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

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<th>Fall Admission</th>
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<td>Certificates students - February 28</td>
<td>All students - December 31</td>
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<td>Transfer and Certification students - March 31</td>
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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.dmecs.org/applynow](http://www.dmecs.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/marketing 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.dmecs.org/admission](http://www.dmecs.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).

☐ 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
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 ____________________________________________

PERMANENT MAILING ADDRESS ____________________________________________

CITY ____________________________ STATE or COUNTRY _______ ZIP or POSTAL CODE _______

HOME TELEPHONE - - - - - - - - - - - - - CELL - - - - - - -

DATE of BIRTH _______ / _______ / _______ PLACE of BIRTH ____________________________

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

CURRENT MAILING ADDRESS ____________________________________________

CITY ____________________________ STATE or COUNTRY _______ ZIP or POSTAL CODE _______

Please check the appropriate items:

Entrance Date Housing Gender Citizenship

☒ Fall ☐ Resident ☐ Female ☐ U.S. Citizen
☒ Spring ☐ Commuter ☐ Male ☐ Permanent Resident

Applicant Status

☐ First Year ☐ Full-time ☐ International Citizen of:

☐ Transfer ☐ 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)

☐ African American ☐ American Indian/Alaska Native ☐ Asian
☐ Black, Moorish or African American ☐ Unknown/Other (explain)
☐ Native Hawaiian or 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.

☐ Application/Theory
☐ Band Management
☐ Band Member
☐ Competency in Music
☐ Concerts Application
☐ Business of Musicians
☐ Communication
☐ Ecclesiastical Musician

☐ Other Interest; Please write __________

☐ School of Community Development
☐ Project Management:
☐ Estimator
☐ General Contractor
☐ Community Developer
☐ Finance
☐ Mentorship (by ITM)

☐ School of Ecclesiastical Studies
☐ Church Court
☐ Ordination
☐ Ecclesiastical Finance
☐ Old Testament
☐ World Religions
☐ New Testament
☐ Moorish Science

☐ School of Paralegal
☐ Law Office Management
☐ Investigation
☐ Case File Management
☐ Ecclesiastical Law
☐ Paralegal Studies
☐ Legal Tech
☐ Tax Office Marketing
☐ Legal Communication/ Ethic

☐ School of Institutional Studies
☐ Unit Base S.K.I.P
☐ Adult Professional Education
☐ Park & Recreation
☐ Gator Farm Fitness
☐ Sport Management
☐ Studio Band I:
☐ Band Groups/Members
☐ Studio Band II:
☐ New Musicians Program
☐ Studio III:
☐ Occupational/Marketable skill base
☐ Studio IV:
☐ County or local Jail Career Center

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.)
Please Note:
Signature of Applicant

Admission may, for official purposes at his discretion, disclose any part or all thereof to such person or persons as require
application form, together with all information and materials of any kind received by the Admission Office from any source, o
Catalog

I hereby make application for the above

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?
☐ Alumnus/Alumna/Alumnus
☐ Daniel Matthew College Admission staff
☐ Internet (please specify website):
☐ College Admissions Brochure
☐ Private Counselor
☐ Online Brochure
☐ Reputation
☐ Friend
☐ Mail
☐ Parent(s)
☐ Endicott: (please specify)
☐ Parent(s)

☐ Other (please specify):

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
☐ Baseball ☐ Football ☐ Softball
☐ Chorus ☐ SADD ☐ Yearbook
☐ Basketball ☐ Golf
☐ Community Service ☐ School Newspaper ☐ Other
☐ Cross Country ☐ Ice Hockey ☐ Track
☐ National Honor Society ☐ (Please specify)
☐ Equestrian ☐ Lacrosse ☐ Volleyball

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

☐ Baseball ☐ Cross Country ☐ Football ☐ Rugby (Club)
☐ Basketball ☐ Golf ☐ Track
☐ Cheerleading (Club) ☐ Equestrian ☐ Ice Hockey ☐ Softball
☐ 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 ____________

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.

01/17