The goals of teaching students about various careers:

Allow students know what careers are available in your area
What training/education is required
What different career paths led the you to your current position

Help your student know what you do — or if you are not working, let them know what you do during your time away from your student:
What is your job title?
How long have you had this position?
What training/education did you have to have for this position?
What type of technical experience/education do you need for this job?
Does this job require continuous training/education in order to keep up with new technology?
Do you need to take any type of test to qualify for this job? (technical proficiency, personality, etc, tests?)
What other positions have you held during your life, and how did they lead you to where you are today?

What are the traits you are looking for in an employee when they are interviewing/hired:
Show up every day, on time, ready to work
Shirts tucked in
No hats
Good eye contact
Firm handshake, friendly greeting
No swearing
Able to answer questions clearly and confidently (taking into consideration that just about everyone is nervous at a job interview)
Willingness to put forth 100% effort every day — not be lazy, self-centered
(Please stress the importance of good attendance in school as it pertains to hiring people for their first job)
Positive Attitude
RETURN PHONE CALLS/EMAILS ON A TIMELY BASIS!!
Resumes
Facebook/Instagram/Twitter — be SO careful about what you post; once it is there, very difficult to remove
Have an appropriate email address (i.e., not suggestive or crude)
Voicemail message on cell phone — make sure it is appropriate
Tattoos and piercings (make sure they’re covered up)
Cleanliness is important — make sure to shower
Don’t wear too much perfume/cologne
Don’t misuse credit cards while in college (large credit card debt is the #1 reason for people to drop out of college. Remember, you HAVE TO PAY IT BACK!)
What are other job titles at your place of business what are their responsibilities?
Tell students the difference between a JOB and a CAREER
Describe the culture / environment at this business.
How long has the company been in existence?
What is the Mission Statement? Explain what a mission statement is
What are the primary products/activities of this business?
What high school classes helped prepare you for this job?
How are technology demands in your position changing?
Are there any physical fitness demands for this job?
How did various employees become involved in their current positions?
What is your greatest strength and how has it helped you in this career?
How many hours per week do you work? What is the schedule like?
Are there certain times of the year that are busier than others?
Are you required to supervise anyone?
Do you have to depend on others in order to accomplish your job?
Do you ever take work home?
What choice(s) regarding work do you need to make on a daily basis? (i.e., are you so busy that you need to constantly prioritize projects, do you need to work w/ other employees who have difficult personalities or family/personal issues?)
What are the salary ranges for different positions?
What types of benefits are offered?
How do you earn pay increases?
What are the opportunities for advancement?
What do you like best about your job?
What do you like least about your job?
What are the opportunities for advancement?
Will you do this job until you retire?
What advice would you give a student interested in this career?
What changes do you see in this career in the next 5-10 years?
Sample Employment Application Form

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.  

Name ____________________________  

Last  First  Middle  Maiden  

Present address ____________________________  

Number  Street  City  State  Zip  

How long ____________________  

Social Security No. ________-____-______  

Telephone (________) ________  

If under 18, please list age ____________________  

Position applied for  

(1) ____________________  

and salary desired  

(2) ____________________  

(If specific) ____________________  

Days/hours available to work  

No Pref  ______  Thur  ________  

Mon  _______  Fri  ________  

Tue  _______  Sat  ________  

Wed  _______  Sun  ________  

How many hours can you work weekly? ____________________  

Can you work nights?  

Employment desired  

__ FULL-TIME ONLY  

__ PART-TIME ONLY  

__ FULL- OR PART-TIME  

When available for work? ____________________  

<table>
<thead>
<tr>
<th>TYPE OF SCHOOL</th>
<th>NAME OF SCHOOL</th>
<th>LOCATION</th>
<th>NUMBER OF YEARS COMPLETED</th>
<th>MAJOR &amp; DEGREE</th>
</tr>
</thead>
<tbody>
<tr>
<td>High School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>College</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus. or Trade School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Professional School</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

HAVE YOU EVER BEEN CONVICTED OF A CRIME?  

