



Come and Discover the Experience...

APPLICATION INSTRUCTIONS

When considering candidates for admission, the Daniel Matthew Admission Review Committee looks at the entire individual. In addition to reviewing the application and student essay, the committee concentrates on the student's academic record, personal recommendation(s), extracurricular activities, and test scores. Additional consideration for admission is given to applicants who possess unusual strengths or accomplishments.

Daniel Matthew demonstrates a commitment to enrolling students from a wide geographic range as well as from all ethnic and racial heritages.

We welcome applications without regard to race, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or military status.

Application Deadlines

Fall Admission:

Certificates students - August 23

Transfer and Certification students - May 9

Spring Admission:

All students - December 10

We may continue to accept applications thereafter on a space-available basis; however some programs reach capacity early in the application cycle.

Procedures

All applications should be printed or typed, signed and dated. **All completed applications should be accompanied by a non-refundable application fee of \$105, payable to Daniel Matthew College.** This fee can be waived, please see your religious or program leadership.

Students who submit their applications online using the Daniel Matthew website (www.dmeccs.org/enroll) may submit the application fee online using a major credit card.

Arrange to have the following information sent along with your application or under separate cover:

- A response to either essay statement located on our *Application for Admission*. (The essay should be submitted electronically with the online application.)
- An official transcript of your high school or secondary school record including senior year first quarter/marketing period grades.
- One letter of recommendation from your guidance counselor and/or teacher (or religious leadership).
- Although not required, you may submit a resume highlighting student leadership, extracurricular involvements, athletic activities, work experience, and other secondary school accomplishments.
- **Test Optional:** Scholastic Assessment Test (SAT) or American College Test (ACT) scores are optional with the exception of applicants with majors in athletic training, early childhood education, elementary education, physical education teacher licensure, nursing, and all secondary education teacher ecclesiastical licensure programs.

Transfer students should send the materials listed above, official transcripts from all colleges attended, and a *Daniel Matthew Transfer Recommendation Form*

(available at www.dmeccs.org/admission).

International students should submit the materials listed above, as well as official results of Test of English as a Foreign Language (TOEFL or IELTS) and a declaration of finances indicating the applicants or a sponsor's ability to pay the costs required to attend college in the United States. This information is required by the United States government and will be held in the strictest confidence. **SAT or ACT scores are recommended, but not required.**

Certification Enrollees

Students planning to seek certification in one of the certification programs are encouraged to submit a portfolio of their field of interest for review by the School of Ecclesiastical studies. The portfolio evaluation will augment the *Application for Admission*. The portfolio should include the following:

- An essay or a short notation of your understanding and career outlook for your field of interest.
- Checklist description of placement area including Job place standards, if applicable.
- Letter of your Ecclesiastical or other religious order experience.

Please note: CDs or materials will not be returned.

Email materials to:

Portfolio Review, Dean of Admission, Daniel Matthew College, admission@dmeccs.org

Upon receipt of the portfolio, the dean, department chair, and appropriate faculty will review the items. The evaluation will then be sent to the Admission Office as a supplemental assessment tool.

APPLICATION CHECKLIST

Please type or print all information and submit the following materials:

- A completed Daniel Matthew College *Application for Admission* accompanied by a **\$105 non-refundable application fee payable to Daniel Matthew College**. This fee can be waived, please see your religious or program leadership.
Please remember to sign the application and have your parent or guardian also sign if you are under 18 years of age. If you have submitted an online application, you will submit an electronic signature page.
- Email address. Please provide an email address we may use to correspond with you throughout the year. *Please note that we will use the address to provide you with important information.*
- Indicate the intended program of study on the front page of the *Application for Admission* by checking only one box. (If you wish to change your program of study after admission, you must request the change in writing from the Office of Admission.)

Arrange to have the following information sent along with your application or under separate cover:

