ACTIONS DEPARTMENT

The Admissions Office at Phillips Graduate University is a resource for all candidates interested in the programs offered at Phillips. Admissions advisors are available to answer questions and assist candidates through their research of graduate studies and application to Phillips. Applicants are encouraged to utilize the Admissions Department as a resource. Regular business hours are Monday through Thursday, 9:00 a.m. to 6:00 p.m., and on Friday, 9:00 a.m. to 5:30 p.m. Please go to www.pgu.edu, call (818) 386-5660, or e-mail info@pgu.edu for additional information and assistance.

TO APPLY FOR ADMISSION

Non-Matriculating (Independent Study 9 units or less)

Complete all application and documentation requirements:

APPLICATION FOR ADMISSION

For admission consideration, submit your application along with all required documentation. Ensure that the form is fully completed, signed and dated.

APPLICATION FEE

An $80 non-refundable fee is required with the application for admission.

OFFICIAL DEGREE CONFERRED TRANSCRIPT

An official transcript should be mailed directly to the Admissions Office from the degree-granting institution.

CAMPUS VISITATION

Potential students are strongly encouraged to visit the campus and meet with an Admissions Advisor to gather information about programs, to learn about student life at Phillips Graduate University and to have all questions answered. Additionally, Phillips Graduate University regularly offers Information Sessions to provide potential students with information about the University, programs, admission policies and procedures and financial aid.

To schedule an appointment or to find out about upcoming Information Sessions, please go to www.pgu.edu or call the Admissions Office at (818) 386-5660.
Please type or print legibly. Use an additional sheet of paper wherever allocated space is insufficient. A non-refundable application fee is required. The required fee is $80 for the application for admission.

What are you applying to:

- Non-Matriculating
  - Independent Study
    - Application
    - Application Fee
    - Degree Conferred Transcript

I wish to begin in:
- August/Fall 20____
- January/Spring 20____
- May/Summer 20____

Personal Information:

Legal Name:________________________________________

Previous Name(s):____________________________________

Nickname:__________________________________________
Social Security Number:________________________________

Street Address:_______________________________________

City, State, Zip, Country:______________________________

Home Phone:______________Cell Phone:______________Work Phone:______________
Email:________________________

How did you hear about Phillips Graduate University? _________(Please be specific)

If you were referred by a current student, faculty member, staff member, or graduate of Phillips, please list that person’s name here:
________________________________________________________

Have you ever applied to Phillips Graduate University before?  □ No □ Yes  When? __________________________

Have you ever attended Phillips Graduate University before? □ No □ Yes  When? __________________________

Have you ever been dismissed from a school or college? □ No □ Yes *(If yes, please explain on a separate sheet of paper.)

Educational & professional Information:
List in chronological order all colleges attended regardless of whether courses were completed for credit (use additional paper if necessary). It is your responsibility to have official transcripts from the last conferred degree (bachelors or masters) sent directly from each college attended to Phillips Graduate University, Admissions Office. In addition, students with International credentials must submit an official translation from an approved agency.

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General Information:

Please note: Applications for admission to the educational programs offered by Phillips Graduate University are evaluated without regard to or discrimination based upon race, color, sex, religion, age, national ancestry or origin, sexual orientation, or physical or mental disability. Information on sex, age, ethnic origin, and citizenship status is for compliance reports in connection with federal regulations pursuant to the Civil Rights Act of 1964, Executive Order 11246 as amended by Executive Order 11375 and Title IX of the Education Amendments of 1972 and Part 86.45 C.F.R., and will not be used to discriminate in admission to or participation in any of the educational programs offered by Phillips Graduate University.

Status of Employment:

Employment Industry: __________________________________________

☐ Full Time ☐ Part Time ☐ Self-Employed ☐ Unemployed ☐ Retired

Date of Birth: __________________________ Place of Birth: __________________

Country of Citizenship: __________________

Citizenship Status:

☐ United States Citizen ☐ Resident Alien ☐ Non-resident Alien

Resident Registration #: __________________________

Current Visa Held: __________________________

Type of Visa Requested: __________________________

Gender ☐ Female ☐ Male

Marital Status ☐ Divorced ☐ Living with Committed Partner ☐ Married ☐ Single ☐ Widowed ☐ Other: __________________________

Ethnic Survey (Part A)

Do you consider yourself Hispanic/Latino? ☐ Yes (Continue to signature) ☐ No (Continue to Part B)

Ethnic Survey (Part B)

☐ American Indian or Native Alaskan ☐ Asian ☐ Black or African American

☐ Native Hawaiian or Pacific Islander ☐ White or Caucasian

☐ Multi-Racial – 2 or more races ☐ Prefer not to answer

☐ Non-resident Alien (International Students Only)

1.) I understand that if admitted to Phillips Graduate University, I must comply with all rules, regulations, and policies of Phillips Graduate University. I understand that admission to and matriculation in the program in no manner guarantees successful completion of the program and the awarding of a degree. I hereby affirm that the information supplied by me on this application form is true and correct to the best of my knowledge and understand that omissions or falsification may result in withdrawal of acceptance.

2.) It is further recognized by the undersigned that initial acceptance does not obligate Phillips Graduate University, nor any of its representatives, to maintain any student in the program if said student is found to be unfit for the program by any reason of personality, academic or attitudinal characteristics, or because of unmet financial obligations.

3.) Three-Day Full Refund Period: California State Administrative Code Section 18809 (a) (4) states that if the enrollee cancels within three (3) working days after registering, provided no classes have been attended or lessons completed, all tuition monies paid will be refunded. Fees are not refundable.

4.) Any questions or problems concerning this institution which have not been satisfactorily answered or resolved by the institution should be directed to the Superintendent of Public Instruction, State Department of Education, Sacramento, California 95814.

Signature: __________________________ Date: __________________________