__ No  __ Yes  

If yes, explain number of conviction(s), nature of offense(s) leading to conviction(s), how recently such offense(s) were committed, sentence(s) imposed, and type(s) of rehabilitation.  

__________________________________________________________________________
APPLICATION FOR EMPLOYMENT

DO YOU HAVE A DRIVER’S LICENSE?   _Yes   _No
What is your means of transportation to work? ___________________________

Driver’s license number ________________________ State of issue ________ _Operator   _Commercial (CDL)   _Chauffeur
Expiration date ________________________________

Have you had any accidents during the past three years?   _How many? ________
Have you had any moving violations during the past three years?   _How many? ________

OFFICE ONLY

Typing _Yes   _No   _____ WPM   10-key _Yes   _No   Word Processing _Yes   _No   _____ WPM
Personal _Yes   _PC   Other __________________
Computer _No   _Mac   Skills __________________

Please list two references other than relatives or previous employers.

Name ____________________________   Name ____________________________
Position __________________________   Position __________________________
Company __________________________   Company __________________________
Address __________________________   Address __________________________
Telephone ( ) __________________________   Telephone ( ) __________________________

An application form sometimes makes it difficult for an individual to adequately summarize a complete background. Use the space below to summarize any additional information necessary to describe your full qualifications for the specific position for which you are applying.


Application for Employment

Military

Have you ever been in the armed forces?  
Yes  No
Are you now a member of the National Guard?  
Yes  No
Specialty  Date Entered  Discharge Date

Work  Please list your work experience for the **past five years** beginning with your most recent job held.
Experience  If you were self-employed, give firm name. **Attach additional sheets if necessary.**

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Name of last supervisor</th>
<th>Employment dates</th>
<th>Pay or salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
<td>From</td>
<td>Start</td>
</tr>
<tr>
<td>City, State, Zip Code</td>
<td></td>
<td>To</td>
<td>Final</td>
</tr>
<tr>
<td>Phone number</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Your last job title

Reason for leaving (be specific)

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

<table>
<thead>
<tr>
<th>Name of employer</th>
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Your last job title

Reason for leaving (be specific)

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**APPLICATION FOR EMPLOYMENT**

**Work experience**

Please list your work experience for the **past five years** beginning with your most recent job held. If you were self-employed, give firm name. **Attach additional sheets if necessary.**

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<td>To</td>
<td>Final</td>
</tr>
<tr>
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**Reason for leaving (be specific)**

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

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</thead>
<tbody>
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<td></td>
<td>From</td>
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<td></td>
<td>To</td>
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<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reason for leaving (be specific)**

List the jobs you held, duties performed, skills used or learned, advancements or promotions while you worked at this company.

May we contact your present employer?  _Yes_  _No_

Did you complete this application yourself  _Yes_  _No_

If not, who did?
BUSINESS ANALYST SAMPLE RESUME

3521 South Street, New York, NY 10034
(212) 204-5564
john.doe@gmail.com

Business Analyst with over 5 years of experience supporting business solution software and analyzing business operations. Aiming to utilize my strong prioritization skills and analytical ability to achieve the goals of your company. Possess a B.A. in Business Administration and Certification of Competency in Business Analysis.

PROFESSIONAL EXPERIENCE

TELLCO
Business Analyst

- Develop business architecture using requirements such as scope, processes, alternatives, and risks.
- Analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis.
- Conduct 5+ levels of testing including functional, regression, user acceptance, integration and performance to verify the client’s needs are met.
- Communicate client’s business requirements by constructing easy-to-understand data and process models.
- Provide input into developing and modifying systems to meet client needs and develop business specifications to support these modifications.
- Liaise between business and technical personnel to ensure a mutual understanding of processes and applications.

