided in the state since earning the high school diploma.

Condition Two: (a.) Completed the equivalent of a high school diploma, and (b.) Resided in Washington State for the three years immediately before receiving the equivalent of the diploma, and (c.) Continuously resided in the State since earning the equivalent of a high school diploma.

NOTE: If you meet one of the above conditions and would like to pay resident tuition rates, contact the office of Admissions, Records, Registration, and Credentials (ARRC) at (206) 934-3663 and request a copy of the 1079 residency affidavit.

Residency Questions for Tuition Purposes:

1. Have you lived continuously in the State of Washington for the past 12 months? Yes No

If no, how long have you lived continuously in the state of Washington?
_____ months

2. Were you claimed for federal income tax purposes by your mother, father, or your legal guardian in the current calendar year? Yes No

In the past calendar year? Yes No

If **YES**, has your parent or legal guardian lived continuously in the Washington State for the past 12 months? Yes No

3. Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? (answer yes only if your eligibility for this assistance is based on being a resident of that state)

Yes No

4. Are you active duty military stationed in Washington or an active member of the Washington National Guard? Yes No

Are you the spouse or dependent of either (a) an active duty military person stationed in Washington, or (b) an active member of the Washington National Guard?

Yes (**COPY OF ORDERS TO WASHINGTON & MILITARY ID REQUIRED**)
 No

SECTION 4 - RACE/ETHNICITY INFORMATION

Providing this information is voluntary

1. Which race or ethnicity do you consider yourself to be? Check all that apply:

- African American (872)
- American Indian (597)
- Chinese (605)
- Japanese (611)
- White (800)
- Other Asian (621)
- Alaska Native (015)
- Native Hawaiian (653)
- Filipino (608)
- Vietnamese (619)
- Other Pacific Islander (681)
- Other Race (specify): _____

2. Are you of Spanish/Hispanic/Latino ethnicity? No

- Yes, Mexican, Mexican American, Chicano (722)
- Yes, Puerto Rican (727)
- Yes, Cuban (709)
- Yes, other Spanish, Hispanic, or Latino (Please specify): _____

SECTION 5 - OTHER

Check all that apply

1. How did you hear about the Bachelor of Applied Science in International Business program at North Seattle College?

- Family / Friend Radio College Schedule Social Media College Advisor Instructor
- NSC Website Seattle Colleges Website Search Engine (google, bing, yahoo, etc) Bus Advertisements Billboard Other: _____

SECTION 6 - STATE EMPLOYEE TUITION EXEMPTION POLICY

I am applying as a Washington state employee and intend to use the Washington state employee tuition waiver. Please note that your application will be evaluated in a different applicant pool if you check this box. It is highly recommended that you meet with the IB BAS program manager to discuss the special conditions of this tuition waiver and how it will work in the IB BAS program.

I certify to the best of my knowledge that all statements on this form are true.

Signature: _____ Date: _____

International Business Application Scoring Rubric

This Application Scoring Rubric is for reference only so that applicants may understand how the application will be evaluated upon submission.

INTERNATIONAL BUSINESS BAS APPLICATIONS		
Element	Score	Max possible points
Fully completed packet submitted by first consideration date which includes: application, personal statement, transcripts, resume, and receipt for \$35 fee		10
Prerequisites complete? (ACCT&201, 202, and 203; BUS 210; BUS& 201 or equivalents; ENGL& 101)	___ all complete ___ missing one _____ ___ missing two or more	10 5 0
Associate Degree Completed		10
Personal Statement		30
GPA (2.0 minimum required)		40 (GPA x 10, 4.0 = 40)
Total Points		100

Each application will be scored in the following areas (as indicated above):

- Is the fully completed packet submitted by the deadline date and includes: application, personal statement, transcripts, resume, and proof of payment or credit card authorization form? (If the deadline was missed, applicants are still encouraged to apply, but will not receive full points)
- Are all prerequisites complete – ACCT& 201, ACCT& 202, ACCT& 203, BUS& 201, BUS 210 or MATH& 146 (Applicants who lack any pre-requisites are still encouraged to apply, but will not receive full points)
- Is the Associate Degree Completed? (Applicants will also be considered if they have equivalent credits, and those who are near completion of the Associates Degree are also encouraged to apply, but will not receive full points)
- How successfully has the Personal Statement addressed the questions asked both in terms of content and ability to communicate via writing?
- Where does the GPA fall between 2.0-4.0? (2.0 minimum required)

