

# Keene State College

229 Main Street  
Keene, New Hampshire 03435-2604  
www.keene.edu

## Application and Information

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### General Information

#### APPLICATION FEE

All applicants: \$40

Make check or money order payable to *Keene State College*.

Please note that the application fee is non-refundable.

#### APPLICATION DEADLINES

While Keene State College considers applications on a rolling admissions basis, completed applications and all supporting documents for first-year students, transfers and readmits are due by **April 1** for the fall and **December 1** for the spring semester.

Keene State College reserves the right to close admissions, irrespective of these deadlines, once class capacity has been reached.

Once accepted, students are required to pay a \$225 nonrefundable enrollment services fee by May 1 for the fall semester and by December 15 for the spring semester. After these dates, these fees may be accepted on a space-available basis.

#### ACADEMIC CALENDAR

Keene State College's academic year begins in late August and ends in May. The fall semester starts the fourth week of August and ends mid-December. The spring semester starts mid-January and ends the beginning of May. In addition, Keene State College offers two summer sessions.

#### VISITING THE CAMPUS

Please check out our campus visit schedule at [www.keene.edu/admissions/visit.cfm](http://www.keene.edu/admissions/visit.cfm). Visitors are welcome!

#### SAT (SCHOLASTIC ASSESSMENT TEST) REQUIREMENTS

Keene State College requires SAT Reasoning Test results. Applicants who have been out of high school for more than one year are not required to submit SAT results, but may be requested to do so in special circumstances. Keene State's SAT code is 3472.

Official SAT Reasoning Test Scores must be reported to Keene State College directly by the testing agency. Test scores will not be accepted on the high school transcript, paper photocopies, etc. You may submit the ACT Plus Writing to Keene State College in place of the SAT Reasoning Test. Information as to time, place, and fees may be obtained from any high school guidance office, or by visiting the College Entrance Examination Board website, [www.collegeboard.com](http://www.collegeboard.com).

#### FINANCIAL AID

Financial assistance is available in three basic forms – grants and scholarships, loans, and work-study jobs. Grants and scholarships are based on documented need or academic ability. Loans are made on a long-term, low-interest basis. Work-study jobs are normally part-time, on-campus positions.

The College offers President's, Dean's, KSC, and Talent Scholarships every year to students with exceptional abilities. Several other programs – particularly those funded by the government – are based strictly on need.

All students admitted into a degree program are eligible to apply for assistance, whether they are enrolled full- or part-time (minimum of six credits each semester).

#### FINANCIAL AID TIMELINE

**December:** Pick up a Free Application for Federal Student Aid/Financial Aid Form (FAFSA) from your high school guidance office. The KSC Title IV Code is 002590.

**January – early February:** Complete the FAFSA online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), or send completed FAFSA to the processing center (the address is on the form) to be received on or before March 1. Make a copy for your records.

**March:** Send a signed copy of parents' and student's complete tax return or non-tax-filer statement(s) to Keene State College Office of Student Financial Services by April 15 if requested.

**Reminder:** Begin this process while your admissions application is under consideration. You should not wait until you are admitted to begin the financial aid process.

If you have other questions, please call the Office of Student Financial Services, 603-358-2280 or 800-KSC-1909.

#### MORE OPTIONS

The Student Financial Services staff can help you and your family develop a comprehensive financial plan tailored for you. Some of the options include parent loan programs, both federal and private; private tuition plans (for example, Academic Management Services, Knight's Insurance Tuition Plan); and other options, including the use of Visa and Mastercard.

In addition, jobs on campus and the Cooperative Education Program can provide academic credit and wages at the same time.

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### Application Directions

*International, Music, and Art applicants: Please see special instructions on next page.*

#### FIRST-YEAR APPLICANT

If you have not enrolled in any college or university before, you are a first-year applicant. First-year applicants must submit the following materials:

- ❑ A complete application. Remember to sign it and include your correct social security number. Applicants who do not supply a correct social security number are not eligible to apply for financial aid or to access their confidential application records through our online system, WebAdvisor.
- ❑ Application fee: \$40.  
Forward the application and fee to the Admissions Office at Keene State College, 229 Main Street, Keene, NH 03435-2604.
- ❑ An official copy of your high school transcript.
- ❑ Guidance counselor or teacher recommendation.
- ❑ Results of the Scholastic Assessment Test (SAT I) and/or American College Testing (ACT) exam. Test scores must be reported to Keene State College directly by the testing agency. Test scores will not be accepted on the high school transcript, paper photocopies, etc.
- ❑ If applicable, please submit a DD214 military record.
- ❑ First marking period grades for senior year are required to complete an application.

#### TRANSFER APPLICANT

If you have completed high school and enrolled for either full- or part-time study at another two- or four-year college or university or at a vocational or technical school, you are a transfer applicant.

Grades earned at other institutions are not included in the computation of the student's GPA at Keene State College. Transfer students are housed *after* first-year students, based on space availability and on the order of the date the housing deposit is received.