CHANTILLY CHARMANE
Business Analyst

- Engage client to gather software requirements/business rules, and ensure alignment with development teams.
- Translate stakeholder requirements into over 10 different tangible deliverables such as functional specifications, user cases, user stories, workflow/process diagrams, data flow/data model diagrams.
- Evaluate risks related to requirements implementation, testing processes, project communications, and training saving the company on average $5,000+
- Identify and reconcile errors in client data to ensure accurate business requirements.
- Draft and maintain business requirements and align them with functional and technical requirements.
- Facilitate monthly meetings with clients to document requirements and explore potential solutions.

EDUCATION

COWELL UNIVERSITY
Bachelor of Arts in Business Administration, June 2010
- Graduated Cum Laude
- GPA: 3.9/4.0

ADDITIONAL SKILLS

- Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Visio).
- Expert knowledge of SQL and relational database management systems.
- Skilled with Jira and AtTask project management software.
- Experienced with EDI standards and processing.
- Familiar with Agile software development methodology.
[Today's Date]

[341 Company Address
Company City, State, xxxxx
(XXX)XXX-XXXX
hiring.manager@gmail.com]

Dear Mr./Mrs./Ms. [Hiring Manager’s Name],

I’m excited to be writing to you regarding the business analyst position advertised on (Website’s Name). With over 5 years of experience supporting business solution software and analyzing business operations, I believe that I am a perfect fit for this role.

As part of my current role as a business analyst at TECCO, I analyze client’s business requirements and processes through document analysis, interviews, workshops, and workflow analysis. Using my knowledge of SQL, I further support our clients systems by conducting 5+ levels of testing including functional, regression, user acceptance, integration and performance. During my tenure with TECCO I have gained valuable knowledge of customer service, EDI standards, and risk analysis.

Among my peers, I am regarded as an analytical crackerjack with expert problem-solving skills. Furthermore, I have a proven track record of translating stakeholder requirements into tangible deliverables that exceed expectations.

My resume is enclosed, and will give you further insight into my skill sets, accomplishments, and experience in this sector. I look forward to discussing my application with you further. I appreciate your time and consideration.

Sincerely,
[Your Name]

[Business Analyst Cover Letter]
IOWA STATE UNIVERSITY
Application for Undergraduate Admission and Scholarships

Instructions and Special Information
Please print or type the information on this application. Be sure to use your legal name. If your high school or college records may appear under a different name, please indicate that name in item #1.

For additional information about admission, campus visits, financial aid, and scholarships, visit www.admissions.iastate.edu or call 800 262-3810. Disabled students may obtain information about support services available at Iowa State University at www.dso.iastate.edu/dr or by writing to the Student Disability Resources Office, 1076 Student Services Building, Ames, Iowa 50011-2222, or by calling 515 294-7220.

To be considered for many of Iowa State University's scholarships, you need only complete this application. However, because some scholarships require additional information, you should refer to financialaid.iastate.edu. Early applicants are more likely to receive full scholarship consideration.

Go to admissions.iastate.edu/apply for admission application deadline information.

If you are still in high school:
• Complete Section A of the High School Course Requirements Report Form on the next page.
• Have your high school guidance counselor or principal complete Section B of the High School Course Requirements Report Form on the next page.
• If you have not already done so, request that your ACT or SAT scores be sent to Iowa State directly from the testing agency. The ACT code for Iowa State is 1320 and the SAT code is 6306.
• Request that your high school mail an official copy of your high school transcript to Office of Admissions, Enrollment Services Center, Ames, Iowa 50011-2011.
• IMPORTANT: If you have attempted any college coursework while enrolled in high school, you must do the following:
  1) List in item #17 the name of the college(s) from which you are taking coursework.
  2) List in item #17 the college courses you are now taking or will take prior to your planned entry to Iowa State.
  3) Request that the college or university send an official copy of your transcript to Iowa State University's Office of Admissions.

