

Undergraduate APPLICATION



IMPORTANT DATES

MARCH 1
FINANCIAL AID PRIORITY DEADLINE
FASFA MUST BE FILLED OUT BY THIS DATE

APRIL 1
PREFERRED RN TO BSN/NURSING
APPLICATION DEADLINE
(WESTFIELD LOCATION)
ALL MATERIALS MUST BE RECEIVED BY DEADLINE

PREFERRED APPLICATION DEADLINE
FOR SUMMER START

JUNE 1
PREFERRED APPLICATION DEADLINE
FOR FALL START

NOVEMBER 1
PREFERRED APPLICATION DEADLINE
FOR SPRING START

APPLICATION DEADLINE FOR SPRING
RN TO BSN PROGRAM AT SPRINGFIELD
TECHNICAL COMMUNITY COLLEGE

The College of Graduate and Continuing Education at Westfield State University is proud to offer a variety of undergraduate programs designed to accommodate the personal and professional needs of today's busy student. With no difference between our in- and out-of-state tuition, Westfield State University is a great option for students all over the Northeast!

We share the values of the modern adult learner. Our high quality programs are affordable, flexible, and rewarding. We welcome the opportunity to tell you more about our programs, division, and university and also to guide you through the admission process. We encourage you to work with our outreach specialists who are here to answer your questions.

Westfield
STATE UNIVERSITY
COLLEGE OF
Graduate &
Continuing Education

Admission Information

THE ADMISSION PROCESS

Welcome to Westfield State University! The College of Graduate and Continuing Education (CGCE) offers flexible part-time, evening and online courses and programs. Select programs may require some courses to be taken during the day.

The CGCE recommends that you work with an Outreach Specialist who will assist and support you throughout the application process. Please call (413) 572-8020 or e-mail wsucgce@westfield.ma.edu to be connected with an Outreach Specialist.

ADMISSION REQUIREMENTS

Application to the undergraduate degree programs at Westfield State University must consist of the following:

- Completed application and \$50.00 fee (non-refundable). Westfield State University waives the application fee for graduates of a Massachusetts community college and applicants who are currently serving or have served in the armed forces.
- Official sealed transcripts from all previously attended colleges and universities.
- Official sealed high school transcripts and G.E.D. certificate (if applicable) if you do not have an associate degree from a Massachusetts community college.
- SAT scores
**SAT scores are not required for students who have been out of high school for 3+ years or have completed at least 24 transferable college credits.*
- International applicants (where applicable) must provide official English translations and a credential evaluation of all secondary and post secondary transcripts, an official copy of the Test of English as a Foreign Language (TOEFL) with passing score, bank-notarized Certification of Finances form, and a photocopy of the applicant's current visa.
- International applicants may obtain a credential evaluation of documents from:

Center for Educational Documentation, Inc.

PO Box 170116, Boston, MA 02117

(617) 338-7171

www.cedevaluations.com

(Applicants are responsible for the processing fee. However, the university will reimburse the applicant for this fee if the applicant is accepted into and attends the university. The credit will be deducted from your first class.)

- Submit a Proof of Residency form (enclosed).

VETERANS BENEFITS

Military and Veterans who qualify for the CGCE Veterans waiver or Federal educational benefits must provide the necessary documents, such as the DD Form 214, and any certificate of eligibility. To receive the CGCE Waiver and Federal Education benefits, you must matriculate into a degree program within one semester of your first enrollment in classes to continue to use some benefits. Westfield State University Veterans staff will verify the military, veteran, or family member's application status as necessary during the registration period. Documentation is required for all CGCE Veteran waivers and State or Federal benefits and must be provided to the Veteran Services staff at Westfield State University, located in The Military Community Excellence Center, Bates Hall, Room 15, phone (413) 572-8370.

**Veteran or Active Military Status waives the \$50 application fee.*

ACCEPTANCE

Transfer students must have a cumulative grade point average of 2.3 on a 4.0 scale. Some majors require higher GPA's such as Criminal Justice (2.5), Movement Science and Athletic Training (2.7), Education (2.6–2.8), and RN–BSN (2.75). A maximum of 90 credits may be accepted in transfer from an accredited four-year school and not more than the equivalent of the associate degree (79 credits) may be accepted in transfer from two-year community or junior colleges. Applicants to the RN-BSN program may transfer up to 90 credits. All degree programs require 120 credits; a minimum of 30 must be completed at Westfield State University. Students must enroll prior to the completion of the last 30 credits needed for graduation.