- A response to either essay statement located on our *Application for Admission*. (The essay should be submitted electronically with the online application.)
- An *official* transcript of your high school or secondary school record including senior year first quarter/marking period grades.
We ask that you have your guidance counselor or principal forward this information directly to the Office of Admission. Applicants who have not graduated from high school must submit a GED certificate issued by their state Department of Education.
Internationally educated applicants whose educational documents are in a foreign language are required to have their credentials translated into English by an official from the secondary school. Daniel Matthew reserves the right to require that internationally educated applicants have their credentials evaluated by an approved external agency. This agency will certify the validity of the documents and determine if and how the potential transfer credits apply within the United States educational system.
- One letter of recommendation from your counselor, teacher and/or religious leader. (Transfer students may submit a letter of recommendation from a Sunday school instructor or other academic source.)
- Although not required, you may submit a resume highlighting student leadership, extracurricular involvements, athletic activities, work experience, and other secondary school accomplishments.
- Test Optional:** Scholastic Assessment Test (SAT) or American College Test (ACT) scores are optional with the exception of applicants with majors in athletic training, early childhood education, elementary education, physical education teacher licensure, nursing, and all secondary education teacher licensure programs. The College requests that test scores be sent directly from ETS (code 3369) or ACT (code 1824). (There may be a delay in recording test scores if you choose not to provide your social security number to the testing service. Please notify our office so that we can verify your scores manually.)
- Transfer Students:* Official college transcripts from all colleges attended and an *Daniel Matthew Transfer Recommendation Form* (Available at www.dmecs.org/enroll).
- International Students:* TOEFL or IELTS scores and a declaration of finances indicating the applicants or a sponsors ability to pay the costs required to attend college in the United States. *SAT or ACT scores are recommended, but not required.*
- Certifications:* Students applying for any certification classes are encouraged to submit portfolios of their field of interest for review by the School of Ecclesiastical Studies and/or the applicable School Dean. Please follow the procedures noted in the submission section of the previous page.

Please Note: Once the Office of Admission has received your completed application and application fee, you will receive a letter in the mail notifying you that we have received these documents. In the letter, you will also receive a USERNAME, PASSWORD, and instructions for checking our website to ensure our office has received all your required materials. It may take up to two weeks to receive and post some materials; therefore, you should check the website periodically for updates. If after the suggested two weeks you find a discrepancy, please notify the Office of Admission. Admission decisions will not be posted on the website - you will be notified by mail once a decision has been made. Person held within a prison system will not get a code until released.

Applications will not be considered by the Admission Review Committee until ALL of the materials listed above have been received in the Office of Admission. Once the application is complete, we traditionally notify candidates by mail of an admission decision within four to ten weeks.

**Please e-mail all application materials to:
Office of Admission • Daniel Matthew Ecclesiastical College
admission@dmecs.org**



DANIEL MATTHEW COLLEGE APPLICATION FOR ADMISSION

PLEASE refer to APPLICATION INSTRUCTIONS and APPLICATION CHECKLIST

FULL NAME _____
Last/Family Name First (Legal) Middle Maiden Name

SOCIAL SECURITY NUMBER _____ - _____ - _____ (Required if you intend to apply for financial aid and/or the education tax credit.)

EMAIL ADDRESS _____
Please provide an email address we may use to send you important information.

PERMANENT MAILING ADDRESS _____

CITY _____ STATE or COUNTRY _____ ZIP or POSTAL CODE _____

HOME TELEPHONE _____ - _____ - _____ CELL _____ - _____ - _____ or Contact Phone: _____

DATE of BIRTH _____ / _____ / _____ PLACE of BIRTH _____
Month Day Year City, State, Country

Note – If different from above, please give your mailing address for all admission correspondence.

CURRENT MAILING ADDRESS _____ Eff. date: From _____ To _____

CITY _____ STATE or COUNTRY _____ ZIP or POSTAL CODE _____

Please check the appropriate items:

Entrance Date	Housing	Gender	Citizenship
<input type="checkbox"/> Fall	<input type="checkbox"/> Resident	<input type="checkbox"/> Female	<input type="checkbox"/> U.S. Citizen
<input type="checkbox"/> Spring	<input type="checkbox"/> Commuter	<input type="checkbox"/> Male	<input type="checkbox"/> Permanent Resident
Applicant Status			<input type="checkbox"/> International Citizen of: _____
<input type="checkbox"/> First Year	<input type="checkbox"/> Full-time		
<input type="checkbox"/> Transfer	<input type="checkbox"/> Part-time		

Race and Ethnicity – Optional Information (*)

Are you Hispanic or Latino? (choose **only one**)

Yes, Hispanic or Latino No, not Hispanic or Latino

What is your race? (choose **one or more**)

American Indian/Alaska Native White

Black, Moorish or African American Unknown/Other (explain)

Asian

Native Hawaiian/other Pacific Islander

(*) These questions are being asked to furnish statistics as required by the Department of Education.

PROGRAMS OF STUDY: By choosing all applicable square, please indicate your *intended* ecclesiastical program of study.