If you are enrolled in another college or university or you are not presently enrolled in high school or college:
• Do not complete the High School Course Requirements Report Form of this application.
• For item #17, list all of the colleges from which you have attempted college coursework. If you are transferring from an Iowa community college and you will not complete your associate's degree, diploma or certification prior to entering Iowa State, you may request that your Iowa State transcript for each of your first three terms be automatically sent to the community college you designate for purposes of completing your degree or other certification. (Note: To be considered for participation in this program, you must have completed at least 24 transferable semester credits prior to entering Iowa State.) To participate in the program and request that your transcripts be sent for this purpose, please indicate the Iowa community college from which you intend to complete your degree, diploma or certification.
• For item #17, list the college courses you are now taking or will take prior to your planned entry to Iowa State.
• Request that an official copy of your transcript be sent to Iowa State from each college from which you have attempted college coursework. If you have earned fewer than 24 transferable semester credits, an official copy of your high school transcript and your ACT or SAT scores are also required. If you have earned 24 or more transferable semester credits, you are strongly encouraged to have your high school transcript and test scores sent for the purposes of advising and placement.
• After you have completed your final term of study at another college or university, you must request that an official copy of your final transcript be sent to the Office of Admissions.

Disclosure of your Social Security Number (SSN) is requested for the student records system of Iowa State University. Federal law requires that you provide your SSN if you are applying for financial aid or desire to claim federal educational tax benefits. Although an SSN is not required for admission to Iowa State, your failure to provide an SSN may delay the processing of your application. Your SSN is maintained and used by Iowa State for financial aid, internal verification, and administrative purposes, and for reports to federal and state agencies as required by law. The privacy and confidentiality of your SSN is protected by federal and state law, and Iowa State will not disclose your SSN without your consent for any other purposes except as allowed by law.

Iowa State University requests the information on this application for the purpose of making an admission decision. No information from the application is routinely provided to persons outside the university except those items which are defined as public information. Responses to items marked "optional" are optional; responses to all other items are required. If you fail to provide the required information, the university may not consider your application.

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Office of Equal Opportunity, 3256 Beardshear Hall, (515) 294-7612.
IOWA STATE UNIVERSITY
High School Course Requirements Report Form

Section A: To be completed by the applicant.

Name ___________________________ (Last) (First) (Middle) SS # ____________________

High School Core Courses
Please indicate the core courses you have completed or will complete by the time you graduate from high school. This should include your regular high school courses as well as any AP courses you may be taking. Do not, however, include any courses you are taking through a college or university – these courses should be listed in item 17. Use whole numbers and decimals to indicate the amount of credit you will receive (1 for one year, .5 for one semester, .33 for one trimester, .67 for two trimesters). Do not use fractions (e.g., 1/2, 1/3, etc.). Note: one semester of coursework in a block scheduling system is typically equal to one academic year.

English
Four years required, emphasizing writing, speaking, and reading, as well as an understanding and appreciation of literature.

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>TOTAL YEARS</th>
</tr>
</thead>
</table>

Social Studies
Two years required for admission to the colleges of Agriculture and Life Sciences, Business, Design, Engineering, and Human Sciences. Three years required for admission to the College of Liberal Arts and Sciences.

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>TOTAL YEARS</th>
</tr>
</thead>
</table>

Mathematics
Three years required, including one year each of algebra I, geometry, and algebra II.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>YEAR(S)</th>
</tr>
</thead>
</table>

Science
Three years required, including one year each of two of the following: biology, chemistry, and physics. Note: 9th grade physical science is categorized as general science.

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>YEAR(S)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>YEAR(S)</th>
</tr>
</thead>
</table>

Foreign Language
Two years of a single foreign language are required for admission to the colleges of Engineering and Liberal Arts and Sciences. Foreign language is not required for admission to the colleges of Agriculture and Life Sciences, Business, Design, or Human Sciences. Note: You may list your 8th grade foreign language courses only if your high school counts it as high school-level foreign language.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>YEAR(S)</th>
</tr>
</thead>
</table>

<table>
<thead>
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<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th>YEAR(S)</th>
</tr>
</thead>
</table>

Section B: To be completed by the guidance counselor or principal.

