

# Application for Undergraduate Admission

## VIRGINIA UNION UNIVERSITY RICHMOND, VIRGINIA



the **promise** of a limitless  
future

APPLYING TO VUU IS AS EASY AS 1... 2... 3

### 1. Apply

Apply online at [www.vuu.edu](http://www.vuu.edu) and click "Apply Now" at top right of our home page. Applying online is preferred. However, paper applications are available for download on our website.

### 2. Send

Send your SAT/ACT test scores and High School/College Transcripts to VUU as soon as possible.

### 3. Submit

Submit all required documents with your complete application.

*Notification concerning admissions is sent to the student as soon as possible after all records are evaluated.*

## Looking for unlimited opportunities?

Virginia Union University is the place for you. We are pleased that you are considering VUU. Current VUU students and alumni are among an elite caliber of individuals who were chosen to become part of our family. We encourage our applicants to provide a complete profile of themselves with particular focus on interests and accomplishments, allowing our selection committee to thoroughly appreciate the attributes you can bring to our university.

## We seek...

... smart, motivated, and good-hearted students who will enhance our community and the world while at Virginia Union, and afterwards. We look

for real people with a variety of qualities – intellect, curiosity, creativity, leadership, kindness, and courage, to name a few. We review each application as thoroughly, fairly, thoughtfully, and carefully to best identify those with an all-around excellence in academics, the arts, athletics, leadership, service, citizenship, and character.

## Five reasons why you should apply...

1. Our great student body
2. Our outstanding faculty and staff
3. Our beautiful, residential campus
4. Our warm, nurturing environment
5. Our promise of a limitless future

## APPLICATION PROCEDURES

The selection committee reviews all complete applications on a rolling basis and decisions are based on the student's scholastic achievement, character, and evidence of aptitude for achievement. The application deadline date for all U.S. applicants is June 30 for the fall term and November 30 for the spring term. Notification of the admission decision is sent to the applicant shortly after all credentials are received. Top consideration is given to those complete applications that arrive early to the Office of Enrollment Management. Financial aid and academic scholarships are awarded on a first-come, first-served basis to those who qualify.

## FRESHMAN APPLICANTS

Freshman candidates are students who are currently enrolled in high school or who graduated from high school and have not attended any accredited college or university (not to include dual enrollment).

### FRESHMAN CHECKLIST

- The signed and completed VUU application form
- \$25 non-refundable application fee
- OFFICIAL transcripts from ALL high schools attended or official GED scores
- The signed and completed VUU Secondary School Report Form
- A copy of your signed social security card
- ALL OFFICIAL SAT/ACT scores
- Essay – see criteria on page 2 of the VUU application
- Dual enrolled students should submit ALL college transcripts to be evaluated for transferring credit
- Home schooled students must contact the Office of Enrollment Management for specific requirements

## INTERNATIONAL APPLICANTS

Any student who is not a U.S. citizen or permanent resident of the U.S. is required to apply as an International Applicant. This would include non-immigrant and temporary visa applicants. To avoid mailing delays, applicants should apply prior to March 30 for the fall term and August 30 for the spring term.

### INTERNATIONAL CHECKLIST

- The signed and completed VUU application form
- \$25 non-refundable application fee in U.S. currency or Eurodollar money orders
- OFFICIAL records of all secondary and post-secondary institutions translated and evaluated in English when necessary, including grading scale/ and or system
- A copy of your visa, green card, or passport
- The signed and completed VUU Financial Verification Form
- OFFICIAL results of the SAT or ACT exam for native speakers of English. OFFICIAL results of the TOFEL exam (Test of English as Foreign Language) for non-native English speakers
- Essay – see criteria on page 2 of the VUU application

## TRANSFER APPLICANTS

Transfer candidates are students who are currently enrolled or have attended an accredited college and/or university after graduating from high school or receiving a GED. Transfer students must be academically, financially, and socially eligible to return in good standing to their former institution(s).

