



## **APPLICATION FOR ADMISSION**

**Office of Admissions ♦ American College of the Building Arts  
21 Magazine Street ♦ Charleston, South Carolina 29401**



Highest Level of Education: \_\_\_\_\_

Mother or \_\_\_ Guardian's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ Work Telephone: \_\_\_\_\_

Highest Level of Education: \_\_\_\_\_

Emergency Contact: \_\_\_ Primary Parent \_\_\_ Other Relationship to Student: \_\_\_\_\_

Name: \_\_\_\_\_ Phone # \_\_\_\_\_

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### EDUCATIONAL INFORMATION

I am currently enrolled in: \_\_\_ High School \_\_\_ College \_\_\_ not currently enrolled

\_\_\_\_\_

Complete name of current/last High School

\_\_\_\_\_

College Board Code #

\_\_\_\_\_

Complete address of current/last High School

\_\_\_\_\_

High School Telephone Number

\_\_\_\_\_

Graduation Date

G.E.D. Graduate: Name of School \_\_\_\_\_ Date Received: \_\_\_\_\_

\_\_\_\_\_

Complete name of current/last College/University

\_\_\_\_\_

Complete address of current/last College/University

\_\_\_\_\_

Submit a college catalog

\_\_\_\_\_

Graduation Date

If you have attended more than one college/university please list the two most recent schools.

Name: \_\_\_\_\_ Date of Attendance: \_\_\_\_\_

Name: \_\_\_\_\_ Date of Attendance: \_\_\_\_\_

## HONORS AND ACTIVITIES

Briefly describe below any scholastic distinctions or honors you have received while in high school or college.

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Please list your extracurricular, community service, family and other significant activities in the order of their interest to you.

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## WORK EXPERIENCE

Please list any work experience to date starting with the most recent (include part-time or Summer jobs).

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## TRADE RELATED QUESTIONS

Please provide complete answers to the following questions:

- In which program (Trade Major) will you enroll?
  - Architectural Stone
  - Carpentry
  - Masonry
  - Ornamental Ironwork
  - Plastering
  - Timber Framing

- Have you had any formal or informal training in the area for which you are applying?  
\_\_\_ Yes \_\_\_ No If yes, please explain.

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- Briefly state your reasons for entering this profession.

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- Give the name, address and phone number of the trades people with whom you have discussed your plans.

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### **REFERENCES**

Please give the name, address and phone number of three people (not related to you) who know you well and are willing to recommend you as a candidate for admission.

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### **ADDITIONAL INFORMATION**

How did you hear about the American College of the Building Arts?

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Have you visited ACBA for your admissions interview? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, When? \_\_\_\_\_

To what other colleges have you applied?

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## **ESSAY**

We are interested in learning more about you. Our required freshman essay will allow you to express yourself outside of grades, courses, and test scores. Your academic credentials and list of achievements give us information about part of your life, but your essay will provide us with information not requested elsewhere in the Application for Admission. We would like you to write a 300 to 500 word personal statement. The topic should be of genuine interest to you. Possible topics could include: people (a person) who has influenced me, a significant experience, hometown activities, personal goals, etc. Keep in mind that all of the qualities of good writing are important, including grammar, spelling and structure. (Please write on separate sheet and attach.)

## **PORTFOLIO**

We are interested in seeing a part of your artist side. A portfolio of your work will help us to understand how you express yourself in art. Your portfolio should have pictures showing your work in progress, and include the design or layout, needed supplies and/or equipment, you working on the project, a brief description with each picture, an approximate summary of your time and cost, and the finished piece of work. The portfolios become a permanent part of your admission file, and will not be returned.

## ADMISSIONS CHECK LIST

- ❑ Completed Admissions application (with essay) accompanied by a \$50.00 registration fee
- ❑ Official high school grade transcripts sent through your high school guidance counselor. (Transfer students are exempt if they have taken more than 30 credit hours of college course work.)
- ❑ Results of the SAT or ACT sent from the testing service or guidance counselor.
- ❑ On campus interview with the Director of Admissions
- ❑ Suggested references, portfolio of your work, letters of recommendation.
- ❑ If you are a transfer student, you must have earned a cumulative grade point average of 2.5 and be prepared to present in writing documentation that you are eligible to return to the last institution attended.
- ❑ Completion of the COMPASS placement test for mathematics and English Composition before you register for Fall classes. (Transfer students are exempt from testing if they have transfer credit in math and English.)

## CERTIFICATION SIGNATURE

I certify that all information provided on this application is correct and complete and that it may be disclosed for consideration of admission. I understand that I am responsible for forwarding all official and final transcripts from all schools previously attended and that such transcripts become the property of the American College of the Building Arts.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Parent (if under 18 year of age) \_\_\_\_\_