WESTFIELD STATE UNIVERSITY'S NOTICE OF NON-DISCRIMINATION

Westfield State University does not unlawfully discriminate in admission or access to, or treatment or employment in, its educational programs and activities on the basis of race, color, religion, national origin, age, disability, gender, sexual orientation, gender identity, gender expression, genetic information, marital or parental status, or veteran status.

Human Resources has been designated to handle inquiries regarding non-discrimination policies.

Westfield State University Human Resources

Office Location

333 Western Avenue
2nd floor, West Wing
PO Box 1630
Westfield, MA 01086-1630
(413) 572-8471

- Undergraduate Application
- Second Bachelor's Degree Application

- Semester Applying For:**
- Fall
 - Spring
 - Summer

USER ID _____
(Office Use Only)

APPLICANT'S NAME

LAST FIRST MIDDLE

PERSONAL INFORMATION

SOCIAL SECURITY NO. (not applicable for international students) (optional) MALE FEMALE
GENDER (Optional)

OTHER LAST NAME (if applicable)

PERMANENT ADDRESS CITY STATE ZIP CODE COUNTRY

MAILING ADDRESS (IF DIFFERENT) CITY STATE ZIP CODE COUNTRY

HOME TELEPHONE CELL PHONE WORK PHONE

E-MAIL ADDRESS

DATE OF BIRTH COUNTRY OF BIRTH

CITIZENSHIP (The following information is used to comply with requirements of the Immigration and Naturalization Service)

- UNITED STATES**
- PERMANENT RESIDENT** ALIEN REGISTRATION NUMBER Enclose copies of Alien Registration Card (both sides) and/or Visa Documentation
- INTERNATIONAL** (Non-Resident Alien) VISA TYPE Specify country and Visa type; Enclose copies of VISA documentation. Transfer applicants also enclose copy of current I-20. Country and Visa type: _____.

PLEASE PROVIDE YOUR HOME COUNTRY ADDRESS:

Have you previously attended Westfield State University? YES, YEAR(S) ATTENDED: _____ NO

Have you previously applied to Westfield State University? YES, YEAR APPLIED: _____ NO

Have you previously participated in Dual Enrollment? YES NO

DIVERSITY

Westfield State University is committed to diversity and connecting underrepresented students with valuable resources on campus. The following questions are optional.

ETHNIC/RACIAL BACKGROUND

- (choose one) (choose all that apply)
- HISPANIC OR LATINO
 - AMERICAN INDIAN OR ALASKAN NATIVE
 - BLACK OR AFRICAN-AMERICAN
 - CAPE VERDEAN
 - NON-HISPANIC OR NON-LATINO
 - NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER
 - ASIAN
 - WHITE

Are you or have you ever been a member of the U.S. Armed Forces? YES NO

If you are active duty military or a veteran, your application fee is waived.

PREFERRED FINANCIAL AID FILING OPTION

Please select the financial aid filing option below that best describes your plans to complete the FAFSA. Choosing not to complete the FAFSA will have no effect on whether or not you will be admitted to the University. **The Westfield State Federal School code is 002189. The preferred filing date to complete the FAFSA is March 1 at www.fafsa.ed.gov.**

- I PLAN TO APPLY FOR FEDERAL, STATE AND INSTITUTIONAL FINANCIAL AID AND AM PREPARED TO COMPLETE THE FAFSA ONLINE AT WWW.FAFSA.ED.GOV
- I DO NOT PLAN TO APPLY FOR FEDERAL, STATE OR INSTITUTIONAL FINANCIAL AID AT THIS TIME.