### TRANSFER CHECKLIST

- The signed and completed VUU application form
- \$25 non-refundable application fee
- OFFICIAL transcripts from ALL high schools attended or official GED scores
- OFFICIAL transcripts from ALL colleges or universities attended
- The signed and completed VUU Secondary School Report Form
- A copy of your signed social security card
- ALL OFFICIAL SAT/ACT scores
- Essay – see criteria on page 2 of the VUU application

## MESSAGE FOR ALL APPLICANTS

### HELPFUL TIPS

- VUU's SAT and TOFEL Code is 5862, and ACT Code is 4428. Visit [www.collegeboard.com](http://www.collegeboard.com), [www.toefl.org](http://www.toefl.org), or [www.act.org](http://www.act.org), for more information.
- ALL U.S. applicants who wish to be considered for financial aid should file their FAFSA to the U.S. Department of Education the same day they apply to VUU. Apply on line at [www.FAFSA.ed.gov](http://www.FAFSA.ed.gov) (1.800.4.FEDAID). VUU's Federal Student code is 003766.
- If your address changes after submitting your application, please notify the Office of Enrollment Management.
- Make copies of all submitted documents. Detach and keep this portion for your records.
- Make your application fee payable to Virginia Union University. Certified check and money orders are accepted. Please do not send cash through the mail.
- Documents submitted, under separate cover, by piece mail process should list student's full legal name and social security number on the top right hand corner of each document.
- Send your complete application packet and fee to:

## VIRGINIA UNION UNIVERSITY

Office of Enrollment Management  
1500 N. Lombardy Street  
Richmond, VA 23220  
T: 800.368.3227  
T: 804.342.3570  
F: 804.342.3511

Member: The College Fund / UNCF An NCATE Accredited Institution

To apply online visit: [www.vuu.edu](http://www.vuu.edu)



KEEP THIS PORTION FOR YOUR RECORDS.



# VIRGINIA UNION UNIVERSITY

## APPLICATION FOR UNDERGRADUATE ADMISSION

THIS AREA FOR OFFICE USE ONLY Revised 11/2010	
I.D. NUMBER	SOURCE

Office of Enrollment Management • 1500 N. Lombardy Street • Richmond, VA 23220  
 800.368.3227 / 804.342.3570 • Fax: 804.342.3511 • admissions@vu.edu • www.vu.edu  
 Please enclose \$25.00 non-refundable application fee. Type or print neatly in ink. Check boxes and fill in all appropriate information.

### APPLICATION INFORMATION

Have you previously applied to Virginia Union University?  No  Yes If yes, when?  Fall \_\_\_\_  Spring \_\_\_\_  
 Enrollment Term and Year:  Fall 20\_\_\_\_ (August)  Spring 20\_\_\_\_ (January)  
 Application Class Status:  Freshman  Transfer  Non-Matriculation (seeking Non-Degree status)  
 Full Time (12 credit hours or more)  Part Time (less than 12 credit hours)  
 Indicate where you plan to live (check one):  On Campus  Off Campus  Not Sure  
 Are You A First Generation Applicant?  Yes  No

### PERSONAL DATA

Please be sure that your Full Legal Name, Social Security Number, and Date of Birth are accurately listed on application to avoid delays in the process and review of financial aid for U.S. Citizens and the 1-20 Form for International Students.

Full Legal Name:  Mr.  Mrs.  Ms. \_\_\_\_\_  
 Jr.  II  III  III Last First Middle Maiden  
 Social Security Number: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Date of Birth: \_\_\_\_\_  
 (MM/DD/YYYY)  
 Permanent Mailing Address: Street: \_\_\_\_\_ Apartment Number: \_\_\_\_\_  
 City: \_\_\_\_\_ County: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Permanent Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_  
 E-Mail: \_\_\_\_\_

Marital Status:  Single  Married Sex:  Male  Female

Your response to the following is completely voluntary and will only be used to demonstrate our compliance with Title VI of the Civil Rights Act.

With which group do you most closely identify?  African-American  American-Indian  Caucasian-American  
 Asian-American/Pacific Islander  Other  Spanish-American

Religious Denomination: \_\_\_\_\_

In accordance with ADA, 1973, please list any Special Needs we should be aware of:  Physically Disabled  Learning Disabled

Other \_\_\_\_\_

Have you ever been convicted of a felony?  Yes  No  
 (This does not include juvenile adjudications or any charge, arrest or conviction that has been expunged.)

If you answer yes, please describe and explain the conviction and provide a copy of the court's disposition of the case: \_\_\_\_\_

### CITIZENSHIP

U.S. Citizen  Non-U.S. Citizen Country of Citizenship: \_\_\_\_\_ Country of Birth: \_\_\_\_\_

Yes, if accepted I will need an I-20 Form.

