Application for Undergraduate Admission

Thinking Above & Beyond

New York City

Vaughn College

Engineering • Technology • Management • Aviation
Vaughn College of Aeronautics and Technology is an institution dedicated to providing a distinctive education to a diverse population of students. Our mission is to create an environment that cultivates personal growth and leadership in preparation for successful careers.

APPLICATION FOR ADMISSION

Please provide 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).

Admission Options

Freshman Applicants—Students who have completed or expect to complete a high school diploma, GED/TASC 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.

Transfer Applicants—Students, domestic or international, who have completed postsecondary 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 transcripts 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.

Nonmatriculated (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—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 of 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 have attended 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 P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087. 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 I) or the American College Test (ACT) are required for students applying to all bachelor degree programs. Vaughn College’s SAT code is 2001, and the ACT code is 2699.

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 550 on the paper exam is required for admission consideration or 213 on the computer-based format 80 internet based format. Students who fall below this range will be required to complete an intensive English language program.

International Applicant’s Affidavit of Support—All international students 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 website, 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.

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.

continued ➔
Personal Information

Gender: □ Male □ Female
Date of Birth (month/day/year): _____ / _____ / _____

Social Security Number (This number will be kept confidential)

Last name □ First name □ M.I. □ Maiden/Other Name: Last name

Permanent Address □ Apt.# □ City □ State (or Country) □ Zip

Mailing Address □ Apt.# □ City □ State (or Country) □ Zip

Home Phone □ Cell Phone □ Permission to Text □ Email Address

Are you a US Veteran? □ Yes □ No
If yes, state branch and dates of service: ___________________________________________

Admission Information

Entrance Date: □ Fall 201__ □ Spring 201__ □ Summer 201__
Attendance status: □ Full-time □ Part-time □ Non-degree
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 this application): ______________________________________________________

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. ______________________________________________________

Have you ever been convicted of a felony? □ Yes □ No
If yes, please explain the circumstances and approximate date of conviction: ______________________________________________________

Are you interested in residential housing? □ Yes □ No
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: ______________________________________________________

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? (for maintenance degree seeking students only) □ Yes □ No

Citizenship

Are you a US citizen? □ Yes □ No
Are you a permanent resident? □ Yes □ No
If no, country or citizenship: __________________________________________
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? ______________________________________
Students who are neither US citizens nor permanent residents of the US must complete this section.

Are you currently residing in the US? □ Yes □ No

Do you require an F-1 Visa? □ 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: ___________________________ Visa expiration date: ___________________________

Month/Day/Year Month/Day/Year

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

Academic Information
List in chronological order each secondary school, college and university you have attended:

<table>
<thead>
<tr>
<th>Secondary School</th>
<th>CEEB Code</th>
<th>Location</th>
<th>From/To</th>
<th>Diploma/Degree Earned</th>
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<tbody>
<tr>
<td>College/University</td>
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List all advanced placement (AP) courses, college level examination program (CLEP) courses and/or International Baccalaureate (IB) exams you have taken for which you will be seeking college credit.

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<thead>
<tr>
<th>Course</th>
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Check below and list dates of any standardized test you have taken or intend to take:

□ SAT I ________  □ SAT II ________  □ ACT ________  □ TOEFL ________

Month/Year Month/Year Month/Year Month/Year

Extracurricular Activities (including summer)
Please list any significant extracurricular or community activities and hobbies in which you have participated. Include specific accomplishments such as musical accolades, athletic distinctions, etc. (Please note: “PG” means Post-Graduate)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Grade Level</th>
<th>Specific Accomplishments</th>
<th>Hours/Week</th>
<th>Weeks/Year</th>
<th>Will you participate in college?</th>
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<td>□ Yes □ No □ Unsure</td>
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<td>PG</td>
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</tbody>
</table>
Family Information

☐ Parent   ☐ Guardian #1

☐ Parent   ☐ Guardian #2

Name
Address
Email
Phone
Marital Status
Occupation
Employer

Names and ages of siblings:

Names and relationships of relatives who attended this College:

Name       Relationship       Year of Graduation


Personal Statement

For all BS applications, an essay is required. For all AAS applications, an essay is recommended.
Please include an essay of no more than 500 words describing why you wish to pursue a college education and your career aspirations.