APPLICANT TYPE: (see instructions on previous pages)

- FRESHMAN**
- FRESHMAN** – INTERNATIONAL
- TRANSFER** – BETWEEN 12 AND 23 CREDIT HOURS COMPLETED BY ENROLLMENT DATE
- TRANSFER** – 24 CREDIT HOURS OR MORE COMPLETED BY ENROLLMENT DATE
- TRANSFER** – INTERNATIONAL

HIGH SCHOOL INFORMATION

NAME OF HIGH SCHOOL	DATE OF GRADUATION
CITY	STATE

DATE OF COMPLETION OF G.E.D. CERTIFICATE _____

NOTE: PLEASE FORWARD COMPLETE OFFICIAL RECORDS OF HIGH SCHOOL WORK OR A COPY OF G.E.D. CERTIFICATE AND SCORES ALONG WITH ANY PREVIOUS COLLEGE TRANSCRIPTS.

TRANSFER APPLICANTS

Please list all colleges or universities attended/attending since high school graduation, beginning with the most recent (continue on separate sheet, if needed)

COLLEGE OR UNIVERSITY NAME	LOCATION (CITY & STATE)	DATES ATTENDED (MO./YR. TO MO./YR.)	GRADUATION DATE (MO./YR.)
1.			
2.			
3.			
4.			

TOTAL NUMBER OF COLLEGES/UNIVERSITIES ATTENDED: _____
(FAILURE TO SUBMIT COMPLETE, OFFICIAL COPIES OF ALL PREVIOUS ACADEMIC CREDENTIALS CONSTITUTES ACADEMIC DISHONESTY AND WILL CAUSE AN OFFER OF ADMISSION TO BE RESCINDED.)

HIGHEST COLLEGE DEGREE HELD AT PLANNED ENROLLMENT DATE:

- NONE
- ASSOCIATE DEGREE FROM A MASSACHUSETTS COMMUNITY COLLEGE
- ASSOCIATE DEGREE FROM A COMMUNITY COLLEGE OUTSIDE MASSACHUSETTS
- BACHELOR'S DEGREE

TITLE OF ASSOCIATE DEGREE MAJOR

TITLE OF ASSOCIATE DEGREE MAJOR

- THIS MAJOR IS APPROVED FOR MASSTRANSFER

If applicable, please attach a copy of your course registration schedule at _____ college/university.

Please be sure your full name is on the registration form and that each course listed includes an academic department prefix and course number, title and credit designation. *Example: ENGL 101, English Composition, 3 credits.*

Note: All other college courses attempted, grades received and credits earned must be listed on official transcript(s) from each college/university attended. (ex. CLEP/AP test scores.)

MAJOR PROGRAMS (PLEASE CHECK ONLY ONE)

MAJORS THAT REQUIRE DAY CLASSES (8 a.m.–4 p.m.) FOR DEGREE COMPLETION

- ART** Art
- ATTP** Athletic Training
- BIOL** Biology
- BUSM** Business Management (Traditional On Campus)
- CHEM** Chemistry
- CIS** Computer Information Systems
- COMM** Communication
- COMS** Computer Science
- ECON** Economics
- ENGL** English
- ENVS** Environmental Science
- EGST** Ethnic & Gender Studies
- GNSC** General Science
- HIST** History (Traditional On Campus)
- MATH** Math
- MOVS** Movement Science
- MUSC** Music
- POLS** Political Science
- PSYC** Psychology (Traditional On Campus)
- REPL** Regional Planning
- SOCY** Sociology (Traditional On Campus)
- SOCW** Social Work
- SPAN** Spanish
- THEA** Theatre Arts

PROFESSIONAL SEQUENCE: MIDDLE (GRADES 5–8) AND SECONDARY (GRADES 8–12) EDUCATION
Program may require day classes

- Secondary/Middle School Education (Check one):
 - BIOL BUSM CHEM ENGL GNSC
 - HIST MATH

Please select grade level:

- Grades (5–8) Grades (8–12)

MAJORS AVAILABLE FOR DEGREE COMPLETION IN THE EVENING (CLASSES START AT 4 P.M.)

