APPLICATION INSTRUCTIONS

FIRST-TIME STUDENTS — FRESHMEN
To apply for admission to Otterbein University, you must:
• Complete and sign the application for admission.
• Submit an official copy of your high school transcript, including class rank and Ohio Graduation Test results, if applicable.
• Submit the attached recommendation form.
• Provide the University with your official scores on either the ACT or SAT examination.
• Submit an application fee of $25.
• Permanent residents or those with refugee/asylee status must submit copies of documentation regarding their status.

Otterbein is also a member of the Common Application. For more information or to apply, please visit www.commonapp.org.

All materials must be complete and must be received by the Office of Admission before your application for admission can be processed.

ADMISSION DEADLINES
Early action-January 15. For those students wishing to receive priority scholarship consideration.
Regular decision-March 1
Applications received after March 1 will be considered on a space-available basis.

TRANSFER STUDENTS
To apply for admission you must:
• Complete and sign the application for admission.
• Submit an official final high school transcript.
• Submit an official transcript from each post-secondary institution attended.
• Submit an application fee of $25.

TRANSIENT (VISITING) STUDENTS
A transient student is any student in good standing at another accredited college or university who wishes to enroll for one term at Otterbein University and expects to return to his or her former institution. If you would like to attend Otterbein as a transient student, you must:
• Complete and sign the transient application and form for admission, which can be found at www.otterbein.edu/transient.
• Submit an official transcript from your home institution.

All students are responsible for making sure that they have all the required prerequisites prior to registering for Otterbein courses.

RETURNING STUDENTS
Otterbein students who have been out less than one year do not need to reapply, but may go directly to Self-Service Banner and register. Former students who have been out for one year or more must complete and sign a new admission application (no fee required). Former students who attend another institution must, in addition to reapplying, submit an official transcript of all courses taken.

EARLY ADMIT STUDENTS
An Early Admit student is a high school senior without a high school diploma who wants to enroll at Otterbein full time. These students will receive college credit for courses taken, but also may be fulfilling high school graduation requirements. To apply you must:
• Complete and sign the application for admission.
• Submit an official copy of your high school transcript.
• Provide official ACT or SAT scores.
• Submit a letter of recommendation from your high school principal.
• Submit a statement of permission signed by your parents.
• Submit an application fee of $25.

PRE-FRESHMAN STUDENTS
If you have junior or senior standing in high school, you may register at Otterbein University for two courses each quarter on a space-available basis. To apply to the pre-freshman program, you must:
• Complete and sign the pre-freshman application form, which can be found at www.otterbein.edu/prefreshman.
• Submit an official copy of your high school transcript.
• Submit an application fee of $25.

COMPLETING YOUR APPLICATION PERSONAL DATA
If your name, address or phone number changes prior to the beginning of classes, please notify the Office of Admission. Changes that occur after the beginning of classes should be reported to the Student Affairs Office.

Otterbein will use your Social Security Number (SSN) only to identify any test scores you report to the Office of Admission and to identify your financial aid information. This information is protected in accordance with federal privacy laws, and is not made available to unauthorized persons unless you personally direct the College to reveal such information for you.

Use of the SSN in no way gives Otterbein University access to any personal, confidential information maintained by other agencies, private or governmental. Your SSN will not appear on your college records; you will be assigned a personal Otterbein student identification number.

ACADEMIC HISTORY
Please provide information about the high school from which you graduated or will graduate. For applicants submitting GEDs, please provide a transcript from the last high school attended. Home-schooled students should submit written documentation of successful completion of the equivalency of a college preparatory high school curriculum. Transcripts from a cooperating school district are preferred.

PROGRAMS OF STUDY
Please refer to the list of majors and indicate your first and second choice for your intended program of study. If you have not yet decided on a major area of interest, please write “undecided” on the line as your first choice. Also, rank the same two academic areas on the appropriate lines.

FAMILY INFORMATION
Please provide the appropriate information. The family information requested is not used for evaluation for admission, but does help the University establish and maintain important information about you and your family in your permanent record.