Authorization

Your signature below

1. Authorizes all schools you attended to provide all requested records and allow review of your application for the admission process chosen on this application.

2. Confirms all information in this application (including any supplemental information) is factually true and honestly presented and that you are the person submitting this application.

Signature of applicant       Date

Parent/Guardian (if not 18)       Date

Vaughn College of Aeronautics and Technology is committed to a policy of equal treatment and opportunity in every aspect of its relations with its students, faculty, staff, applicants and members of the larger community, including consideration for admission to the College and access to the College’s programs, privileges, activities and services, without regard to age, citizenship status, color, disability, marital status, national origin, race, religion, creed, veteran status, gender or sexual orientation. Inquiries regarding the application of the equal opportunity and non-discrimination policies and procedures at Vaughn College of Aeronautics and Technology may be referred to the office of student affairs.
PROGRAMS OF STUDY

BS — BACHELOR OF SCIENCE DEGREE PROGRAMS

Engineering—Mechatronic Curriculum
The bachelor of science in engineering focuses on mechatronics and is the study of the synergistic use of mechanical, electronic 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 one of the only colleges 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 Engineering 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.

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 with 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.

Aeronaual Sciences
The program is designed to provide students with a broad perspective in the field of aeronautical sciences including foundation training in areas such as flight dispatch, air traffic control and airfield operations, potentially leading to a career in airport management.

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

Aeronaual 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 Vaughn College, 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
Vaughn College, in collaboration with ATAC, is offering a flight dispatch program in which students earn 12 credits and qualify to sit for the Federal Aviation Administration’s (FAA) Aircraft Dispatch certificate. The 12 credits can be applied towards Vaughn’s bachelor of science degrees in flight operations, airport management and general management.

Vaughn College has received accreditation for its engineering programs from the Engineering Accreditation Commission (EAC), and the Engineering Technology Accreditation Commission (ETAC) of ABET, and specialized accreditation for its business programs through the International Assembly for Collegiate Business Education (IACBE).
**ADMISSIONS CHECKLIST**

Keep this page for your reference

Please use this checklist as a guide to submit all the necessary 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.

<table>
<thead>
<tr>
<th>Check</th>
<th>Date submitted</th>
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<tbody>
<tr>
<td>Application with a filing fee of $40</td>
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<tr>
<td>High school transcript(s)</td>
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<tr>
<td>High school diploma</td>
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<tr>
<td>College transcript(s) if applicable</td>
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<tr>
<td>(from all colleges attended)</td>
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<tr>
<td>SAT scores — Vaughn College code: 2001</td>
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<tr>
<td>ACT scores — Vaughn College code: 2699</td>
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<tr>
<td>GED certificate with scores (if applicable)</td>
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<tr>
<td>Tuition deposit of $100</td>
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<tr>
<td>Immunization record (two measles, one mumps, one rubella)</td>
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<tr>
<td>Completed Meninitis Information Response Form</td>
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<tr>
<td>Airframe and/or Powerplant certificate (if applicable)</td>
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<tr>
<td>Class II physical (for aircraft operations degrees only)</td>
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<tr>
<td>Pilot’s license and documentation (if applicable)</td>
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**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.

<table>
<thead>
<tr>
<th>Check</th>
<th>Date submitted</th>
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<tbody>
<tr>
<td>Free Application for Federal Student Aid (FAFSA) form Vaughn College code: 002665</td>
<td></td>
</tr>
<tr>
<td>Financial aid transcript(s) from previous college(s) attended</td>
<td></td>
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</tbody>
</table>

**International Student Checklist**

See International Student Guide

<table>
<thead>
<tr>
<th>Check</th>
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<tbody>
<tr>
<td>Vaughn College International Application Supplement</td>
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</tr>
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<td>School records in both native language and English translation</td>
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<td>TOEFL (Test of English as a Foreign Language) test results report</td>
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