

## APPLICATION FOR ADMISSION

Please **PRINT** or **TYPE** information requested on the attached application and return in the enclosed postage-paid envelope with the required documents. Read all instructions carefully before completing the enclosed forms. **Note: Some programs may have additional requirements (e.g. aircraft operations).**

### Application and Attendance Status

You may apply for admission with one of the following application statuses and choose to enroll as a full- or part-time student, attending classes during the day or in the evening and on weekends.

*Freshman Applicants*—Students who have completed or expect to complete a high school diploma, GED or obtain the equivalent of a US high school diploma may apply as freshmen for either the fall, spring or summer semester.

*Freshman or Transfer/Higher Education Opportunity Program (HEOP) Applicants*—Admission to HEOP is reserved for New York state residents only. Admission is based on academic and income criteria. As a rule, admission to this program is open to a limited number of freshmen. Summer enrollment prior to beginning the freshman year is mandatory. Admission of transfer students is on a space-available basis. Students transferring into HEOP must have participated in an HEOP, EOP or SEEK program at the institution previously attended. Students may apply for the fall semester.

*Transfer Applicants*—Students, domestic or international, who have completed post-secondary coursework at an accredited college or university, within or outside the United States, upon completion of secondary school, may apply for either the spring, summer or fall semester.

*Applicants for Re-Entry*—Vaughn College of Aeronautics and Technology students who have not been in attendance for one semester or more are required to apply for re-entry. Students applying for re-admission will be expected to state their reasons for leaving the college, and explain why they desire to return. Official tran-

scripts of college-level courses taken during this period of absence from the College must be submitted with the application for re-admission. The application for re-entry is available in the office of admissions and must be returned to the office of admissions with a \$40 application fee. Such students may apply for the fall, spring or summer semester.

*Non-matriculated (Non-degree) Applicants*—Students who may or may not be enrolled at other institutions, but wish to take courses at the College, are welcome to enroll in the fall, spring and summer semester. Such students must meet the minimum requirements for admission.

### The Application Process

The College requires each applicant to submit the appropriate documents listed below. It is your responsibility to ensure that the documents needed to complete your application are submitted in a timely fashion.

### The Application for Admission

*Application fee*—A \$40 (US dollars) non-refundable fee, payable to the College, in the form of a personal bank check or money order, is required of each applicant. This fee may be waived with an official fee waiver from your school's college advisor.

*High School Transcripts/Transcripts*—a record of all academic work completed at the time of application is required. This report should include certified records of any national examinations required for completion of secondary education (e.g. CXC, GCE, "O" and "A" level, IB, French Baccalaureat, Maturita, Bagrut, Abitur, etc.) outside the US.

*Immunization*—Appropriate immunizations as required by New York state are required by all students (two measles, one mumps and one rubella). Should you need any of these immunizations, please consult an admissions counselor.

*Mid-Year Grades*—first semester senior year grades can be important to the admission or scholarship decision. Be sure to ask your guidance office to submit them once they are available.

*Final Transcripts*—all offers of admission made by the College are contingent upon receipt and review of final high school transcripts, including evidence that you completed your secondary education as well as appropriate immunizations as required by New York state.

*College Transcripts*—are required of all applicants who are seeking transfer credit for work done at another college or university. Official transcripts noting any degrees earned from each institution you attended must be filed with the office of admissions. Transfer students who have completed their education in the US and earned in excess of 24 semester hours of credit following completion of the high school diploma are not required to submit high school transcripts. In addition, international students who attended college outside the US must submit their transcripts for evaluation to: World Education Services at PO Box 745, Old Chelsea Station, New York, NY 10113-0745. Phone: 212.966.6311. Evaluations must be forwarded to the office of admissions.

*Letters of Recommendation*—Though not required, letters of recommendation can add to the strength of any application, especially in the scholarship review process.

*Standardized Tests*—Official results of the Scholastic Assessment Test (SAT) or the American College Test (ACT) are required for students applying to all bachelor degree programs.

*TOEFL*—official results of the Test of English as a Foreign Language (TOEFL) must be submitted by all applicants from countries where English is not the official language of instruction. A minimum score of 500 on the paper exam is required for admission consideration or 173 on the computer-based format. Students who fall below this range will be required to complete an intensive English language program.

Information about these tests can be obtained through your secondary school or by writing directly to:

For the SAT and TOEFL:  
College Entrance Examination Board  
Box 592, Princeton, NJ 08540

For the ACT:  
American College Testing Program  
PO Box 168, Iowa City, IA 52240  
Or:  
Box 1025, Berkeley, CA 94701

Please arrange to have the CEEB or the ACT program send a copy of all test scores to the office of admissions at College. Vaughn College's CEEB code is 2001, and the ACT code is 2699.