FINANCIAL AID
To apply for need-based financial aid (which includes grants, work study and low-interest loans), you will need to complete the FAFSA (Free Application for Federal Student Aid) online at www.fafsa.ed.gov. (If you require a paper copy, please contact us and we will send one to you.) We will send a packet of information about financial aid to students that are applying for financial aid on the Otterbein application for admission. Forms cannot be filed before January 1, but applying as soon as possible after January 1 will better enable us to help you. Full funding may be contingent upon our Financial Aid Office receiving your FAFSA results by April 1. If you have any questions concerning financial aid, please call the Financial Aid Office at 614.823.1502 or toll-free at 888.OTTERBEIN. Otterbein’s FAFSA Code: #003110
*Otterbein University scholarships, talent awards and other merit-based aid are not contingent upon filing financial aid forms; you will be notified of any scholarship eligibility and procedures at the time of acceptance to Otterbein University.

NONDISCRIMINATION POLICY
Otterbein University does not discriminate on the basis of sex, race, creed, gender, sexual orientation, age, political affiliation, national origin or disabling condition in admission of students, education policies, financial aid and scholarships, housing, athletics, employment or other activities. Inquiries regarding compliance with federal nondiscrimination regulations may be directed to the Director of Human Resources.

DISABILITY SERVICES
Applicants with any disability who may require special assistance are urged to contact our Disability Services Coordinator in the Academic Support Center. Support Services and accommodations are coordinated through this office. Please call 614.823.1618 for information.

APPLICATION FEE: $25

QUESTIONS? 614.823.1500
800.488.8144
877.OTTERBEIN
UOtterB@otterbein.edu
www.Otterbein.Ed
## APPLICATION STATUS

**STUDENT CLASSIFICATION**
- First-time Freshman
- Early Admit Student
- Transfer Student
- Returning Student

**TERM YOU WISH TO ENTER**
- Fall
- Spring
- Summer

**APPLICATION FEE:** $25

**PLEASE MAKE YOUR CHECK PAYABLE TO:** OTTERBEIN UNIVERSITY

## PERSONAL DATA

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Preferred Name</td>
</tr>
<tr>
<td>Middle/Maiden Name</td>
<td>Last Name</td>
</tr>
<tr>
<td>Street Address</td>
<td>City</td>
</tr>
<tr>
<td>County of Residence</td>
<td>State</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>City and State of Birth</td>
</tr>
<tr>
<td>Home Telephone Number</td>
<td>Cell Phone Number</td>
</tr>
<tr>
<td>E-mail Address</td>
<td>Social Security Number</td>
</tr>
</tbody>
</table>

**Preferred Method of Contact:**
- Cell Phone
- Home Phone
- E-mail

**Are you:**
- Female
- Male
- Single
- Married

**US citizen**
- Dual US citizen
- US resident permanent visa (Alien registration #)
- Other citizenship (Visa type)

**How many years have you lived in the United States?**

**Place of birth:**

**First language:**

**Primary language spoken at home:**

## FAMILY INFORMATION

**NAME OF FATHER/HUSBAND/GUARDIAN**
- Living
- Deceased

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<thead>
<tr>
<th>Occupation</th>
<th>Firm/Company</th>
<th>Work Telephone Number</th>
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<tbody>
<tr>
<td>Home Telephone Number</td>
<td>Email Address</td>
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<td>Home Address (if different from yours)</td>
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<td>City</td>
<td>State</td>
<td>Zip</td>
</tr>
<tr>
<td>College (if any)</td>
<td>Degree</td>
<td>Year</td>
</tr>
<tr>
<td>Graduate School (if any)</td>
<td>Degree</td>
<td>Year</td>
</tr>
</tbody>
</table>

**NAME OF MOTHER/WIFE/GUARDIAN**
- Living
- Deceased

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<thead>
<tr>
<th>Occupation</th>
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<th>Work Telephone Number</th>
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<tr>
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<tr>
<td>College (if any)</td>
<td>Degree</td>
<td>Year</td>
</tr>
<tr>
<td>Graduate School (if any)</td>
<td>Degree</td>
<td>Year</td>
</tr>
</tbody>
</table>

## SIBLINGS

<table>
<thead>
<tr>
<th>Name</th>
<th>Age</th>
<th>Relationship</th>
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<tr>
<td>College Attended</td>
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<tr>
<td>Degree Earned or Expected</td>
<td>Dates</td>
<td></td>
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</table>

<table>
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<tr>
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<th>Age</th>
<th>Relationship</th>
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<td></td>
<td></td>
</tr>
<tr>
<td>Degree Earned or Expected</td>
<td>Dates</td>
<td></td>
</tr>
</tbody>
</table>
Please indicate on the lines below your intended major(s) at Otterbein in the order of preference. Please rank these same two majors in order of preference on the grid below.

