

Application for Admission

WELCOME

Dear Applicant,

Thank you for your interest in OCCC's Bilingual Banking & Finance. Please read the following pages for important information about our application and admissions process.

If you have any questions about the admissions process, application, or the Bilingual Banking program in general, please contact us by telephone at 405-272-5140 email at dsandoval@occc.edu. We are more than happy to provide assistance with the application.

We welcome you to the admissions process and look forward to receiving your application!

ADMISSIONS TIMELINE

DEADLINE TO APPLY	May 24, 2017
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Program Start Date: August 2017

Admission to Bilingual Banking & Finance is competitive. Meeting admission deadlines is a minimal requirement to apply and does not guarantee acceptance.

ADMISSION CHECKLIST

Review Eligibility Requirements

- Be 18-24 years old
- Have a high school diploma or GED certificate by or before the program start date
- Be a U.S. citizen, permanent resident, or have an employment authorization card
- Be eligible for full time student status at OCCC and available Monday- Friday
- Interested in Business

Attend Mandatory Open House

Open House provides an opportunity to meet staff and learn detailed information about the admissions process and program expectations.

Submit Application

A complete list of application materials can be found on page 2. Many pieces of the application can be submitted at the Open House.

ACT score or Complete Placement Exam

Attend an Interview

Your interview is a chance for us to learn more about you and why you are interested in the program. Please arrive at least 10 minutes early and come professionally dressed.

Decision

During each step of the admissions process, applicants will be notified if they have or have not qualified for the next step. Applicants who are accepted will be notified via phone or mail. A confirmation of acceptance will be expected from the candidate within a reasonable time period.

APPLICATION CHECK-LIST

<input type="checkbox"/> Application Form	<i>pages 3-*</i>
<i>All application materials become part of a permanent record, are the property of C777, and are not returnable.</i>	
<input type="checkbox"/> Identification Documents	<i>page 3</i>
Please provide original copy.	
<input type="checkbox"/> Personal Essay (2-3 typed pages, double-spaced)	<i>page +</i>
<i>Your essay should be typed, 12 point font, double spaced, and 2-3 pages in length. Unlike most other application materials, the essay can be submitted via email.</i>	

APPLICATION

PLEASE TYPE OR PRINT CLEARLY IN BLACK OR BLUE INK ALL INFORMATION ON THIS APPLICATION.

Date of application (MM/DD/YY): ___/___/___

Desired entry date: Fall Spring of Year _____

General Information

First name _____ Middle name _____
 Last name _____ Maiden/Former name _____
 Address _____ Apt #: _____
 City _____ State _____ Zip _____
 Home phone (____) _____ Cell phone (____) _____
 Work phone (____) _____ Email _____
 Date of birth (MM/DD/YY) ___/___/___ Gender: F M Social Security number: _____ - _____ - _____
(Circle one)

Demographic Data: If you wish to be identified as a member of any of the following groups, please check one:

Asian or Pacific Islander Native American Black, non-Hispanic
 White, non-Hispanic Hispanic Other, what? _____

Which language(s) do you speak? _____

Country of birth _____

Immigration status: U.S. citizen Permanent resident alien (copy of card required) Other _____
 Refugee/asylum status (copy required) Visa: type _____ (copy required)

Please describe any conditions that would cause your right to work in the U.S. to be revoked: _____

Identification Documents and Legal Right to Work

Please provide original copy of:

ONE of these documents:

U.S. Social Security card U.S. passport
 U.S. birth certificate Certificate of U.S. citizenship
 U.S. citizen card Certificate of naturalization
 Unexpired employment authorization card Permanent resident card
 Non-U.S. passport or alien registration receipt card

AND ONE official picture ID:

Driver's license State ID U.S. military card

College History

Have you ever taken college classes? Yes No OCCC ID number _____

College / Institution 1: _____ **Major:** _____
 Type of degree: Associate's Bachelor's Number of credits earned: _____
 When did you attend? Start Date: (MM/DD/YY) ___/___/___ End Date: (MM/DD/YY) ___/___/___

