INSTRUCTION SHEET FOR COMPLETING THE ADMISSIONS APPLICATION TO THE COMMUNICATION SCIENCES & DISORDERS UNDERGRADUATE PROGRAM

GENERAL
The deadline for admission is February 1. (If the 1st falls on a weekend, then the following Monday will be the due date)

- The College of Health Sciences CSD Undergraduate Student Application is completed online.
  - Organize your materials before starting the application process.
  - The application must be completed all at once. There is no mechanism to save and return.
  - It is STRONGLY recommended that you complete and save your responses in a Word document, then after you are done, copy and paste the text into the online form.
  - The application will require you to input data, including the following information:
    - Basic contact and demographic information about yourself
    - Academic Information
    - Uploading of Transcripts
    - Professional Experiences (up to 3) and Community Service (up to 3) information
    - Essay response based on a prompt

- References: Three (3) reference letters are required and should be requested from people who can attest to your professional performance and provide an estimate of your ability to complete the undergraduate program. Have the letters returned to you personally in a sealed envelope with the writer's signature written across the seal. It is your responsibility to see that your letter writers understand these instructions.
  - References should be mailed to our office using the address found at the end of these instructions.

TRANSCRIPTS
There are two (2) categories of applicants. Please identify your category and follow those instructions, only. The College of Health Sciences will accept any kind of transcript (official or unofficial) to allow us to begin the evaluation process.

- UK Enrolled Students: You will need to supply the College of Health Sciences with transcripts, either official or unofficial, indicating all college work attempted and completed. Transcripts may be obtained two ways: 1) you may obtain UK transcripts from the Registrar’s Office (10 Funkhouser Bldg.) or 2) you may access an unofficial copy of your UK transcript through your student records portal.

- All Other Students Enrolled at Other Colleges including Community Colleges: Official transcripts must be mailed into our office using the address found at the end of these instructions.
  - Note: All non-UK students will have to supply official transcripts to the UK Admissions Office.

TEST SCORES
Communication Sciences & Disorders will use ACT or SAT composite scores as part of our admission criteria. For anyone already at UK, we will verify your scores with the UK Admissions Office. Any student who did not enter UK as a freshman must submit an ACT or SAT score with this application. (Any student may select to retake the ACT or SAT and submit the new score, providing it is available by the February 1st application deadline).

UNIVERSITY OF KENTUCKY APPLICATION - (ONLY for Non-UK Students)
The UK Office of Undergraduate Admissions will work with you to gain admission to the University. Any questions regarding your admission to UK must be directed to the UK Office of Undergraduate Admissions. On your UK application, be sure to identify your intention to apply to the Communication Sciences & Disorders professional program in the College of Health Sciences. If you are not accepted for this program but you elect to transfer to UK anyway, you must contact the UK Undergraduate Admissions Office and alert them that you will not seek pre-professional status. See the UK Office of Undergraduate Admissions website for further details.

Please note: Additional copies of application materials are NOT available; therefore, please make copies of all forms for your records. It is recommend that you take a screen shot of every part of the online application you are completing for your records, just in case an error occurs during the submission process. APPLICATION MATERIALS ARE NOT RETURNED TO THE APPLICANT.
ASSEMBLY INSTRUCTIONS AND CHECK LIST

• Since the application process is complex, use this checklist to assure that all steps have been completed.
• Please check-off each item as it is completed and send this form with your other materials.

UNIVERSITY OF KENTUCKY APPLICATION - (NON-UK STUDENTS ONLY): Send the following to the University of Kentucky, Office of Undergraduate Admissions.

_____ University of Kentucky Undergraduate Admissions Application.

_____ Current Application Fee (made payable to the University of Kentucky) unless you are currently enrolled at a community college.

_____ Official transcript from each and every college/university you have attended.

_____ Official transcript from your high school, if you are using 2 years of Foreign Language to satisfy your general education requirements.

_____ SAT or ACT Scores, either original or as indicated on a college or high school transcript.

COLLEGE OF HEALTH SCIENCES APPLICATION - (UK & NON-UK STUDENTS): Complete the online form from the College of Health Sciences

_____ ALL parts of CHS Undergraduate Student Application form are completed.
   • ___ Personal and Demographic Information
   • ___ Academic Information (test scores, transcripts uploaded, any previous institutions, etc)
   • ___ Essay (prompt is answered to your satisfaction and proofread carefully)
   • ___ Professional Experiences (up to 3)
   • ___ Community Service Experiences (up to 3)
   • ___ Compliance Questions, Acknowledgments, and Signature

_____ Mail to our office a packet containing the following items:
   • ___ 3 sealed and signed letters of recommendations,
   • ___ Official transcripts from each and every college/university attended outside of UK.
   • ___ This completed checklist. Please make sure to sign and date the checklist below.

Mail your completed packet to the following address:

Office of Student Affairs – CSD Undergraduate Admissions
College of Health Sciences
University of Kentucky
900 South Limestone
111 CTW Building
Lexington, KY 40536-0200

__________________________________________________
Applicant’s Name – (Printed)

__________________________________________________
Applicant’s Signature

__________________________________________________
Date