1. __________________________
2. __________________________

___ Accounting/Public Accounting
___ Actuarial Science
___ Allied Health Sciences
___ Art
___ Art Education (TL)**
___ Athletic Training
___ Biochemistry & Molecular Biology
___ Biology
___ Biology Education (TL)
___ Biology – Pre-Professional Health Sciences
  Pre-Dentistry
  Pre-Medicine
  Pre-Optometry
  Pre-Veterinary Medicine
___ Broadcasting (Journalism & Media Communication)
___ Business Administration
___ Chemistry
___ Chemistry – Pre-Professional Health Studies
  Pre-Dentistry
  Pre-Medicine
  Pre-Optometry
  Pre-Pharmacy
  Pre-Veterinary Medicine
___ Communication Studies
___ Computer Science
___ Criminology (Sociology)
___ Dance (Minor)*
___ Early Childhood Education (BSE)
___ Economics
___ Engineering (Dual Degree)
___ English – Language Arts Education (TL)
___ English – Literary Studies
___ English – Creative Writing
___ Environmental Science
___ Equine Business Management
___ Equine Veterinary Technology
___ Equine Pre-Vet/Pre-Grad
___ Finance
___ Global Studies
___ Health Education
___ Health & Physical Education (TL)
___ Health Promotion & Fitness
___ History
___ History Education (TL)
___ Human Resources Management
___ Individualized Degree
___ International Business & Management
___ Journalism & Media Communication
___ Management
___ Marketing
___ Mathematics – General
___ Mathematics Education (TL)
___ Middle Childhood Education (BSE)
___ Music (BA)*
___ Music & Business (BA)*
___ Music Education (BME)*
___ Music Performance (BMUS)*
___ Musical Theatre (BFA)*
___ Nursing (BSN)
___ Philosophy
___ Physics/Astronomy
___ Political Science
___ Pre-Law (Political Science)
___ Pre-Physical Therapy (Allied Health)
___ Psychology
___ Public Administration
___ Public Relations
___ Religion
___ Sociology
___ Spanish & Latin American Studies
___ Spanish Education (TL)
___ Sport Management
___ Theatre – Acting (BFA)*
___ Theatre – Design & Technology (BFA)**
___ Theatre – Musical Theatre (BFA)*
___ Theatre – Musical Theatre & Dance (BFA)*
___ Theatre – Management (BA)**
___ Undecided/Undeclared
___ Other

TL = Teaching License    * Audition Required    ** Portfolio Review Required    *** Interview Required
Extracurricular Activities, Honors, Work Experience

Please list any extracurricular, community, volunteer and family activities and hobbies, as well as any academic distinctions and honors you have received. Include specific events and/or major accomplishments such as musical instrument played, varsity letters earned, etc. To allow us to focus on the highlights of your activities, please complete this section even if you plan to attach a resume.

<table>
<thead>
<tr>
<th>ACTIVITY</th>
<th>YEARS PARTICIPATED</th>
<th>POSITIONS HELD</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>9</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>11</td>
<td>12</td>
</tr>
</tbody>
</table>

Academic History

<table>
<thead>
<tr>
<th>NAME OF HIGH SCHOOL</th>
<th>CITY</th>
<th>STATE</th>
<th>YEAR OF GRADUATION</th>
</tr>
</thead>
</table>

Guidance Counselor | High School Telephone | GPA |

Please list all current courses being taken during senior year:

| AP/IB Coursework | | |
|------------------|------------------|
| Are you taking any: | |
| Advanced Placement courses? | No | Yes |
| International Baccalaureate courses? | No | Yes |