*International Applicant's Affidavit of Support*—All international students applying to study at the College and requiring a form I-20/I-20AB in order to apply for an F-1 student visa must complete this application, along with the College's International Application Supplement. This application supplement, along with instructions and the College's International Student Guide can be obtained by contacting the office of admissions, or on the College's web site, [www.vaughn.edu](http://www.vaughn.edu). An application from a student requiring Form I-20/I-20AB issued by the College will not be considered complete unless the International Application Supplement, along with all required supporting documentation, have been submitted to the office of admissions. All credentials must be submitted in English. All translations must be certified and accompanied by notarized copies of the original document(s) as well. No international application will be reviewed without a \$40 application fee. This fee will not be waived under any circumstances.

*Interviews*—Both an admissions and a financial aid interview are required for all applicants to the aircraft operations (flight) degree programs. While personal interviews are not required for admission, they are strongly recommended.

*Application Deadlines*—The office of admissions reviews applications on a rolling basis, and all applications will be considered at the time they are received. To take full advantage of scholarship opportunities, the College recommends applying for the fall and summer semesters by March 1, and the spring semester by November 15.

Mail all applications, supporting documents, fees and scores to:

**Office of Admissions**  
**Vaughn College of Aeronautics and Technology**  
86-01 23rd Avenue  
Flushing, NY 11369  
Phone: 1.866.6VAUGHN (1.866.682.8446)  
Fax: 1.718.779.2231

**E-mail: [admitme@vaughn.edu](mailto:admitme@vaughn.edu)**  
**Web site: <http://www.vaughn.edu>**

**KEEP A COPY OF THIS  
APPLICATION FOR YOUR RECORDS.**

**SUBMIT PARTS II THROUGH VIII OF THIS APPLICATION TO  
THE ADDRESS LISTED ON PAGE 2. KEEP A COPY FOR YOUR RECORDS.**

**APPLICATION FOR ADMISSION** (Please PRINT)

**PART I — Biographical Data**

Gender:  Male  Female

Date of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Month Day Year

Social Security Number: \_\_\_\_\_  
*(This number will be kept confidential)*

Name: \_\_\_\_\_  
Last/Family First

Maiden/Other Name: \_\_\_\_\_  
Last/Family First

Home Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City \_\_\_\_\_ State (or Country) \_\_\_\_\_ Zip \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Apt. #: \_\_\_\_\_

City \_\_\_\_\_ State (or Country) \_\_\_\_\_ Zip \_\_\_\_\_

Home Phone: ( ) \_\_\_\_\_

Cell Phone: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Are you a US citizen?  Yes  No

If no, country or citizenship: \_\_\_\_\_

Are you a permanent resident?  Yes  No

If yes, Alien registration #: A \_\_\_\_\_

If you live in the US, but are not a US citizen, how many years have you lived in this country? \_\_\_\_\_

If not English, what language is spoken in your home? \_\_\_\_\_

If not English, list your first language: \_\_\_\_\_

Are you a New York state resident?  Yes  No

If yes, in which county do you reside? \_\_\_\_\_

Are you a U.S. veteran?  Yes  No

If yes, state branch and dates of service: \_\_\_\_\_

**PART II — Personal Data**

The information below is used in the compilation of aggregate data and reports. It is optional and confidential, and is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements. Please check one:

- American Indian or Alaskan Native
- Hispanic  Asian or Pacific Islander
- White  Black
- Other (specify)  Do not wish to respond

Please check those that apply:

- Displaced homemaker  Single parent
- Limited proficiency in English

**PART III — Admission Data**

Entrance date:  Fall 200\_\_  Spring 200\_\_  
 Summer 200\_\_

Attendance status:  Full-time  Part-time

Application status:  Freshman  Transfer  
 Non-degree

Please indicate the degree level you intend to pursue:

Bachelor's  Associate's

Please indicate the intended major (please refer to majors listed in PART IX):  
\_\_\_\_\_

Have you ever been dismissed or required to withdraw from a school or college?  Yes  No

If yes, please explain the circumstances. Use a separate page if necessary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Would you like to be considered for admission to the College's Higher Education Opportunity Program (HEOP)?  Yes  No

If yes, have you been enrolled in an EOP, SEEK or HEOP program at another college?  Yes  No

If yes, college/university: \_\_\_\_\_

Would you like to be considered for the Air Force ROTC Program?  Yes  No

Are you interested in residential housing?  Yes  No

Have you previously applied to this College?  Yes Semester/Year \_\_\_\_\_  No

Have you ever taken a course(s) at this College?  Yes Semester/Year \_\_\_\_\_  No

Do you have an airframe and/or powerplant certificate? (maintenance degree students only)

Yes  No

#### **PART IV - Visa Requirement Data (International Students Only)**

Students who are neither U.S. citizens nor permanent residents of the U.S. must complete this section.