- CRJU** Criminal Justice
- ECED** Early Childhood Education*
- ELED** Elementary Education*
- LIBA** Liberal Studies
- SPED** Special Education* (Check one):
 - PreK–8 5–12
- VOC** Vocational Education
- UND** Exploratory/Undeclared (Until Major is Declared)

* (ECED, ELED or SPED must choose second major. If no second major is chosen students will automatically be put into Liberal Studies)

Please note second major: _____

RN to BSN Program—Flexible, Hybrid/Online and Evening

- Full Time** Fall (12 Months), WSU Campus
- Full Time** Spring (15 Months), WSU Campus
- Part Time** Fall or Spring (24 Months), WSU Campus
- Full Time** Spring (15 Months), STCC Campus
- Part Time** Spring (24 Months), STCC Campus
- Full Time** Fall (12 Months), GCC at Northampton
- Part Time** Fall (24 Months), GCC at Northampton

ONLINE DEGREE COMPLETION PROGRAMS
Designed for Mass Community College Graduates*

- Business Management Online
- Criminal Justice Online
- History Online
- Liberal Studies (Arts) Online
- Liberal Studies (Sciences) Online
- Psychology Online
- Sociology Online

*If not Mass Community College Graduate, students may be required to take traditional, on campus coursework for degree completion.

REQUIRED DISCLOSURES

(Required for all applicants, as noted)

FRESHMAN APPLICANTS:

- 1. Have you ever been suspended from school for disciplinary reasons for more than five consecutive days? Yes No

TRANSFER APPLICANTS:

- 2. A. Have you ever been suspended from or refused admission to a college or university for disciplinary reasons? Yes No
- B. Would you be allowed to return to your previous school(s)? Yes No

If you answered "Yes" to question 1 or 2A or "No" to question 2B, attach an explanation on a separate sheet. The high school's guidance counselor or college's Dean of Students, as appropriate, also must submit a letter of explanation. This information will be considered as part of the Admissions review process and your application will be considered incomplete without this information.

ALL APPLICANTS:

- 3. Have you ever been convicted of a felony? Yes No
- 4. Have you ever been convicted of a misdemeanor that resulted in imprisonment? Yes No

If you answered "Yes" to questions 3 or 4, enclose an explanation on a separate sheet. This information will be considered as part of the Admissions review process and your application will be considered incomplete without this information.

How did you hear about Westfield State University? _____

All application materials are the property of The College of Graduate and Continuing Education and cannot be returned to you. I understand that information about applicants that is furnished to Westfield State University will be kept confidential and only will be released to public higher education system personnel authorized by the Massachusetts Department of Higher Education to receive this information, or to educational agencies and institutions for research study purposes. I hereby certify that the information furnished on the Application Form is complete and accurate.

I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge. I understand that applicants who meet minimum eligibility requirements are not guaranteed admission to the University.

APPLICANT'S SIGNATURE _____ DATE _____

Westfield State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, genetic information or veteran status.

SEND APPLICATION MATERIALS TO:

Graduate and Continuing Education
Attn: Admissions
577 Western Ave
PO Box 1630
Westfield, MA 01086-1630

WESTFIELD STATE UNIVERSITY ANNUAL SECURITY REPORT

The Westfield State University Annual Security Report can be found within the Campus Safety Chronicle, found on westfield.ma.edu/safety

Additional safety and fire information can be found on the Westfield State University Department of Public Safety website at westfield.ma.edu/safety. Hard copies of all reports are available upon request by calling the Department of Public Safety at (413) 572-5262.

Proof of Residency

Please return this form to the College of Graduate & Continuing Education or submit electronically.

MASSACHUSETTS PUBLIC HIGHER EDUCATION INSTITUTIONS TUITION ELIGIBILITY FORM

Last Name: _____ First Name: _____ MI: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Has your address changed since you applied to WSU? Yes No

SSN# or Student I.D. Number: _____ Date of Birth: _____

Are you a U.S. Citizen? Yes No

Are you a Permanent Resident? Yes No If yes, please provide Alien Registration Number: _____

If you are not a U.S. Citizen or Permanent Resident, please state your immigration status in detail:

Please check the eligibility category that applies to you:

- I have been a Massachusetts resident for twelve (12) continuous months and intend to remain here.
- I am not a Massachusetts resident and will be applying to the College of Graduate and Continuing Education.

As proof of my residency, I possess at least 2 of the following documents, which I shall present to the college only upon request. These documents are dated within one (1) year of the start date of the academic semester for which I seek to enroll (except possibly for my high school diploma). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check-off those documents you possess as proof of your residency.

