

# PRIORITY ADMISSIONS APPLICATION

Lynchburg College

Going  
Above & Beyond

# UNDERGRADUATE ADMISSION PROCEDURES Application Instructions

## Freshman Early Decision Applicants

The Early Decision option is strongly recommended for students whose first choice is Lynchburg College. **IMPORTANT — application and all supporting materials must be received by November 15.** If additional information is not requested by the College, acceptance notification will be made no later than December 15.

**The reservation deposit is due by January 15** (\$500 for residential students and \$300 for commuter students). After January 15, the deposit is nonrefundable. Under the Early Decision policy, accepted students must withdraw all applications to other colleges and universities.

## Regular Decision Applicants

All completed applications for regular admission will be reviewed on a rolling basis. Applications received by December 15 will be given priority consideration for merit scholarships.

All admitted students must notify the College of their decision by May 1. **The reservation deposit should be submitted by May 1** (\$500 for residential students and \$300 for commuter students). After May 1, the deposit is nonrefundable.

*NOTE: Part-time degree-seeking students must submit a reservation deposit of \$100 by May 1.*

## Application Checklist

All applicants should forward the following items to the Office of Enrollment Services. *Applications cannot be processed until these documents have been submitted.* The completed application is confidential and will become the property of the College.

### Freshman

- Application** – must be completed and signed by the applicant.
- Official secondary school transcripts** – must include grades for all courses completed through most recent grading period. (Dual-enrolled students completing collegiate course-work must have official transcripts forwarded to Lynchburg College directly from the college or university where enrolled.)
- Test scores** – If the scores are not included on the official high school transcript, scores must be sent to Lynchburg College from The College Board (SAT) or the American College Testing Program (ACT). SAT subscores for critical reading and math are the scores used in the admission decision. Please submit scores for all tests taken.
- Application fee** – A nonrefundable fee of \$30 must accompany the application. This fee is waived if applying online.

The following items are **strongly recommended**, but not required:

- A letter of recommendation from a guidance counselor or teacher
- An essay, written on the topic of the applicant's choice, or a graded writing sample from the junior or senior year

## Schedule your visit

Come visit our 214-acre campus and discover its beauty for yourself! We welcome you to visit our office for a tour and a meeting with an admissions counselor or information session Monday through Friday from 8:30 a.m. to 5 p.m. and Saturdays during LC's academic year from 10 a.m. to noon. Please call ahead to schedule your visit and tour.

**Check our website for the next Open House date or take a virtual tour of campus at any time.**

Register online at [www.lynchburg.edu](http://www.lynchburg.edu) or by phone at 800.426.8101.



### Office of Enrollment Services

1501 Lakeside Drive, Lynchburg, VA 24501-3113  
800.426.8101 | 434.544.8300 | FAX 434.544.8653

[admissions@lynchburg.edu](mailto:admissions@lynchburg.edu) | Apply online: [www.lynchburg.edu](http://www.lynchburg.edu)

# UNDERGRADUATE ADMISSION PROCEDURES Application Instructions



## Transfer/Access/Second Degree

To receive a timely review for admission, applications and all supporting materials must be submitted according to the following deadlines: **May 31** for fall semester; **November 30** for spring semester; and **April 1** for summer sessions. Applications received after these deadlines will be considered for admission on a space-available basis.

### Application Process

Applications for admission will be reviewed once all supporting materials are received. Please review the following application checklist:

- Application** – must be completed and signed by the applicant
- Official transcripts** – must be forwarded from the Registrar's office of each college/university attended and include grades for all courses attempted
- Official secondary school transcripts** – must be submitted by applicants with fewer than twenty-four hours of graded coursework at the college level
- Official SAT/ACT scores** – must be submitted by applicants with fewer than twenty-four hours of graded coursework at the college level, **AND/OR** by applicants who graduated from high school within the past two years. If scores are not included on the official high school transcript, then they must be sent to Lynchburg College from The College Board (SAT) or the American College Testing Program (ACT).
- Application fee** – A nonrefundable fee of \$30 must accompany the application. This fee is waived if applying online.

The following items are **strongly recommended**, but not required:

- A letter of recommendation from a college professor, advisor, or employer
- A written personal statement or letter of intent

### Credit Evaluations

Once you are admitted to the College, your transcript(s) will be forwarded to the Office of the Registrar for an official credit evaluation. Within two weeks of your acceptance, the official credit evaluation will be mailed to your home address.

## Nursing Degree Transfer/Access/Second Degree

Applicants interested in nursing should contact the Office of Enrollment Services for specific deadlines, and they are encouraged to apply early. Space is limited.