Please list your College Entrance Exam information:

| ACT | | |
|-----|------------------|
| Date | Composite | Date | Composite |
| Do you plan on taking the ACT in the future? | No | Yes |
| SAT | | |
| Date | Composite | Date | Composite |
| R | M | W | R | M | W |
| Do you plan on taking the SAT in the future? | No | Yes |

Please list all previous colleges attended (including Otterbein, if applicable). Also list post-secondary colleges:

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>CITY/STATE</th>
<th>DATES ATTENDED</th>
<th>DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>POST-SECONDARY INSTITUTION</td>
<td>CITY/STATE</td>
<td>DATES ATTENDED</td>
<td>COURSES</td>
</tr>
</tbody>
</table>
Have you visited Otterbein prior to applying?  Yes  No

What influenced you to apply to Otterbein?

What other schools are you considering at this time?

Do you know any current students or alumni? If so, what are their names?

Please list family members who have attended or are currently attending Otterbein University:

<table>
<thead>
<tr>
<th>NAME</th>
<th>RELATIONSHIP</th>
<th>DATES ATTENDED/ATTENDING</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tr>
</tbody>
</table>

For those students wishing to audition for the Music Department or Music Participation Grants, on which instrument(s) and/or in what voice range are you planning on auditioning?

**MUSIC**

- Flute/Piccolo
- Clarinet/Bass Clarinet
- Oboe
- Bassoon
- Saxophone
- French Horn/Marching Horns
- Trumpet/Comet
- Trombone
- Baritone/Euphonium
- Tuba/Sousaphone
- Percussion/Mallets/Set
- Soprano
- Alto
- Tenor
- Bass
- Piano
- Organ
- Violin
- Viola
- Cello
- String Bass/Electric Guitar
- Classical Guitar/Electric Guitar
- Flag Corps/Silks/Color Guard
- Drum Team
- Drum Major/Field Commander
- Majorette Featured Twirler

**VARSITY SPORTS**

- Baseball
- Basketball
- Cross Country
- Football
- Golf
- Lacrosse
- Soccer
- Softball
- Tennis
- Track
- Volleyball

Are you interested in the Honors Program?  Yes  No

Do you plan to audition for a Music Participation talent award (for non-Music majors)?  Yes  No

Do you plan to audition for the Dance minor?  Yes  No

**FINANCIAL AID**

Do you plan to apply for financial aid?  Yes  No

Do you qualify for Otterbein Employee Tuition Benefit?  Yes  No

Otterbein offers undergraduate tuition assistance for the dependent children of its faculty and staff through various tuition benefits programs. If you have questions about your eligibility, contact our Human Resources Office.

Do you qualify for the Tuition Exchange Program?  Yes  No

Otterbein is a member of The Tuition Exchange Program, Inc., which is a reciprocal scholarship program for children of faculty and staff employed at over 600 participating institutions. To learn more about Tuition Exchange, go online to www.tuitionexchange.org.

Is either parent/guardian a United Methodist Minister?  Yes  No

Are you interested in ROTC?  Yes  No

Do you plan to:

- Live in a campus residence hall
- Commute from parents/guardians’ home
- Commute from other

*Commuting students must live within a 30-mile radius of Otterbein University
REQUIRED ESSAY

Please write an essay (250 words minimum) on a topic of your choice on one of the options listed below, and attach it to your application before submission. Please indicate your topic by checking the appropriate box. This personal essay helps us become acquainted with you as a person and student, apart from courses, grades, test scores, and other objective data. It will also demonstrate your ability to organize your thoughts and express yourself.

- 1 Evaluate a significant experience, achievement, risk you have taken, or ethical dilemma you have faced and its impact on you.
- 2 Discuss some issue of personal, local, national, or international concern and its importance to you.
- 3 Indicate a person who has had a significant influence on you, and describe that influence.
- 4 Describe a character in fiction, a historical figure, or a creative work (as in art, music, science, etc.) that has had an influence on you, and explain that influence.
- 5 A range of academic interests, personal perspectives, and life experiences add much to the educational mix. Given your personal background, describe an experience that illustrates what you would bring to the diversity in a college community, or an encounter that demonstrated the importance of diversity to you.
- 6 “The world will face many challenges over the next twenty years, especially related to science and technology. Which of these changes seem the most compelling to you and how do plan to help meet it?” (This essay question must be used in order to be considered for the Cardinal Science Scholars Award. For Chemistry, Biochemistry & Molecular Biology, Physics, and Engineering majors only.)
- 7 Topic of your choice.