- Driver's license
- Voter registration
- Military home of record
- High School Diploma
- State/Federal tax returns
- Record of parents' residency for unemancipated person
- Employment pay stub
- Utility bills
- Other: _____
- Car registration
- Signed lease or rent receipt

I certify that this information is true and accurate. I understand that any misrepresentation, omission, or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

_____/_____/_____
APPLICANT'S SIGNATURE DATE

_____/_____/_____
PARENT/GUARDIAN SIGNATURE (IF APPLICANT IS UNDER 18 YEARS OLD) DATE

RULES AND REGULATIONS FOR THE CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

These rules and regulations shall apply to the classification of students at Westfield State University as Massachusetts or non-Massachusetts students for tuition purposes.

SECTION 1. DEFINITIONS

- 1) **ACADEMIC PERIOD** – A term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority
- 2) **CONTINUOUS ATTENDANCE** – Enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.
- 3) **DOMICILE** – A person's true, fixed and permanent home and place of habitation, where he intends to remain permanently or for an indefinite time.
- 4) **EMANCIPATED PERSON** – A person (a) who has attained the age of 18 years of age, or (b) if under 18 years of age, whose parents have entirely surrendered the right to the care, custody and earnings of such person and who no longer are under any legal obligation to support or maintain such persons, or (c) a person who has no parent. If none of the foresaid definitions apply, said person shall be deemed an "unemancipated person."
- 5) **HIS** – Shall apply to the female as well as male gender.
- 6) **PARENT** – With respect to a person (in the case of an adopted person, inserting the adjective "adoptive" before the words "father and "mother" whenever used)
 - a) the person's father;
 - b) if the person's father dies, either the legal guardian or if no legal guardian is appointed, the person's mother;
 - c) if neither the father nor mother is living and no legal guardian is appointed, the person who then stands in loco parentis to the person;
 - d) if the father and mother are divorced, the person to whom legal custody of the person is awarded;
 - e) if the father and mother are divorced, separated or unmarried and legal custody has not been awarded, the father or the mother, as the case may be, with whom the person lives or, if he lives with neither and the father is living, the father.
- 7) **RESIDENCE** – A place of habitation

SECTION 2. RULES FOR DETERMINATION OF DOMICILE

- 1) Domicile is not acquired by mere physical presence in Massachusetts while the person is carrying on a course of study at the UNIVERSITY or while the person is engaged in employment for a specified term unless Massachusetts is otherwise the domicile of the person.
- 2) Domicile at birth may be changed thereafter, by action of the parent in the case of an unemancipated person or by action of the person himself in the case of an emancipated person.
- 3) A person claiming Massachusetts as his domicile shall furnish evidence to support such claim. The following shall be of probative value, although not necessarily conclusive, in support of a claim of domicile within Massachusetts:
 - (a) Birth certificate;
 - (b) Motor vehicle registration and/or operator's license;
 - (c) Voting or registration for voting;
 - (d) Certified copies of Federal and State Income Tax returns;
 - (e) Property ownership;
 - (f) Continuous physical presence in Massachusetts during periods when not enrolled as a student;
 - (g) Permanent employment in a position not normally filled by a student;
 - (h) Reliance on Massachusetts sources for financial support;
 - (i) Former domicile in Massachusetts and maintenance of significant connections therein while absent;
 - (j) Domicile of parent within Massachusetts.

Evidence submitted in support of an assertion of domicile or of parental relationship shall be in such form as Westfield State University may require. Copies of official records or documents shall be authenticated by a proper officer. Assertions of fact made other than by an authenticated copy of an official record shall be certified as to accuracy and completeness by the person submitting the same.

SECTION 3. PROOF OF PARENTAL RELATIONSHIP

A person asserting that he is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

- a) Birth certificate or any other legal document that shows place and date of birth;
- b) Legal guardianship papers- court appointment and termination must be submitted;
- c) Statements of the person, his parent(s), guardian(s), or others certifying no financial support;
- d) Certified copies of Federal and State Income Tax returns filed by the person and his parent(s);
- e) Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claims of emancipation.