If you are currently living in the U.S. your status is:  Temporary Visa: List Visa Type/Expiration Date: \_\_\_\_\_  
 Permanent Resident: Permanent Resident Number: \_\_\_\_\_  
 Other, please specify: \_\_\_\_\_

### FAMILY / REFERENCES

Guardian: \_\_\_\_\_ Full Name Phone Number  
 Father: \_\_\_\_\_  
 Mother: \_\_\_\_\_  
 Guardian: \_\_\_\_\_

Give the name and address of two people in your community as character references:

Name	Occupation	Phone Number

Please tell us of any of your family who are alumni or current students of Virginia Union University:

Name	Relation	Class Year

Who or what influenced you to apply to Virginia Union?  Alumnus  Campus Visit  College Fair  Counselor  
 High School Visit  Minister  Newspaper Ad  T.V. Ad  VUU Student  Website  Other \_\_\_\_\_

**TESTING DATA**

Test Taken:  SAT  ACT  TOFEL Dates taken: \_\_\_\_\_ Will take on: \_\_\_\_\_ (please have ALL your scores forwarded)

**ACADEMIC DATA**

High Schools or GED Agency Attended:

Full Name of School	Address	CEEB Code	Graduation Date

Colleges Attended (Must list all colleges, including Dual Enrollment. Use additional paper if necessary.)

Full Name of School	Address	CEEB Code	Graduation Date

Name of current high school/college counselor: \_\_\_\_\_ Phone: \_\_\_\_\_

List all current enrolled courses that do not appear on your current transcript.

\_\_\_\_\_

Have you ever been dismissed from, or are you currently on probation at any other school:  Yes  No

If yes, please give name of school and date:

Transfer Applicants: Were you in good standing upon completion of studies at your previous institution?  Yes  No

If you have been out of school longer than a year, state what your occupation or activities have been. Please give detailed information:

- |   |  |  |  |
|---|--|--|--|
| <input type="checkbox"/> ACC .....Accounting  | <input type="checkbox"/> CHESE Chemistry: Secondary Education    | <input type="checkbox"/> IDSEE .....Interdisciplinary Studies: Elementary Education  | <input type="checkbox"/> MCS .....Mathematics/ Minor in Computer Science |
| <input type="checkbox"/> BFA .....Bachelor in Fine Arts (Music, Theatre, Visual Arts) | <input type="checkbox"/> CIS .....Computer Information Systems   | <input type="checkbox"/> IDSXE .....Interdisciplinary Studies: Exceptional Education | <input type="checkbox"/> MKT .....Marketing                              |
| <input type="checkbox"/> BIO .....Biology   | <input type="checkbox"/> ENG .....English                        | <input type="checkbox"/> MAT .....Mathematics  | <input type="checkbox"/> PSY .....Psychology                             |
| <input type="checkbox"/> BIOSE .....Biology: Secondary Education                      | <input type="checkbox"/> ENGSE .....English: Secondary Education | <input type="checkbox"/> MATSE .....Mathematics: Secondary Education                 | <input type="checkbox"/> REL .....Religious Studies                      |
| <input type="checkbox"/> BUSED ...Business: Secondary Education                       | <input type="checkbox"/> ENM .....Entrepreneur Management        | <input type="checkbox"/> MCM .....Mass Communication                                 | <input type="checkbox"/> SWK .....Social Work                            |
| <input type="checkbox"/> CCJ .....Criminology/ Criminal Justice                       | <input type="checkbox"/> FNB .....Finance and Banking            |  | <input type="checkbox"/> UNDEC .....Undecided/ Undeclared                |
| <input type="checkbox"/> CHE .....Chemistry   | <input type="checkbox"/> HISSE .....History: Secondary Education |  |  |
|   | <input type="checkbox"/> HISPC .....History/Political Science    |  |  |

**Application Essay:**

Please type or print an essay (500 word minimum) elaborating on your personal interests, experiences, achievements, work experiences, or other topics which you believe will effectively provide our selection committee an understanding of who you are. Some suggestions of topics you may consider are listed, or choose a topic(s) of your choice:

- a current event or personal issue which has significant meaning to you
- a person who has or had a significant impact upon your life
- a challenge you faced and how you navigated through it

**REQUIRED**

I certify that all the information I have given in this application is complete and accurate to the best of my knowledge, and, if admitted, I agree to observe all the rules and regulations of Virginia Union University. If I am found to have falsified any information, I also understand that my acceptance of admission may be rescinded, admission denied, or be expelled.

Date: \_\_\_\_\_ Signature of applicant: \_\_\_\_\_

VUU does not discriminate on the basis of race, sex, color, religion, national origin, age, handicap or veteran status in providing educational or employment opportunities or benefits.