



CAPITOL TECHNOLOGY UNIVERSITY

1927



Application *for* Full-Time Undergraduate
Admission & Scholarships

Application Instructions

This application may be used by all undergraduates seeking full-time admission to Capitol Technology University.

Deadline

There is no deadline for application for admission. Capitol Technology University has a rolling admission policy.

Step 1. Application

Complete and sign the application for undergraduate admission (pages 3 and 4). Incomplete applications will be returned. The application is also available online at www.CapTechU.edu.

Step 2. Application Fee

Include a \$25 check or money order made payable to Capitol Technology University. The application fee is non-refundable.

Step 3. Student Essay

On a separate sheet of paper, write a comprehensive essay that explains your desire to attend Capitol Technology University along with your plans and ambitions for the future. You may also provide any additional information about yourself, such as high school awards, interests and community service activities. Your double-spaced essay should not exceed two typewritten pages.

Step 4. Submitting Your Application

Mail your:

- completed application
- \$25 application fee
- student essay

Step 5. Transcripts

Complete the attached high school transcript request and evaluation sheet (page 5) and submit it to your high school guidance counselor. GED diploma recipients must provide copies of their GED test scores. The transfer applicant is required to submit an official high school transcript as well as an official transcript from each college attended.

Step 6. SAT/ACT Scores

If you have not taken the SAT or ACT, register to do so with your high school (not applicable to transfer students, high school graduates who have been out of school for five or more years, and high school GED diploma recipients). Foreign students from non-English speaking countries must submit TOEFL scores.

Step 7. Financial Aid Worksheet

To be considered for all scholarships and institutional financial aid, you must also complete the financial aid estimator worksheet. Priority deadline for scholarships is March 1.

EDUCATIONAL BACKGROUND

High school attended _____ City _____ State _____ County _____

Year graduated or will graduate _____ If you did not graduate from high school, did you receive a GED? Yes No If yes, when? _____

Grade point average (GPA) _____

Please list all colleges and institutions you have attended. Have a transcript sent from each college or institution as soon as possible.

Name of College or Institution	Location (City, State, ZIP Code)	Number of Credits	Degree Earned	Major Concentration	Dates Attended
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Dates you took, or plan to take the Scholastic Aptitude Test (SAT) or American College Test (ACT) _____

Score: Math _____ Verbal _____ Composite _____ Highest level of mathematics taken _____

List activities, organizations and clubs for which you participated _____

FAMILY BACKGROUND

Name of parent or guardian (spouse, if married) Last _____ First _____ Middle _____

Relationship to you _____ Level of education _____

Home phone (_____) _____ Work phone (_____) _____

Address _____ City _____ State _____ ZIP code _____ Country _____

Employer _____ Position held _____

Employer address _____ City _____ State _____ ZIP code _____ Country _____

Name of second parent or guardian Last _____ First _____ Middle _____

Relationship to you _____ Level of education _____

Home phone (_____) _____ Work phone (_____) _____

Address _____ City _____ State _____ ZIP code _____ Country _____

Employer _____ Position held _____

Employer address _____ City _____ State _____ ZIP code _____ Country _____

List below family members or anyone you know who is attending or has graduated from Capitol Technology University:

Name _____ Relationship to you _____ Years attended _____ Year graduated _____

Name _____ Relationship to you _____ Years attended _____ Year graduated _____

High School Transcript Request *and* Evaluation Sheet

STUDENT

Fill in student section of form. Sign your name in the lower left corner.* Submit this form to your high school guidance office authorizing the release of your academic record and test scores for grades 9 through 12.

Last name _____ First _____ Middle _____

Address _____

City _____ County (MD residents only) _____ State _____ ZIP code _____

Graduated/Expect to Graduate/Year _____

GUIDANCE COUNSELOR

Complete counselor section of form. Attach official transcript and letter of recommendation.
Mail to: Capitol Technology University, Office of Admissions, 11301 Springfield Road, Laurel, MD 20708-9758.

High school name _____ HS CEEB code no. _____ Date of graduation (M/Y) _____

Work phone (_____) _____ Email _____

						Applicant's scholastic index of grade point average is:		
Applicant ranks	In a class of	As of this date (M/Y)	SAT Verbal	SAT Math	Date (M/Y)	Index	Grade point	Let. Avg.

State below the grade range applicable to each mark given by your school.

Mark					
Range					

Please check the appropriate course of study for this applicant.