What type of visa do you require?  F-1  M-1

Are you currently residing in the U.S.?  Yes  No

If yes, which visa do you now hold?

F-1  M-1  J-1  B-1/B-2

Other: (explain) \_\_\_\_\_

Date of entry into the US: \_\_\_\_\_  
Month/Day/Year

Visa expiration date: \_\_\_\_\_  
Month/Day/Year

If you currently have an F-1 visa, name of institution that issued your I-20AB:

\_\_\_\_\_

#### **PART V - Educational Data**

List in chronological order each secondary school, college and university you have attended, including the College, if applicable:

Secondary School	CEEB Code	Location	From/To	Diploma/Degree Earned
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\_\_\_\_\_

Guidance Counselor/Advisor: \_\_\_\_\_ Phone: \_\_\_\_\_

College/University	CEEB Code	Location	From/To	Diploma/Degree Earned
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\_\_\_\_\_

\_\_\_\_\_

List all advanced placement (AP) courses and/or college level examination program (CLEP) courses you have taken for which you will be seeking college credit.

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Check below and list dates of any standardized test you have taken or intend to take:

<input type="checkbox"/> SAT I Month/Year	<input type="checkbox"/> SAT II Month/Year	<input type="checkbox"/> ACT Month/Year	<input type="checkbox"/> TOEFL Month/Year
_____	_____	_____	_____

**PART VI— Family Data**

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Father's Name:	Mother's Name:	
_____	_____	
Address:	Address:	
_____	_____	
Occupation:	Occupation:	
_____	_____	
Employer:	Employer:	
_____	_____	
Names and ages of siblings:		
_____		
Names and relationships of relatives who attended this College:		
Name	Relationship	Year of Graduation
_____	_____	_____
_____	_____	_____
_____	_____	_____

**PART VII — Extracurricular or Co-curricular Activities and Interests**

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List any awards, honors, intercollegiate or intramural sports activities, clubs and organizations:

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Work experience:

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## **PART IX — Programs of Study**

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### **BS — BACHELOR OF SCIENCE DEGREE PROGRAMS**

#### **Engineering—Mechatronics Curriculum**

The bachelor of science in engineering focuses on mechatronics and is the study of the synergistic use of mechanical, electrical and computer engineering to produce “smart” products from the Mars Rover to a desktop printer. Identified by Massachusetts Institute of Technology (MIT) as one of 10 emerging technologies most likely to be highly influential in the near future, Vaughn is the only college in New York to offer this in-demand degree. The rigorous program has several objectives: it will provide a link between academia and industry; it will provide students with knowledge and experience in analytical, computational, and experimental methods with an ability to evaluate these approaches for use in practical situations, and it will introduce students to reliability and safety analysis of engineering components that exhibit precise performance.

Core Courses include a strong foundation in electrical and mechanical engineering. Then students will choose electives in engineering analysis and design, computer programming and digital control systems, etc. In the last four semesters of the program, graduates will work on design projects posed by members of Vaughn’s advisory council that includes representatives from Lockheed Martin, The Boeing Company, United Technologies Corporation and Northrop Grumman.

#### **Electronic Engineering Technology—Avionics Option**

The major course component of the avionics option has been developed to provide students with proficiency in sophisticated aviation electronics systems found on board commercial, corporate and private aircraft.

#### **Electronic Technology—General Electronics Option**

The BS program in general electronics is designed to cater to the need of electronic professionals with varying roles from technician to technologist in the various electronic and related industries in the New York tri-state area.

#### **Electronic Technology—Optical Communication Option**

The optical communication concentration seeks to provide a broad base of theoretical and lab-based instruction in electronics, optics, fiber optics and communication, along with a strong background in mathematics.

#### **Mechanical Engineering Technology—Aeronautical Option**

This degree has been developed to offer students a solid foundation in the use of computers in math, science and the graphic arts. Graduates will find their skills applicable to such fields as construction, architecture and aeronautics, graphic design and advertising.

