

Thank you for your interest in Southern College (SC). Our administration, faculty, and staff welcome you. Please feel free to call on us should you have any questions. We are committed to student care and the delivery of a superior educational experience.

The application process is a very important one as we wish to ensure you have carefully selected your programme major and that we have satisfactorily answered any questions you might have. We congratulate you on taking this first step towards completing your degree.

Southern College takes special care to understand the unique needs of our students. Each of our degree programmes feature courses that are relevant to your major. We encourage you to take time to review our various programme offerings and then select the one that suits your academic and career goals best. Our degree programmes are academically challenging and are designed to provide you with the necessary skills to excel in your chosen field.

At SC we want to make the application process as smooth as possible. Feel free to visit our campus or call us to meet with an Admissions Representative. We look forward to serving you. Now let's get started!

The following is a quick Check List of documents you will need to submit with your completed application. **Please submit ALL items.**

Document Checklist	
	Completed Application Form
	Non-refundable Application fee of \$50
	Copy of relevant pages of passport
	Copy of NIB card
	Copy of High School Diploma
	Copy of High School Transcript
	Copy of Degree & College Transcript (<i>Transfer students</i>)
	Admission/Motivational Essay
	Copy of BGCSE results (<i>and/or equivalent exams</i>)
	Medical Form
	Copy of Immunization Records
	Police Record (<i>no older than 6 months</i>)
	Reference Form 1
	Reference Form 2
	Colour Passport photo 1
	Colour Passport photo 2

APPLICATION FOR ADMISSION



SOUTHERN COLLEGE

APPLICATION FORM

Return To: Southern College
Office of Admissions
Soldier Road
Nassau, Bahamas

Or email to: studentservices@sc.edu.bs

Please fill out all parts of this application and submit it with all required materials outlined below. This form **cannot be** processed unless all parts are completed.

1. APPLICATION FEE: A \$50 non-refundable fee must be submitted with the completed application.

2. EDUCATIONAL CREDENTIALS: Submit official transcripts for all high schools, colleges, and universities you have attended. Official copies are issued directly by your school, college, or university in a sealed envelope and must bear the official stamp or seal of the institution as well as the signature of the appropriate official.

General Entry Requirements

New Students

- Final Official High School Transcript
- Copy of High School Diploma
- Medical/Health Certificate
- Copy of Immunization Records
- Copy of NIB Card (front and back)
- Police Record (no older than 6 months)
- Copy of Passport (relevant pages)

Transfer Students

- Official College Transcript(s)
- Medical/Health Certificate
- Copy of Immunization Records
- Copy of NIB Card (front and back)
- Police Record (no older than 6 months)
- Copy of Passport (relevant pages)

If your transcripts are not in English, send a copy in the original language and provide a certified translation in an envelope sealed by the certified translator. Facsimile or electronic mail transmissions of transcripts will not be accepted.

4. BGCSE RESULTS: A copy of your BGCSE results must be submitted along with this completed application. AND/OR CXC, GCE, results:

5. ADMISSIONS ESSAY: Submit your personal essay along with this completed application.

6. LETTERS OF RECOMMENDATION: At least two (2) letters of recommendation from individuals that can speak to your professional and academic merit, as well as department must be submitted along with this completed application.

7. PASSPORT: A copy of the relevant pages of your passport must be submitted along with this completed application.

Transitional Studies Programme

Students not meeting the *General Entry Requirements* may be accepted into our institution via our Transitional Studies Programme and enroll in prep courses designed to help students make a successful transition to college level studies at SC.

Immigration

Non-citizens or Permanent Residence of The Bahamas must submit copies of proof of residency along with the relevant pages of your passport and the completed application. Information provided on this application must match your passport. **Additional documentation will be required per Bahamas Immigration Law.**

Admission deferral

Applications are processed for the term specified on your application. The \$50 application fee is good for one academic year. For admissions consideration after a year you must submit a new application, pay a new application fee of \$50, and any updated transcripts.

Verifying the status of your application

Generally within three (3) weeks of submitting your application, you will receive a letter from SC's Office of Admissions acknowledging receipt of your application. This letter includes information on how to check the status of your application.

It is your responsibility to ensure that all of your application materials arrive at the Office of Admissions, including those items sent separately.

General Application Deadlines

Winter Entry	December 5 th
Spring Entry	March 5 th
Summer Entry	June 5 th
Fall Entry.....	August 5 th

Nursing Application Deadlines:

15th October (Winter), 15th February (Spring), 15th June (Fall)

Applicant's Signature

Date (mm/dd/yyyy)

Have You Applied to Southern College Before? Yes No

If Yes, when: _____
(Semester/Year)

Personal Details (Please complete in **BLOCK CAPITALS** where handwritten)

Title: Ms. Miss Mrs. Mr. Dr. Other: _____ **Gender:** Male Female **Date of Birth** (DD/MM/YYYY): _____