DISCIPLINARY HISTORY

Have you ever been convicted of a felony or are any charges currently pending?  ○ Yes  ○ No

Have you been responsible for a disciplinary violation at any educational institution you have attended from 9th grade forward?  ○ Yes  ○ No

If you answered yes to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances, and reflects on what you learned from the experience.

OPTIONAL INFORMATION

The items in this section are optional. This information is requested only so that we can refer you to scholarships or other financial assistance available to students meeting designated criteria. No information you provide will be used in a discriminatory manner.

1. Are you Hispanic/Latino?  ○ Yes  ○ No

   Please describe your background

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:
   ○ American Indian or Alaska Native (including all Original Peoples of the Americas)  ○ Yes, Tribal enrollment number  ○ No

   Please describe your background

   ○ Asian (including Indian subcontinent and Philippines)

   Please describe your background

   ○ Black or African American (including Africa and Caribbean)  ○ Yes, Tribal enrollment number  ○ No

   Please describe your background

   ○ Native Hawaiian or Other Pacific Islander (Original Peoples)

   Please describe your background

   ○ White (including Middle Eastern)

   Please describe your background

   ○ US Armed Services veteran?  ○ Yes  ○ No

RELIGIOUS PREFERENCE

○ Baptist  ○ Jewish  ○ Lutheran  ○ Muslim  ○ Presbyterian  ○ Roman Catholic  ○ United Church of Christ  ○ United Methodist  ○ Other (please specify)

CURRENT STATUS

If you are not currently attending a school, please describe your activities since you were last enrolled (example: work, travel, etc.):

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

Is there anything else that you would like us to know about you?

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________

I hereby apply for admission to Otterbein University, and acknowledge that all the information in this application is complete, accurate, and honestly presented to the best of my knowledge.

SIGNATURE OF APPLICANT

DATE

Please enclose any additional information you may deem necessary for your admission to Otterbein University. Pictures are optional. For questions, please call 614.823.1500 or toll-free 800.488.8144 or 877.OTTERBEIN.

Otterbein University does not discriminate on the basis of sex, race, creed, gender, sexual orientation, age, political affiliation, national origin, or disabling condition in admission of students, education policies, financial aid and scholarships, housing, athletics, employment or other activities.
**Student Information:**

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>BIRTHDATE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>HIGH SCHOOL</th>
<th>CEEB CODE</th>
</tr>
</thead>
</table>

Type of school:  
- Public  
- Private  
- Charter  
- Other  

**ACT/SAT Score Record**

The transcript includes:  
- ACT scores  
- SAT scores  
- Both  
- Our school has no ACT/SAT scores on file

Student's grade point average: ___________ on a scale of ___________.

Student's class rank: ___________ out of ___________.

Are some courses weighted to reflect difficulty?  
- Yes  
- No

<table>
<thead>
<tr>
<th>Please rank the student on the following areas:</th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Poor</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Motivation</td>
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<tr>
<td>Time Management</td>
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<tr>
<td>Maturity</td>
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<tr>
<td>Written Expression</td>
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<tr>
<td>Oral Expression</td>
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<tr>
<td>Leadership Qualities</td>
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</tbody>
</table>

Given what you know about Otterbein University, do you recommend this student for admission?  
- I recommend highly  
- I recommend  
- I recommend with reservation  
- I do not recommend
- I would like to receive a phone call from an admission counselor to discuss the student.

<table>
<thead>
<tr>
<th>COUNSELOR’S PRINTED NAME</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COUNSELOR’S SIGNATURE</td>
<td>DATE</td>
<td></td>
</tr>
</tbody>
</table>

**Comments (optional)**

Please include additional pages if necessary or letter of recommendation (separate envelope).