College / Institution 2: _____ **Major:** _____
 Type of degree: Associate's Bachelor's Number of credits earned: _____
 When did you attend? Start Date: (MM/DD/YY) ___/___/___ End Date: (MM/DD/YY) ___/___/___

Have you or are you on academic probation? _____

Financial Status

Do you qualify for financial aid? If so indicate if your status
 Yes- Full Yes- Partial No

If you do not qualify for financial aid, how is your education funded?
 Personal Loans Scholarship Grants Family Other _____

Employment / Volunteer History

Work / Volunteer (most recent/ current)

What is the name of the organization or the person for whom you worked? _____

What kind of work did you do at this job? _____

How long did you work at this job? *Please circle appropriate duration* _____ days / weeks / months / years

What was your Start Date: (MM/DD/YY) ___/___/___ End Date: (MM/DD/YY) ___/___/___

Full-time Part-time How many hours per week? _____

Are you currently working at this job? Yes No What shift do you currently work? Evening Night weekend

Work / Volunteer (older)

What is the name of the organization or the person for whom you worked? _____

What kind of work did you do at this job? _____

How long did you work at this job? *Please circle appropriate duration* _____ days / weeks / months / years

What was your Start Date: (MM/DD/YY) ___/___/___ End Date: (MM/DD/YY) ___/___/___

Full-time Part-time How many hours per week? _____

Are you currently working at this job? Yes No What shift do you currently work? Evening Night weekend

Emergency Contact Information

Contact #1

First name _____ Last name _____ Relationship to applicant _____
Address _____ Apt. _____
City _____ State _____ Zip _____
Home phone (____) _____ Work phone (____) _____
Cell phone (____) _____ E-mail address _____

Contact #2

First name _____ Last name _____ Relationship to applicant _____
Address _____ Apt. _____
City _____ State _____ Zip _____
Home phone (____) _____ Work phone (____) _____
Cell phone (____) _____ E-mail address _____

Conviction and Rehabilitation Record

Have you ever been convicted of any felony?
 Yes No If yes, describe conditions: _____

Have you been convicted of any felony in the past five years?
 Yes No If yes, describe conditions: _____

Have you been convicted of any misdemeanor in the past five years (other than a first conviction for drunkenness, simple assault, speeding, minor traffic violations, affray or disturbing the peace)?
 Yes No If yes, describe conditions: _____

Have you been convicted of any other offense in the past five years?
 Yes No If yes, describe conditions: _____

Applicant: Read Carefully and Sign

Equal Opportunity All applicants will be given equal consideration. No question on this form will be used to discriminate against any candidate. OCCC does not discriminate on the basis of race, color, national origin, sex, age (except as necessary for the normal operation of the program or to meet a statutory objective), gender (including gender identity), disability, sexual orientation, religion, marital status, veteran status or any other characteristic protected by law.

I certify that I have read and understand the information in this application booklet and that the information I have supplied is true and complete to the best of my knowledge. Students found to have supplied false information will be denied admission or, if admitted, face immediate disenrollment.

Applicant Signature _____ ***Date*** _____

MEDIA DISCLAIMER

Occasionally photos and videos are taken of classes and other activities. I hereby give OCCC permission to use images of me in activities for public relations, marketing, and other purposes.

Applicant Signature _____ ***Date*** _____

Please type a 2 page personal essay that answers the Essay Question below. Your essay should be formatted as follows: 2 pages typed (500 words), paragraph form, double-spaced, 12 pt Times New Roman font. Your answer will be evaluated for content and your ability to communicate and express your thoughts clearly and concisely.

Essay Question

- 1.) Why do you believe you are a good candidate for The Bilingual Banking & Finance Program and tell us a little about yourself or your family – what is “your” story. Explain your reasons for further study, and personal and career goals.