Surname: _____ **Previous or Maiden Name** (If applicable): _____

First Name: _____ **Middle Name:** _____

Telephone Number: (HOME) _____ (CELL) _____ (WORK) _____

Home Address: _____

(Street Name) _____ (Apartment/House Number) _____

(City) _____ (Country) _____ (P.O. BOX) _____

Email Address: _____

Term for which you are applying
Winter Spring Summer Fall Year _____

Intended Associate of Science (A.Sc) Degree Programme:

<p>School of Business & Computer Science</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Banking & Finance <input type="checkbox"/> Business Administration <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Hospitality & Tourism Management <input type="checkbox"/> Computer Information Systems <input type="checkbox"/> Network Systems Administration 	<p>School of Education and Social Sciences</p> <ul style="list-style-type: none"> <input type="checkbox"/> Political Science <input type="checkbox"/> Public Administration <input type="checkbox"/> Law & Criminal Justice <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Primary Education <p>Other: BGCSE Equivalency Other: Certificate in _____</p>	<p>School of Nursing & Allied Health</p> <ul style="list-style-type: none"> <input type="checkbox"/> Medical Assisting <input type="checkbox"/> Pharmacy Technician <input checked="" type="checkbox"/> Nursing
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Intended Bachelor of Science (B.Sc) Degree Programme:

<p>School of Business & Computer Science</p> <ul style="list-style-type: none"> <input type="checkbox"/> Accounting <input type="checkbox"/> Management <input type="checkbox"/> Banking & Finance <input type="checkbox"/> Business Administration <input type="checkbox"/> Human Resource Management <input type="checkbox"/> Hospitality & Tourism Management <input type="checkbox"/> Computer Information Systems <input type="checkbox"/> Sports Recreation Management 	<p>School of Education and Social Sciences</p> <ul style="list-style-type: none"> <input type="checkbox"/> Public Administration <input type="checkbox"/> Law & Criminal Justice <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Primary Education <input type="checkbox"/> Primary Education <i>(with a minor in Exceptional Student Education K-12 Generalist)</i> <p><input type="checkbox"/> Parole, Probation & Offender Rehabilitation</p>	<p>School of Nursing & Allied Health</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Nursing
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Transitional Studies Programme:

The Transitional studies programme, as the name suggests, offers developmental math, reading and writing preparatory courses designed to help students make a successful transition into their college studies. Students not meeting the General Entry Requirements will be required to sit a placement exam. The scores from the exam will determine which transitional course(s) you will be placed in ahead of enrolling in your desired degree programme major.

Reading

- RED 0009
- RED 0010
- RED 0011

Writing

- ENG 0009
- ENG 0010
- ENG 0011

Mathematics

- MAT 0009
- MAT 0010
- MAT 0011

Biology

- BIO 0009
- BIO 0010
- BIO 0011

Chemistry

- CHM 0009
- CHM 0010
- CHM 0011

High School Attended:

(Name of High School)

(City)

(Country)

(Years Attended)

(Year Graduated)

ENTER APPROPRIATE CODE

- 1 = Did not graduate and no longer attend
- 2 = Received High School Diploma
- 3 = Received GED
- 4 = Received Certificate of Completion
- 5 = Currently Enrolled

BGCSE, CXC, GCE, Other _____

AREA	Subject Taken	Grade	Subject Taken	Grade
Business Studies	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Language Arts	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Sciences	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Modern Language	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Social Sciences	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Technical & Vocational	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____
Other	1. _____	_____	3. _____	_____
	2. _____	_____	4. _____	_____

Applicant's Signature

Date (mm/dd/yyyy)

PURPOSE OF STUDY

(Enter Code that Best Describes Your Goal)

- | | |
|------|---|
| CODE | MEANING |
| 1 | Earn General Education Credits to transfer |
| 2 | Obtain a two-year Associate Degree without transfer |
| 3 | Transient Student |
| 4 | Prepare for a new career (acquire job skills) |
| 5 | Advance in current job/career (upgrade job skills) |
| 6 | Educational Development (intellectual, cultural) |
| 7 | Improve basic skills in English, Reading, and Math |
| 8 | Undecided on goal |

Prior College(s) Attended (List, starting from the most recent): Highest Degree earned, if any Associate Degree Bachelor Degree or Higher

(Name of College)	(Country)	(Years Attended)
(Name of College)	(Country)	(Years Attended)
(Name of College)	(Country)	(Years Attended)

Work History: Please give details of your work experience, training and employment. *(Starting from the most recent)*

Job Title (Nature of work/training)	Name and Address of Employer	Full or Part-Time	Start Date	End Date
			____/____/____ (MM) (DD) (YYYY)	____/____/____ (MM) (DD) (YYYY)
			____/____/____ (MM) (DD) (YYYY)	____/____/____ (MM) (DD) (YYYY)
			____/____/____ (MM) (DD) (YYYY)	____/____/____ (MM) (DD) (YYYY)
			____/____/____ (MM) (DD) (YYYY)	____/____/____ (MM) (DD) (YYYY)