- Academic College Prep
 General
 Business
 Vocational/Technical
 Special Education/Remedial
 Other (specify) _____

In your opinion, is the applicant: Yes No Not observed Comments _____

Sufficiently mature to enter college? _____

Seriously motivated for college? _____

Of sound moral character? _____

Has the applicant ever been disciplined in school or the community for serious misconduct? Yes No

- Recommended Not recommended

SIGNATURES

The information requested on this sheet is to be used in the evaluation of the application for undergraduate admission submitted by:

*Signature of student _____ Date _____

Signature of Principal/Guidance Officer _____ Position _____ Date _____

Important Information

Admissions Requirements

Applicants must have a certificate or diploma from an accredited four year school or senior high school. It is recommended that students seeking admission to the college follow the College Preparatory Course in high school. However, the college will consider applicants who have satisfied high school graduation requirements under the General Education Development (GED) test.

Admission is granted on the basis of grades, class rank, test scores, and other evidence, including the recommendations of appropriate high school officials, which indicate the ability to complete a course of study leading to a degree.

Applicants must give evidence of having maintained a satisfactory high school record; i.e., a high school average of "C" (minimum) in academic work and 16 acceptable course units distributed as follows:

English	Grammar/Composition and Literature	4 units
Mathematics	Three courses in Algebra, Algebra II and a course in Geometry	3 units
History and/or Social Studies	American Civilization, U.S. History, World Civilization or African-American History	2 units
Science	Course with a laboratory	3 units

The test to be used for admission purposes shall be the SAT or ACT. Scores from tests taken in December or January of the senior year of secondary school are preferred. Results of tests completed during the junior year are acceptable.

Foreign Students: The college will consider foreign students whose transcripts are cleared by the Office of Admissions and who have satisfactory scores on the TOEFL Examination. Students desiring to enter the college should have official copies of their transcripts forwarded to the admissions office early in the year preceding the semester in which they desire to enter. Furthermore, foreign students are totally responsible for their financial obligations.

Capitol Technology University in Brief

Location: Capitol Technology University is located in Laurel, Maryland, midway between Washington, DC and Baltimore. Just off the Baltimore-Washington Parkway, the campus is near NASA Goddard Space Flight Center, the Beltsville Agricultural Research Center of the U.S. Department of Agriculture and Patuxent Wildlife Research Center. Capitol Technology University occupies the site of the former Beltsville Speedway.

Campus: The 52-acre Laurel campus consists of academic buildings and residential halls, all in a green, suburban environment. The academic halls are connected by glass-enclosed pedestrian walkways. The residential halls are apartment-style. Parking is free and readily available.

Academic Character: Capitol Technology University fills a unique niche through a program that integrates scientific theory with hands-on experience. The curriculum is designed so students gain practical knowledge, ensuring they are immediately prepared for their professional careers. All undergraduate programs are enriched by liberal arts courses that provide every student with an enhanced sense of self and society. The college has been designated a Center of Academic Excellence in Information Assurance by the National Security Agency and Department of Homeland Security and operates the Space Operations Institute as a partnership with NASA.

Student Enrollment: Capitol Technology University's undergraduate students come from 11 states and 10 foreign countries, ranging in age from 17 to 59. Forty-two percent of Capitol undergraduates are ethnic and racial minorities.

Faculty and Staff: As scholarly practitioners, Capitol Technology University's faculty members are recognized in their fields and are well-connected to the industry. With small classes and a 12:1 student-to-faculty ratio, students can interact closely with instructors. Students get individualized attention early and often.

Programs of Study: Capitol Technology University offers a bachelor of science degree in 12 undergraduate areas of study and six master's degrees. All majors are in the areas of engineering, computer sciences, information technologies and business. All of the master's degrees are available online using software that delivers live, real-time audio lectures.

Student Activities: The college organizes a range of activities, such as barbecues, coffee houses, casino nights, spring fling and "see it before you rent it" movies. Students can participate in a variety of clubs: IEEE, National Society of Black Engineers, the Society of Women Engineers, intramural sports and honor societies.

Residence Life: Apartment-style student housing is available for up to 120 students. Each single-sex apartment has four bedrooms (two singles and two doubles), one bathroom and a combined living, dining and kitchen area. The apartments, 1400 square feet in size, are fully furnished with kitchen appliances such as an electric range, refrigerator/freezer, dishwasher and garbage disposal.

Accreditation: Capitol Technology University is regionally accredited by the Commission on Higher Education of the Middle States Association of Colleges and Schools. Academic programs are approved by ABET, the Maryland Higher Education Commission (MHEC) and the International Assembly for Collegiate Business Education (IACBE).

Capitol Technology University

Office of Admissions
11301 Springfield Road
Laurel, Maryland 20708
Phone: 800-950-1992
Fax: 301-953-1442
Email: admissions@CapTechU.edu
Website: www.CapTechU.edu

Capitol Technology University Corporation actively subscribes to a policy of equal educational and employment opportunity and, in accordance with Title IX of the education amendments of 1972, does not discriminate on the basis of race, color, sex, handicap, religion, national or ethnic origin in admission, treatment of students or employment.