



*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, religion, color, disability, national or ethnic origin, age, sex, marital status, pregnancy, sexual orientation, political belief, or military status.

### Application Deadlines

#### Fall Admission:

Certificates students - February 28

Transfer and Certification students - March 31

#### Spring Admission:

All students - December 31

*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 \$95, payable to Daniel Matthew College.**

Students who submit their applications online using the Daniel Matthew website ([www.dmeecs.org/applynow](http://www.dmeecs.org/applynow)) 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/marking period grades.
- One letter of recommendation from your guidance counselor and/or teacher.
- 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.

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

(available at [www.dmeecs.org/admission](http://www.dmeecs.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 applicant's 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 certifications programs are encouraged to submit a portfolio of their field of interest for review by the School of Business. 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.

**Please note:** CDs or materials will not be returned.

#### Send materials by January 15 to:

Portfolio Review, School of Business, Daniel Matthew College, P.O. Box 24742, Saint Louis, Missouri 63115

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 **\$95 non-refundable application fee payable to Daniel Matthew College.**  
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 guidance counselor and/or teacher. (Transfer students may submit a letter of recommendation from an 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/admission](http://www.dmecs.org/admission)).
- International Students:* TOEFL or IELTS scores and a declaration of finances indicating the applicant's or a sponsor's 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 any certification classes are encouraged to submit portfolios of their field of interest by **January 15** for review by the School of Business and the 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.

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 send all application materials to:  
Office of Admission • Daniel Matthew Ecclesiastical College • P.O. Box 24742 •  
Saint Louis, Missouri 63115



# 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 \_\_\_\_\_ - \_\_\_\_\_

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:

<b>Entrance Date</b>	<b>Housing</b>	<b>Gender</b>	<b>Citizenship</b>
<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
<b>Applicant Status</b>			<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 only one square, please indicate your intended academic program of study.

<p><b>SCHOOL OF MUSIC</b></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><b>SCHOOL OF BUSINESS</b></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><b>SCHOOL OF COMMUNITY DEVELOPMENT</b></p> <p><input type="checkbox"/> Project Management:</p> <p><input type="checkbox"/> Estimator</p> <p><input type="checkbox"/> General Contractor</p> <p><input type="checkbox"/> Community Developer</p> <p><input type="checkbox"/> Finance</p> <p><input type="checkbox"/> Mentorship (by ITM)</p> <p><b>SCHOOL OF ECCLESIASTICAL STUDIES</b></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"/> New Testament</p> <p><input type="checkbox"/> Moorish Science</p>	<p><input type="checkbox"/> Other Interest; Please write _____</p> <p><b>SCHOOL OF PARALEGAL</b></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 Studies</p> <p><input type="checkbox"/> Legal Tech</p> <p><input type="checkbox"/> Law office Marketing</p> <p><input type="checkbox"/> Legal Communication/Ethic</p>	<p><b>SCHOOL OF INSTITUTIONAL STUDIES</b></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 &amp; Recreation</p> <p><input type="checkbox"/> Gator Farm Fitness</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>
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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: 3369; ACT code: 1824. 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 CEEB# \_\_\_\_\_  
 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?**

Alumna/us  Daniel Matthew College Admission staff  Internet (please specify website): \_\_\_\_\_  Private Counselor  
 Coach  Online Brochure \_\_\_\_\_  Reputation  
 College Fair  Friend \_\_\_\_\_  Mail \_\_\_\_\_  Other (please specify): \_\_\_\_\_  
 College Night  Prison Education Counselor \_\_\_\_\_  Parent(s) \_\_\_\_\_  
 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 or in college for transfer students:

Band  Drama Club  Student Council  
 Chorus  SADD  Yearbook  
 Community Service  School Newspaper  Other \_\_\_\_\_  
 National Honor Society \_\_\_\_\_  
 (Please specify)

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

Baseball  Football  Softball  
 Basketball  Golf  Tennis  
 Cross Country  Ice Hockey  Track  
 Equestrian  Lacrosse  Volleyball  
 Field Hockey  Soccer

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

Baseball  Cross Country  Football  Rugby (Club)  Tennis  
 Basketball  Dance (Club)  Golf  Soccer  Track  
 Cheerleading (Club)  Equestrian  Ice Hockey  Softball  Volleyball  
 Crew (Club)  Field Hockey  Lacrosse

Have you ever visited Endicott? If yes, when? \_\_\_\_\_

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

1. Define what success means to you and how Daniel Matthew College will contribute to your future academic, personal, and professional success.
2. 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 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 President 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 \_\_\_\_\_

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