2017-2018 Tuition Rates Upper Division (BAS Classes)

CREDITS	BAS, WA RESIDENT (U.S. CITIZENS & PERMANENT RESIDENTS)	BAS, WA NON-RESIDENT (U.S. CITIZENS & PERMANENT RESIDENTS)	BAS, INTERNATIONAL
1	\$200.94	\$247.66	\$599.20
2	\$401.88	\$495.32	\$1,198.40
3	\$602.82	\$742.98	\$1,797.60
4	\$803.76	\$990.64	\$2,396.80
5	\$1,004.70	\$1,238.30	\$2,996.00
6	\$1,205.64	\$1,485.96	\$3,595.20
7	\$1,406.58	\$1,733.62	\$4,194.40
8	\$1,607.52	\$1,981.28	\$4,793.60
9	\$1,808.46	\$2,228.94	\$5,392.80
10	\$2,009.40	\$2,476.60	\$5,992.00
11	\$2,019.41	\$2,487.32	\$6,002.72
12	\$2,029.42	\$2,498.04	\$6,013.44
13	\$2,039.43	\$2,508.76	\$6,024.16
14	\$2,049.44	\$2,519.48	\$6,034.88
15	\$2,059.45	\$2,530.20	\$6,045.60
16	\$2,069.46	\$2,540.92	\$6,056.32
17	\$2,079.47	\$2,551.64	\$6,067.04
18	\$2,089.48	\$2,562.36	\$6,077.76
19	\$2,279.84	\$2,752.72	\$6,666.38
20	\$2,470.20	\$2,943.08	\$7,255.00
21	\$2,660.56	\$3,133.44	\$7,843.62
22	\$2,850.92	\$3,323.80	\$8,432.24
23	\$3,041.28	\$3,514.16	\$9,020.86
24	\$3,231.64	\$3,704.52	\$9,609.48
25	\$3,422.00	\$3,894.88	\$10,198.10

For more information on determining residency status and the eligibility requirements of resident and non-resident tuition rates, please refer to the following webpage: <https://northseattle.edu/tuition-fees/determine-residency-status>

Invoice for Application Fee

Complete and deliver to cashier's office with \$35.00 payment

TO:	CASHIER
FROM:	BAS, International Business
BUDGET NUMBER:	148.012-3760
CODE:	PL

DATE: _____

Cashier: Please charge the appropriate fees as follows:

CUSTOMER NAME: _____
SID: _____

BAS APPLICATION :	FEE	\$35.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
	Subtotal:	\$35.00
	Total:	\$35.00

North Seattle College
BACHELOR OF APPLIED SCIENCE DEGREE
Application for Evaluation of Incoming Credits



ARRC STAFF
_____ INITIAL / DATE

Student I.D. Number ____ / ____ / ____

Last Name _____ First Name _____ Birth Date _____

Please list all colleges, universities, military transcripts, international baccalaureate exam scores, or advanced placement exam scores to be evaluated. ARRC must have official transcript on file.

**Official transcripts do not need to be provided for Seattle Central College or South Seattle College.*

- | | |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

- International college transcripts must be translated into English and must also include a sealed official agency evaluation.
- At this time, North Seattle College does not accept transcripts via email. Electronic transcript options are only available from other WSCTC schools. Speak with Admissions staff if you have questions prior to ordering your transcripts.

By submitting this application, I agree:

- I have verified that *official transcripts from each college listed above have been received by North Seattle College. Check Degree Audit Notes: <https://northseattle.edu/online-services/degree-audit>
- I am admitted to North Seattle College or have been an actively enrolled student within 4 years. Returning students after 4 years or longer must submit an updated admissions application.
- Official credit evaluations may take 6-8 weeks to complete. Credentials cannot provide *unofficial* evaluations to students. Course review for entry codes, class placement, or academic planning purposes may be completed with unofficial transcripts taken to academic advising or BAS Program Manager.
- My contact information is up to date. Check the Student Services online portal. An email will be sent to me once my evaluation is complete with my results and a link to my updated Degree Audit.
- Any changes of program of study, additional/updated transcripts, or re-evaluation of a previous official evaluation done 2 years or more will require a NEW application.
- If requirements are not complete, I will be requested to submit a NEW application.

SELECT ONE (Required)

- Application Development [5BA]
- International Business [24B]

I agree to have my official transcripts from the above colleges evaluated for incoming credits.

STUDENT SIGNATURE

DATE