# LYNCHBURG COLLEGE Application for Undergraduate Admission

**Entry Term and Classification | Please check one in each column:**

<input type="checkbox"/> Freshman	<input type="checkbox"/> Full-time	<input type="checkbox"/> Resident (on-campus)
<input type="checkbox"/> Transfer	<input type="checkbox"/> Part-time	<input type="checkbox"/> Commuter Student
<input type="checkbox"/> Readmission		All students under the age of 25 are expected to live on campus unless they are college seniors, married, or are living at home with their parent(s).
<input type="checkbox"/> Second Degree		

**FRESHMEN ONLY:**  
Check only if applicable (see instructions for details):  
 **Early Decision** (November 15 deadline)  
Signature required on last page

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**ASSOCIATE DEGREES:**  
Check if you will earn your associate degree of arts and sciences prior to enrolling at LC  
 **Date you will earn the degree:** \_\_\_\_\_

**Entry Term:**  Fall  Spring  Summer | **Entry Year 20** \_\_\_\_\_

**Your Information | Please type or print neatly.**

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Full Name \_\_\_\_\_  
(First) (Middle/Maiden) (Last) (Preferred Name)

Name used at other institutions (if different from above) \_\_\_\_\_

Permanent Address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

Mailing Address \_\_\_\_\_  
(Number and Street) (City) (State) (Zip Code)

If mailing address is different than permanent, give inclusive dates: \_\_\_\_\_

Citizenship:  United States  U.S. Permanent Resident  U.S./Dual Citizen \_\_\_\_\_  
(Country)  
 Other country \_\_\_\_\_ Visa type \_\_\_\_\_ Country of birth \_\_\_\_\_

Phone ( \_\_\_\_\_ ) \_\_\_\_\_ ( \_\_\_\_\_ ) \_\_\_\_\_ Email \_\_\_\_\_  
(Home) (Cell phone)

**I plan to apply for financial aid using the Free Application for Federal Student Aid (FAFSA):**  Yes  No

Beginning with the most recent, list every high school, college, or university you have attended, including high school dual enrollment.

School Name	City/State	Dates Attended	Degree(s)/Dual Enrollment

Current Counselor/Advisor \_\_\_\_\_  
(Name) (Phone number)

**List all dates you have taken and/or plan to take the SAT or ACT:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**TRANSFER STUDENTS ONLY:** Number of credits completed to date \_\_\_\_\_



# LYNCHBURG COLLEGE Application for Undergraduate Admission

## Your Family

Relationship to applicant \_\_\_\_\_ Name \_\_\_\_\_  
(father, stepfather, husband, etc.)

Home address if different from yours \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
(Position) (Name of business or organization)

Name of college(s) attended and degrees earned \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

Relationship to applicant \_\_\_\_\_ Name \_\_\_\_\_  
(mother, stepmother, wife, etc.)

Home address if different from yours \_\_\_\_\_

Occupation \_\_\_\_\_ Business Phone ( \_\_\_\_\_ ) \_\_\_\_\_  
(Position) (Name of business or organization)

Name of college(s) attended and degrees earned \_\_\_\_\_

Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail \_\_\_\_\_

If you are not living with your parent(s), what is the name and relationship of your legal guardian(s)? \_\_\_\_\_

Name(s) and relationship of family who are attending/have attended Lynchburg College \_\_\_\_\_

Are you or any relative an employee of Lynchburg College? If yes, please state name and position. \_\_\_\_\_

I am a veteran of the U.S. Armed Forces.  I am currently eligible to receive benefits from the Veterans Administration.

## Your Signature

**All applicants must read and acknowledge with signature. (APPLICATION IS VOID WITHOUT RESPONSES AND SIGNATURE.)**

Have you ever been dismissed or placed on academic or social probation by any secondary school or institution of higher education?

No  Yes *If yes, please attach an explanatory statement.*

Have you ever been convicted of any offense other than a minor traffic violation?

No  Yes *If yes, please attach an explanatory statement.*

I affirm on my honor that the information submitted on this application is complete and accurate and that if admitted to Lynchburg College I will abide by the regulations, ideals, and principles of the institution. I understand that information gathered during the admissions process will be handled confidentially by the Office of Enrollment Services in a professional manner. Further, I agree that my college grades may be used for statistical studies or sent to my high school (or former college) for evaluation purposes. I understand that falsification of any information on this application may result in termination of my enrollment.

Applicant's signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

### Early Decision Freshman Applicants ONLY:

**(APPLICATION IS VOID WITHOUT SIGNATURE; CHECK EARLY DECISION BOX ON FIRST PAGE.)**

If admitted, I agree that I will accept my place in the freshman class at Lynchburg College under the Early Decision Plan. I agree to submit a nonrefundable reservation fee by January 15. **I will withdraw all applications previously submitted to other colleges and agree not to file any other applications.**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Lynchburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, and doctorate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Lynchburg College.

Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, color, or national or ethnic origin, and complies with the requirements of the Americans with Disabilities Act.

Available upon request is a copy of the Lynchburg College annual security report. The report includes statistics for the previous three years about crimes reported to have occurred on campus, in off-campus properties owned or controlled by Lynchburg College, and on public property within the same reasonably contiguous geographic area of the institution. The report also includes information about institutional policies concerning campus security, crime prevention, crime reporting, alcohol, drugs, and sexual assault. You may obtain a copy of the security report by contacting the Office of Enrollment Services at 800.426.8101 or via email at [admissions@lynchburg.edu](mailto:admissions@lynchburg.edu).