- ❑ Complete the application (remember to sign it and include correct social security number).
- ❑ Enclose the \$40 application fee.
- ❑ Forward the application and fee to the Admissions Office at Keene State College, 229 Main Street, Keene, NH 03435-2604.
- ❑ Have an official copy of your high school transcript sent to the Admissions Office at Keene State College.
- ❑ Have an official copy of your transcript(s) sent from the registrar of *each* accredited college or university you attended to the Admissions Office at Keene State College.
- ❑ As soon as we receive your application in the Admissions Office, we'll mail you a transfer recommendation form. You can also copy this form off our website. If you're currently attending a college, please have the Dean of Students or Academic Dean complete the transfer applicant recommendation form. If

you're not currently enrolled in a college or university, please forward the form to the Dean at the institution you last attended.

- ❑ If applicable, please submit a DD214 military record.

#### NONTRADITIONAL APPLICANT

If your high school education was interrupted or you did not attend a college or university within one year of graduating from high school, you are a nontraditional first-year applicant.

- ❑ Complete the application (remember to sign it and include correct social security number).
  - ❑ Enclose the \$40 application fee.
  - ❑ Forward the application and fee to the Admissions Office at Keene State College, 229 Main Street, Keene, NH 03435-2604.
  - ❑ Have an official copy of your high school transcript sent to the Admissions Office regardless of how long ago you graduated.
  - ❑ If you did not finish high school, please submit an official copy of your General Educational Development (GED) test as well as an official copy of your high school transcript indicating grades up to the last date of attendance.
  - ❑ If applicable, please submit a DD214 military record.
  - ❑ Include at least one recent letter of recommendation.
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### Special Instructions

#### INTERNATIONAL APPLICANT

If you are not a United States citizen, you are an international applicant. If you are having transcripts of course work you did at a foreign college or university forwarded to KSC, you must have the transcripts evaluated by a professional service such as World Education Services, Inc. (www.wes.org, 800-937-3895), and the transcripts must be accompanied by a certified English translation. In addition, all international applicants must demonstrate proficiency in the English language.

- Complete the application.
- Enclose the \$40 application fee.
- Submit transcripts of all college preparatory education and/or college or university level coursework (a certified English translation must accompany the transcripts).
- Have your SAT results forwarded to KSC if you are an international student who has been living in and attending high school in the U.S. for two or more years.
- Submit official results of the Test of English as a Foreign Language (TOEFL) if the language of instruction for the majority of your education is/was taught in any language other than English.
- Submit a Certification of Finances form. This form is available through the Admissions Office at Keene State College. Call 603-358-2276 or 800-KSC-1909. Please note that information disclosed on the Certification of Finances has no bearing on the admissions decision.
- Forward application, fee, and all supporting documents to the Admissions Office at Keene State College, 229 Main Street, Keene, NH 03435-2604. Refer to the APPLICATION DEADLINES section for deadlines.

#### MUSIC CANDIDATES

If you are interested in the bachelor of music in either performance or music education, the bachelor of arts degree with any of the music specializations, or if you are interested in a minor in music, admission is a two-step process. First, complete the Application for Undergraduate Admission. Second, arrange for an audition. For more information or to schedule an audition, please contact the Music Department at 603-358-2177. Admission into the Music program does not guarantee admission to the College, and, conversely, nonadmission to the Music program does not mean that you cannot be admitted to the College.

#### ART CANDIDATES

If you are interested in the bachelor of arts degree program in studio art and/or graphic design, admission is a two-step process. First, complete the Application for Undergraduate Admission. Second, submit a portfolio of your work to the Art Department, following the requirements listed below. Your portfolio will be reviewed only after you are admitted to the College. Admission into the Art program does not guarantee admission into the College. Conversely, nonadmission to the Art program does not mean that you cannot be admitted to the College.

#### Portfolio Requirements

1. 10-20 pieces of your original artwork in studio art or graphic design.
2. The portfolio should be in 35mm slide or digital format. Zip and CD-ROM disks should be formatted for the Macintosh operating system and created as a self-running presentation.

3. All slides or disks must be clearly labeled with your name and numbered.
4. An accompanying numbered informational slide sheet must be included to correspond to the slides or disks. Please indicate each work's title, medium, dimensions, and level of completion (freshman, sophomore, junior, or senior). If the work was completed independently, what was your idea?
5. It is advisable to include examples of your drawing ability.
6. Indicate your area of interest with regard to studio art, graphic design, or both.
7. Include your name, address, telephone number, and e-mail address.
8. Include the following information:
  - a. List the number and description of all art courses taken on the high school or college level.
  - b. List extracurricular activities and interests.
  - c. Describe your career goals.

#### Send portfolio to:

Art Department Portfolio Review  
Committee  
Art Department Office  
Keene State College  
Keene, NH 03435-2405

Portfolios without the above information will automatically be placed on a waiting list while all complete portfolios are being reviewed. If any openings remain after the review of complete portfolios, then the incomplete portfolios will be considered.

All portfolios will be accepted, declined, or put on a waiting list.

With regard to portfolios on the waiting list, all decisions will be made by April 1.