



Application for Admission

College of Adult and Professional Studies | Graduate School



FRIENDS
UNIVERSITY



Application for Admission

Return this completed application and your \$35 nonrefundable application fee to:
Adult Admissions | Friends University | 2100 W. University Ave. | Wichita, KS 67213

Office use only:

Date rec.: _____

Fee paid: _____

Receipt No.: _____

Banner I.D.: _____

Source code: _____

Personal information

U.S. citizen? Yes No If yes, complete pages two and three only.
If no, please also complete page four.

First name _____ Middle name _____

Last name _____ Nickname _____

Other names under which your transcript(s) may be listed _____ Maiden name _____

Prefix/Suffix _____ Former name(s) _____

Permanent home address _____

City _____ State _____ ZIP _____

Present mailing address (if different than permanent address) _____

City _____ State _____ ZIP _____

Personal email address _____ Business email address _____

Home phone _____ Cellphone _____

Place of employment and address _____

City _____ State _____ ZIP _____ Business phone _____

In case of emergency (contact name, relationship and address) _____

City _____ State _____ ZIP _____ Phone _____

Did either of your parents graduate from a four-year college or university? Yes No

Has a family member ever attended Friends University? Yes No Who and what relationship? _____

Do you, a parent or spouse work for Friends University? Yes No Who and what relationship? _____

Will you be applying for: Financial aid V.A. benefits Employer reimbursement Other _____

Social security number _____ Birthdate _____ Age _____ Male Female

Religious affiliation _____ Marital status: Single Married Divorced Widowed

Optional

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

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

In addition, select one or more of the following racial categories to describe yourself:

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

Enrollment information

When do you plan to start classes? Month _____ Year _____

- Kansas City Area
- Topeka
- Other Location _____
- Wichita
- Online

Undergraduate - Bachelor's Degree

- Accounting
- Business Management
 - Business Management Concentrations (choose one):*
 - General Business
 - Health Care Management
 - Operations Management
- Elementary Education (Wichita only)
- Human Resource Management
- Computer Information Systems
 - CIS Concentrations (choose two):*
 - Data Systems Integration
 - Developer
 - Information Systems Architecture
 - Web and Server Administration
- Human Services - Psychology (Wichita only)
- Organizational Leadership and Transformational Change
- Undecided

Graduate - Master's Degree

- Master of Education in Teaching and Learning
- Master of Health Care Leadership
- Master of Management Information Systems
 - Optional MMIS Concentrations:*
 - Business Analytics (Wichita only)
 - Management Information Systems
 - Security
 - Supply Chain Management and Logistics
- Master of Science in Information Security
- Master of Science in Family Therapy
- Professional Master of Business Administration
- Global Master of Business Administration
 - Optional Professional and Global MBA Concentrations:*
 - Accounting
 - Business Law
 - Change Management
 - Health Care Leadership
 - Management Informations Systems
 - Supply Chain Management and Logistics
 - Business Analytics (Wichita only)

Education

High School _____ City _____ State _____

Graduation date _____ GED GED Date _____

Have you ever attended Friends University? Yes No If yes, dates attended: from _____ to _____
(mm/yyyy) (mm/yyyy)

List all post-secondary education institutions that you have enrolled in/attended below. Include ANY graduate, military, community college, business or technical schools, etc., regardless if you have attended Friends University before. Attach additional page if needed.

Institution name _____ City _____ State _____

Years attended _____ Hours _____ Major _____

Institution name _____ City _____ State _____

Years attended _____ Hours _____ Major _____

I certify that the information given on this application is complete and correct to the best of my knowledge and that I have attended no institutions other than those listed. For College of Adult and Professional Studies applicants: I understand that Friends University will order my transcripts upon my request and that they become the property of the University and will not be returned to me. I am responsible for clearing any hold from all schools I have attended. I also understand that my acceptance to Friends University is subject to verification by official records, sent directly from the institutions that I have attended, and consideration for admission is made after all file items are received by the Admissions Processing Office.