<p>SCHOOL OF MUSIC</p> <p><input type="checkbox"/> Application/Theory</p> <p><input type="checkbox"/> Band Management</p> <p><input type="checkbox"/> Band Member</p> <p><input type="checkbox"/> Competency in Music</p> <p><input type="checkbox"/> Concerts Application</p> <p><input type="checkbox"/> Business of Musicians</p> <p><input type="checkbox"/> Communication</p> <p><input type="checkbox"/> Ecclesiastical Musician</p> <p>SCHOOL OF BUSINESS</p> <p><input type="checkbox"/> Communication</p> <p><input type="checkbox"/> Management</p> <p><input type="checkbox"/> Non-Profit</p> <p><input type="checkbox"/> Office</p> <p><input type="checkbox"/> Ecclesiastical</p> <p><input type="checkbox"/> Finance I</p>	<p>SCHOOL OF COMMUNITY DEVELOPMENT</p> <p><input type="checkbox"/> Project Management:</p> <p><input type="checkbox"/> Dealership (Used)</p> <p><input type="checkbox"/> General Contractor</p> <p><input type="checkbox"/> Community Developer</p> <p><input type="checkbox"/> Financial Literacy</p> <p><input type="checkbox"/> Mentorship (outside vendor)</p> <p>SCHOOL OF ECCLESIASTICAL STUDIES</p> <p><input type="checkbox"/> Church Court</p> <p><input type="checkbox"/> Ordination</p> <p><input type="checkbox"/> Ecclesiastical Finance</p> <p><input type="checkbox"/> Old Testament</p> <p><input type="checkbox"/> World Religions</p> <p><input type="checkbox"/> New Testament</p> <p><input type="checkbox"/> Their Testament</p>	<p><input type="checkbox"/> Other Interest; Please write _____</p> <p>SCHOOL OF PARALEGAL</p> <p><input type="checkbox"/> Law Office Management</p> <p><input type="checkbox"/> Investigation</p> <p><input type="checkbox"/> Case File Management</p> <p><input type="checkbox"/> Ecclesiastical Law</p> <p><input type="checkbox"/> Paralegal/Legal Studies</p> <p><input type="checkbox"/> Ecclesiastical Transportation</p> <p><input type="checkbox"/> Law office Marketing</p> <p><input type="checkbox"/> Legal Communication/Ethic</p> <p><input type="checkbox"/> Adm. Law Training</p>	<p>SCHOOL OF INSTITUTIONAL STUDIES</p> <p><input type="checkbox"/> Unit Base S.K.I.P</p> <p><input type="checkbox"/> Adult Professional Education</p> <p><input type="checkbox"/> Park & Recreation</p> <p><input type="checkbox"/> Transcript conversion</p> <p><input type="checkbox"/> Sport Management</p> <p><input type="checkbox"/> Studio Band I: Band Groups/Members</p> <p><input type="checkbox"/> Studio Band II: New/ or Musicians Program</p> <p><input type="checkbox"/> Studio III: Occupational/Marketable skill base</p> <p><input type="checkbox"/> Studio IV: County or local Jail Career Center</p> <p><input type="checkbox"/></p>
--	---	---	---

Daniel Matthew is a test-score optional institution. Standardized test scores are not required, with the exception of applications for **Certification** training and early certificates in educational licensure programs. If you chose to submit your scores, the Daniel Matthew College codes are: SAT: N/A; ACT code: N/A. Please check only one: NO (do not consider my test scores) YES (consider my test scores)

Have you ever been found responsible for a disciplinary violation from any school/correctional institution that resulted in disciplinary action, or convicted of a misdemeanor or felony? NO YES (If yes, include an explanation of the circumstances.)

HIGH SCHOOL/COLLEGE INFORMATION

High School Name _____ Date of Graduation _____
 Address _____ HS # _____
 City _____ State or Country _____ Name of Guidance Counselor _____
 Zip or Postal Code _____ H.S. Telephone _____ - _____ G. C. Telephone _____ - _____
 Transfer Students *Only*:
 College Attended _____ From _____ To _____
 College Attended _____ From _____ To _____

FEDERAL INSTITUTION MAILING INFORMATION

Prison Name: _____ Unit _____
 Address _____
 City _____ State _____ Zip _____
 USM# _____ - _____ - _____
 Prison Job: _____
 Occupational Interest _____
 Can you use corrlink YES ___ Or NO ___
 Education:
 High School Associate Bachelor Master Doctorate

STATE INSTITUTION MAILING INFORMATION

Prison Name _____ Unit _____
 Address _____
 City _____ State _____ Zip _____
 Prison ID# _____ - _____ - _____
 Family Contact Info _____ - _____ - _____
 Highest Level of Education:
 High School Associate Bachelor Master Doctorate

PERSON(S) RESPONSIBLE for PAYMENT:

Name _____ Relationship to Student _____
 Street Address _____
 City _____ State or Country _____ Zip or Postal Code _____
 Home Telephone _____ - _____ - _____ Work _____ - _____ - _____ Fax _____ - _____ - _____

How did you "discover" DMC?