Applicant's Signature _____

Date (mm/dd/yyyy) _____

Emergency Contact Information

Relationship: Mother Father Legal Guardian Sibling Spouse Other

_____ (Last Name/Surname) _____ (First Name) _____ (Middle Name)

_____ (Address) _____ (City) _____ (Country)

_____ (Home Number) _____ (Work Number) _____ (Cell Number)

_____ (Email Address)

Relationship: Mother Father Legal Guardian Sibling Spouse Other

_____ (Last Name/Surname) _____ (First Name) _____ (Middle Name)

_____ (Address) _____ (City) _____ (Country)

_____ (Home Number) _____ (Work Number) _____ (Cell Number)

_____ (Email Address)

Referees *(please note that it is your responsibility to contact your referees and ensure your references reach SC)*

Name & Telephone Contact	Institution/organization	Relationship to you

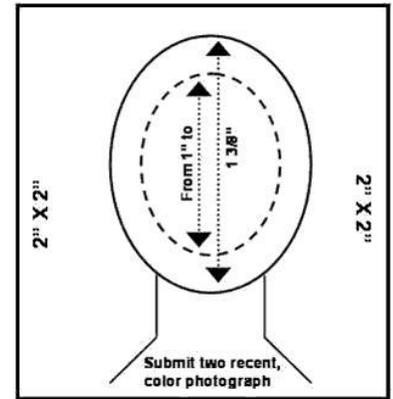
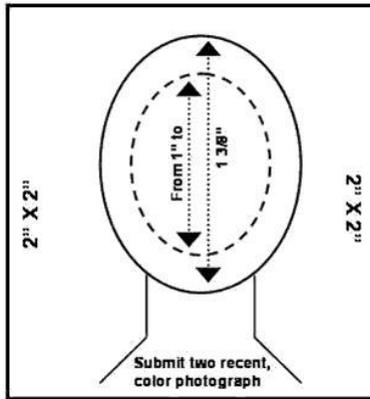
_____ Applicant's Signature

_____ Date (mm/dd/yyyy)

Passport Photos

Please securely attach two (2) recent color passport size photographs in the space provided.

We suggest using a 'glue stick' as adhesive.



Are you a Citizen or Permanent Resident of The Bahamas? Yes No If you checked 'No', please complete the following:

Student Permit Other Permit (Permit type _____)

Date of Permit/Resident card Issued: ____/____/____ Expiration Date: ____/____/____ Permit Number: _____

Disciplinary History

1) Have you been found responsible for a disciplinary violation at any educational institution you have attended in the past or current, whether related to academic misconduct or behavioral misconduct that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal, or expulsion from the institution. Yes No

2) Have you ever been adjudicated guilty or convicted of an offence/crime? Yes No

[You are not required to answer "yes" to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded, or otherwise ordered by a court to be kept confidential.]

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.

If you falsely answered "no" to either or both questions, the college reserves the right to cancel your application/registration and any subsequent credits earned at this institution, without notice or liability to you.

I CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS COMPLETE AND CORRECT.

Signature: _____

Date: _____

MOTIVATIONAL/ADMISSIONS ESSAY:

Southern College (SC) is interested in learning more about you. **Your Motivational Essay is to be written by you without reference to or assistance from anyone or other sources.** Do not plagiarize. Please use proper grammar and sentence structure. **Your application will be immediately declined should you obtain assistance from others, plagiarize or otherwise break our academic integrity guidelines.**

Please complete the relevant Motivational Essay enclosed, or download it from our website.

(Applicants for the Nursing Degree are to complete the Nursing Motivational Essay).

FOR OFFICIAL USE ONLY

COLLEGE ID #: _____

DATE: _____

STAFF INITIALS _____

Certification

- I certify that I have provided complete and accurate statements in this application. To the best of my knowledge, all official documents are authentic, unaltered records that pertain to me.
- I further agree that any information I am asked to update in the future will also be completed and accurate.
- I understand that all official documents submitted in support of this application become property of Southern College and cannot be returned, copied, or transferred to a third party.
- I understand that failure to list all colleges attended or falsification of official documents may result in denial of admission or disciplinary action.
- I have been informed that my application fee of \$50.00 is non-refundable.
- I authorize the release of any information submitted by me in connection with the application to any person, firm, corporation, association, or government agency, but only to verify or explain the information.
- Should my application for admission be approved by the College, I agree to abide by the rules, guidelines, policies, and procedures of the College at all times.
- I acknowledge that my admission to the College and continued enrolment is at the discretion of the college and that admission and/or continued enrolment can be denied by the college for reasons including (but not limited to) disruptive behavior, fraud, plagiarism, financial delinquency, violence, discrimination or otherwise determined by the college.

Signature: _____

Date: _____

How Did You Hear About us?

- Flyer Friend Newspaper Facebook Twitter Radio Poster Brochure SC Newsletter SC Website

Radio Station (specify) _____

TV Station (specify) _____

Student (specify) _____

Other (specify) _____

For question/comments, please contact:
 Phone: (242) 698-0820/1
 Email: studentservices@SC.edu.bs
 Address: Soldier Road (1 block South of Village Rd)
 P.O. BOX: AP 59217-2138
 Nassau, Bahamas.

 Applicant's Signature

 Date (mm/dd/yyyy)