#### **Mechanical Engineering Technology—Computer-Aided Design Option**

This degree option stresses the fundamentals of science and technology with an emphasis on 3-D graphics using CATIA software for the design and analysis of structures.

#### **Airline Management**

Graduates of this program will be able to secure entry-level to mid-level management positions in airlines. The program includes general, aviation and airline management courses.

#### **Airport Management**

The field of airport management is a unique discipline with its roots in general business, but driven by the high-tech world of aviation and transportation. Students of this program will concentrate on

subjects as diverse as wildlife hazards, eco-system management, airfield safety, and emergency planning and control.

#### **General Management**

This program is targeted toward meeting a need across a broad spectrum of industries for qualified managers who have generalized training in their profession.

#### **Aircraft Operations (flight)**

This degree has been developed to provide students proficiency in all areas of pilot skills up to the certified flight instructor level.

#### **Aviation Maintenance**

This degree has been developed to provide students with the entry-level technical skills required by the aviation transport industry, corporate aviation divisions, and the general aviation community.

#### **Aviation Maintenance Management**

The program provides the education and training necessary to prepare men and women to assume leadership and management roles in aviation maintenance.

### **AAS — ASSOCIATE OF APPLIED SCIENCE DEGREE PROGRAMS**

#### **Aeronautical Engineering Technology**

This program stresses the fundamentals of engineering technology and science. This major has been designed primarily as a transfer program, although graduates will be prepared to enter industry as engineering technologists.

#### **Electronic Engineering Technology—Avionics**

This degree program provides the technical foundation to prepare graduates for entry-level employment in the field of electronic technology and related technologies. Avionics encompasses electronic communication, navigation, surveillance and flight control systems.

#### **Animation and Digital Technologies**

This AAS degree has been developed to provide students proficiency in computer-aided design, graphic imaging and animation.

#### **Airport Management**

The associate degree is intended to prepare students to work in airports and related or client businesses.

#### **Aircraft Operations (flight)**

This program is intended for students with minimal or no flight time. Upon completion of this program, students obtain the Federal Aviation Administration (FAA) Private Pilot Certificate, Instrument Rating and Commercial Pilot certificate.

#### **Aviation Maintenance**

This course of study qualifies graduates to enter general, corporate or airline aviation as maintenance and overhaul technicians or to assume positions in aircraft manufacturing or related industries.

### **NON-DEGREE OPTION**

#### **Air Traffic Control—Collegiate Training Initiative**

This program is a partnership between the Federal Aviation Administration (FAA) and the College of Aeronautics, designed to provide the academic preparation necessary for students interested in air traffic control careers. This program can be added to all non-technical degree programs.

#### **Aircraft Dispatcher License Training Program**

This program is a 12-credit comprehensive program for FAA aircraft dispatcher license training in cooperation with FlightSafety International. Classes are held at the Marine Air Terminal in LaGuardia Airport and at the Vaughn College campus.

**ADMISSIONS CHECKLIST — KEEP THIS PAGE FOR YOUR REFERENCE** .....

Please use this checklist as a guide to submit all the necessary information and documentation to the office of admissions for consideration. Should you have any questions regarding any of the following materials, please consult with an admissions counselor.

Check  
✓

Date  
submitted

	Application with a filing fee of \$40	
	High school diploma	
	High school transcript(s)	
	College transcript(s) <i>if applicable</i>	
	SAT1 scores — Vaughn College code: 2001	
	ACT scores — Vaughn College code: 2699	
	GED certificate with scores <i>if applicable</i>	
	Immunization record (two measles, one mumps, one rubella)	
	Completed Meningitis Information Response Form	
	Airframe and /or Powerplant certificate <i>if applicable</i>	
	Class II physical <i>for aircraft operations degrees only</i>	
	Pilot's license and documentation <i>if applicable</i>	

**FINANCIAL AID CHECKLIST** .....

File financial aid forms as soon as possible. The normal processing time is four to six weeks from date of mailing. You may be asked to supply additional documents if verification of certain information is required.

	Free Application for Federal Student Aid (FAFSA) form — Vaughn College code: 002665	
	Financial aid transcript(s) from previous college(s) attended	

**INTERNATIONAL STUDENT CHECKLIST - See International Student Guide** .....

	TOEFL (Test of English as a Foreign Language) test results report	
	School records in both native language and English translation	
	Vaughn College International Application Supplement	

**ACCUPLACER (ASSESSMENT EXAM)** Ask an admissions representative for available test dates .....

Day: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Score: \_\_\_\_\_

**KEEP THIS PORTION OF THE APPLICATION FOR YOUR RECORDS.**