Student signature _____ Date _____

Tear and keep Enrollment Checklist for your records.

Enrollment Checklist – Master's Degree

- ❑ Complete application. friends.edu/grad-application
- ❑ Pay application fee. (Complete online, on campus or over the phone 316-295-5865 or 800-794-6945 ext. 5865)
- ❑ Order transcripts from previous institution. Transcripts ordered online should be sent to ap@friends.edu.
Paper transcripts should be mailed to:
Friends University Graduate Admissions
2100 W. University Ave.
Wichita, KS 67213
- ❑ Submit required recommendation letters.
- ❑ Apply for financial aid.
 - 316-295-5200 (800-794-6945, ext. 5200)
 - fafsa.ed.gov
 - school code: 001918
- ❑ Complete director interview.
- ❑ Receive Friends University admittance letter.
- ❑ Retrieve log-in information. This information will be emailed to your personal email account. If you do not receive your information please contact the Help Desk at 316-296-5767 or 800-794-6945, ext. 5767.
- ❑ Complete Tuberculosis Inoculation Acknowledgment form.
- ❑ Meet with academic success coach to select courses and become enrolled (once fully admitted).
- ❑ Complete financial aid (ask a financial aid representative for help if needed).
- ❑ Purchase books two weeks before classes begin.
- ❑ Complete online orientation or attend on campus orientation.
- ❑ Attend first night of class.
- ❑ Degree specific requirements (ask your program representative).



877-857-5424 | friends.edu | adultrecruitment@friends.edu

Enrollment Checklist – Bachelor's Degree

- ❑ Complete application. friends.edu/caps-application
- ❑ Pay application fee. (Complete online, on campus or over the phone 316-295-5865 or 800-794-6945 ext. 5865)
- ❑ Sign transcript request form. Friends University will order your transcripts.
- ❑ Apply for financial aid.
 - 316-295-5200 (800-794-6945, ext. 5200)
 - fafsa.ed.gov
 - school code: 001918
- ❑ Retrieve log-in information. This information will be emailed to your personal email account. If you do not receive your information please contact the Help Desk at 316-296-5767 or 800-794-6945, ext. 5767.
- ❑ Complete Tuberculosis Inoculation Acknowledgment form.
- ❑ Meet with academic success coach to select courses and become enrolled (once fully admitted).
- ❑ Complete financial aid (ask a financial aid representative for help if needed).
- ❑ Purchase books two weeks before classes begin.
- ❑ Complete online orientation.
- ❑ Attend first night of class.
- ❑ Degree specific requirements (ask your program representative).



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Permanent Resident & International Students

Complete only if you marked "No" when asked "U.S. citizen?"

Permanent resident information

Permanent residents must provide a copy (front and back) of their INS "green card" or other documentation demonstrating eligibility for permanent residency.

Permanent resident number _____

Date issued _____

Date expired _____

Country of birth _____

Country of citizenship _____

International applicants

\$50 international application fee

Do you have a current visa? Yes No

Country of birth _____

Country of citizenship _____

Additional admissions documents needed

(Your admissions counselor can assist you with examples)

- Official transfer evaluation of international high school or college transcripts from a NACES member: www.naces.org/members.htm.
- Financial documentation (certification of finances) – not necessary for permanent residence individuals.
- TOEFL (not necessary if home country's official language is English) – not necessary for permanent residence individuals.
- If transferring from another U.S. institution, SEVIS record transfer form – not necessary for permanent residence individuals.

Friends University does not discriminate against academically qualified students on the basis of race, color, national or ethnic origin, sex, disability or age in its programs and activities. The following person has been designated to handle inquiries regarding this policy: EEOC/Title IX Coordinator, Friends University, 2100 W. University Ave., Wichita, KS 67213, (316) 295-5000. Accredited by the Higher Learning Commission and a member of the North Central Association, 230 S. LaSalle Street, Suite 7-500, Chicago, IL 60604; www.ncahlc.org; 1-800-621-7440.