SECTION 4. RULES FOR CLASSIFICATION

- 1) Every emancipated person applying for admissions to the University who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the date of his application and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes
- 2) Every unemancipated person applying for admissions to the University whose parent had maintained a residence in Massachusetts for a period of no less than one continuous calendar year preceding the date of application and has established a domicile in Massachusetts, shall be eligible for classification as a Massachusetts student for tuition purposes.
- 3) Every emancipated person seeking a change of classification who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which he registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes for such academic period.
- 4) Every unemancipated person seeking a change in classification whose parent has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which the person registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuitions purposes for such academic period.
- 5) A person having his domicile elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts student for tuition purposes except as herein provided.
- 6) Any person who is registered at the University as a Massachusetts student shall be eligible for continued classification as a Massachusetts student for tuition purposes (until attainment of the degree for which he is then enrolled) during continuous attendance at such institution.
- 7) A member of the Armed Forces of the United States and his/ her spouse and unemancipated children shall, while he/she is on active duty and stationed in the Commonwealth of Massachusetts, be eligible for classification as Massachusetts students for tuition purposes.

SECTION 5. CHANGE IN CLASSIFICATION

No application for change to classification as a Massachusetts student for tuition purposes submitted later than the first day of classes shall affect a classification during the then current academic period.

SECTION 6. PENALTY FOR MISREPRESENTATION

Misrepresentation in or omission from any evidence submitted of any fact which if correctly or completely stated would be grounds to deny classification as a Massachusetts student for tuition purposes shall be cause for exclusion or expulsion from or other disciplinary action by the University.

SECTION 7. APPEALS

Appeals from a determination denying classification as a Massachusetts student shall be initiated by filing a written request with the Bursar of the university or his/ her designee specifying the particular grounds for said request.

SECTION 8. MISCELLANEOUS

Nothing contained herein shall be construed as limiting or prohibiting the authority of the Board of Trustees to waive or reduce tuition charges.

Application Checklist

FRESHMAN APPLICATION CHECKLIST

REQUIRED ITEMS

A freshman applicant is someone who has not enrolled in college courses after completing high school.

(Keep this checklist for your records)

- **Application Form:** Answer all questions completely, print clearly and sign the form.
- **Application Fee** of \$50 for all applicants (non-refundable, non-transferable U.S. dollars only): Make check or money order payable to: Westfield State University.
- **Official High School Transcript** including first-quarter senior grades. Transcripts are considered official only when sent to Westfield State University directly from the high school. Students who did not graduate high school must also submit an official ACE-sponsored GED Test Scores report.
- **SAT and/or ACT (Unless out of high school for 3+ years):** Please arrange, through the College Board or your guidance office, to forward SAT and/or ACT scores directly to the Admission Office. The Westfield State CEEB Code is 3523.
- **International Applicants:** Applicants who are not U.S. Citizens or Permanent Residents must submit additional materials as described in this application packet.

Note: Faxed copies of transcripts are not permitted.

TRANSFER APPLICATION CHECKLIST

REQUIRED ITEMS

- **Application Form:** Answer all questions completely, print clearly and sign the form.
- **Application Fee** of \$50 for all applicants (non-refundable, non-transferable U.S. dollars only): Make check or money order payable to: Westfield State University. Fee is waived for Mass. community college graduates.
- **Official College Transcripts** from each college attended. Transcripts are considered official only when sent to Westfield State directly from the college or university.
- **Official High School Transcript:** Transcripts are considered official only when sent to Westfield State directly from the high school. Applicants who have completed a GED should also submit official test results. Transfer applicants who have earned an associate degree from a Mass. community college are not required to submit high school or GED information.
- **SAT and/or ACT** are required only from applicants with fewer than 24 transferable college credits or who have been out of high school less than three (3) years. The Westfield State CEEB code is 3523.
- **Complete Listing of Courses in Progress:** Please send a photocopy of your applicable college course schedule as described in the application.
- **International Applicants:** Applicants who are not U.S. Citizens or Permanent Residents must submit additional materials as described in the application.



Nestled in the scenic Pioneer Valley, Westfield State University is within commuting distance of Springfield, Worcester, Boston, the Berkshires, northern Connecticut, eastern New York, and southern Vermont and New Hampshire.



Graduate and Continuing Education

577 Western Avenue, P.O. Box 1630 • Westfield, MA 01086-1630

(t) (413) 572-8020 • (f) (413) 572-5227 • (tty/tdd) (413) 572-5250

wsucgce@westfield.ma.edu • GoBackNow.com