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> Alumna/us | <input type="checkbox"/> Daniel Matthew College Admission staff | <input type="checkbox"/> Internet (please specify website): _____ | <input type="checkbox"/> Private Counselor |
| <input type="checkbox"/> Coach | <input type="checkbox"/> Online Brochure | _____ | <input type="checkbox"/> Reputation |
| <input type="checkbox"/> College Fair | <input type="checkbox"/> Friend/Religious Leader | <input type="checkbox"/> Mail _____ | <input type="checkbox"/> Other (please specify): _____ |
| <input type="checkbox"/> College Night | <input type="checkbox"/> Prison Education Counselor | <input type="checkbox"/> Parent(s) _____ | |
| <input type="checkbox"/> Current DMC Student | | | |

Are any of your relatives DMC; graduates current student(s) Employee?

If so, give name(s), relationship, and graduation dates: _____

ACTIVITIES (in High School): Please check all activities in which you have participated in high school, Prison or in college for transfer students:

- | | | |
|---|--|--|
| <input type="checkbox"/> Band | <input type="checkbox"/> Drama Club | <input type="checkbox"/> Student Council |
| <input type="checkbox"/> Chorus | <input type="checkbox"/> Religious Committee | <input type="checkbox"/> Yearbook |
| <input type="checkbox"/> Community Service | <input type="checkbox"/> School Newspaper | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> National Honor Society | | |
- (Please specify)*

SPORTS (in High School): Please check all varsity sports you have played in high school, Prison or in college for transfer students:

- | | | |
|--|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Football | <input type="checkbox"/> Softball |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Golf | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Cross Country | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Track |
| <input type="checkbox"/> Debate Team | <input type="checkbox"/> Lacrosse | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Soccer | |

ATHLETICS (in College) Please check all varsity sports in which you would like to participate at Endicott:

- | | | | | |
|--|--|-------------------------------------|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Baseball | <input type="checkbox"/> Cross Country | <input type="checkbox"/> Football | <input type="checkbox"/> Dean (Club) | <input type="checkbox"/> Tennis |
| <input type="checkbox"/> Basketball | <input type="checkbox"/> Dance (Club) | <input type="checkbox"/> Golf | <input type="checkbox"/> Soccer | <input type="checkbox"/> Track |
| <input type="checkbox"/> Cheerleading (Club) | <input type="checkbox"/> Religious 2 | <input type="checkbox"/> Ice Hockey | <input type="checkbox"/> Softball | <input type="checkbox"/> Volleyball |
| <input type="checkbox"/> debate (Club) | <input type="checkbox"/> Field Hockey | <input type="checkbox"/> Lacrosse | | |

Have you ever visited DMECS? If yes, when/Site? _____

ESSAY: Please respond to one of the following essay topics (500–750 words minimum)

- Define what success means to you and how Daniel Matthew College will contribute to your future academic, personal, and professional success.
- J.T. Adams stated, "There are . . . two educations. One should teach you how to make a living and the other how to live."
Describe what the quote above means to you and your expectations of your Daniel Matthew College experience.

I hereby make application for the above-named student and agree to the fees, terms, and conditions as set forth in the *Daniel Matthew College Academic Catalog*. In consideration of the undertaking by the Admission Office to process this form, the undersigned agrees that I will be required to attend the college church (each week), the information furnished on the application form, together with all information and materials of any kind received by the Admission Office from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice Dean of Admission may, for official purposes at his discretion, disclose any part or all thereof to such person or persons as required by the applicable law.

Signature of Applicant _____ Date _____
 Signature of Parent or Guardian _____ Date _____

Please Note: The Admission Review Committee will not consider applications until ALL of the materials listed on the checklist have been received in the Office of Admission.

Daniel Matthew demonstrates a commitment to enrolling students from a wide geographic range as well as from all ethnic and racial heritages. We welcome applications without regard to race, religion, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or military status.