Guidance Counselor or Principal ___________________________ Title ___________________________

School Name ___________________________ □ Public □ Private

School Phone (__________ ) ___________________________ ACT/SAT School Code _____________

Student Data
CLASS RANK / CLASS SIZE / CUMULATIVE GPA Based on ____________ semesters or ____________ trimesters

I verify that the information in Sections A and B above is correct.

SIGNATURE OF SCHOOL OFFICIAL ___________________________ TITLE __________________________ _DATE_____________________

Please submit this form with an official copy of the applicant's high school transcript to: Office of Admissions, Enrollment Services Center, Ames, Iowa 50011-2011.
1. Name* 
   Last                   First                   Middle                   Other last names that may appear on previous academic transcripts

2. Social security number ___________________________ Email ___________________________

3. Permanent home address ________________________________ City* ___________________________
   Number and street                  State*                Zip code ___________________________
   County, if in Iowa ___________________________ How long have you lived at your home address? ___________________________
   Years: ___________________________ Months: ___________________________

4. Current address ________________________________ City ___________________________
   Number and street                  State                Zip code ___________________________
   (If different from above)

5. Home phone (__________) Cell/Mobile phone (__________) ___________________________

6. When do you plan to enter Iowa State University? ___________________________
   Entering Iowa State as a:         ☐ Freshman      ☐ Transfer
   Go to admissions.iastate.edu/apply for admission application deadline information.

7. Have you ever enrolled in Iowa State coursework (including off-campus or intensive English)? ☐ Yes   ☐ No   If yes, when? ___________________________

8. Date of birth ___________________________ Gender ☐ Male      ☐ Female  Religious affiliation† ___________________________
   mm/dd/yyyy

9. Is English your primary language (first language learned as child)? ☐ Yes   ☐ No   If no, what is your primary language? ___________________________

10. Citizenship (check one) ☐ U.S. Citizen       ☐ Permanent Resident (attach copy of I-551)       ☐ Refugee/Asylee (attach copy of I-571/I-589)
    ☐ Other (state visa type) ___________________________ Of what country are you a citizen? ___________________________

11. Are you Hispanic or Latino/a?† ☐ Yes   ☐ No
    To which racial group(s) do you belong? ☐ American Indian or Alaskan Native - list tribal/nation affiliation ___________________________
    ☐ Asian: ☐ African American or Black ☐ Native Hawaiian or Other Pacific Islander ☐ White

12. Family Data ☐ Father  ☐ Spouse  ☐ Other ___________________________ ☐ Deceased
    __________________________________________________________________________________________
    Last name                   First                   Middle
    Address ___________________________
    Number & street                  City                   State                Zip code ___________________________
    E-mail Address ___________________________

    Received 4-year college degree? ☐ Yes   ☐ No   Iowa State University Graduate? ☐ Yes   ☐ No
    ☐ Mother  ☐ Spouse  ☐ Other ___________________________ ☐ Deceased
    __________________________________________________________________________________________
    Last name                   First                   Middle
    Address ___________________________
    Number & street                  City                   State                Zip code ___________________________
    E-mail Address ___________________________

    Received 4-year college degree? ☐ Yes   ☐ No   Iowa State University Graduate? ☐ Yes   ☐ No
    Have any of your grandparents graduated from Iowa State University? ☐ Yes   ☐ No

13. Please indicate the major and/or preprofessional program you have selected (refer to Undergraduate Programs of Study list).

14. Name of high school ___________________________ Graduation date (mm/yyyy) mm/dd/yyyy
    Address ___________________________
    Phone number (__________) ___________________________

15. If you are admitted, do we have permission to release your high school academic information to university recognized organizations or activities for membership selection purposes? ☐ Yes   ☐ No

16. Please check any of the following recognitions you have received.
   National Merit: ☐ Finalist       ☐ Semifinalist
   National Achievement: ☐ Finalist       ☐ Semifinalist
   National Hispanic Scholar: ☐
17. If you have completed, or plan to complete, courses from other colleges or universities prior to entering Iowa State, please enter the name of each college.  
Request that each college send an official transcript to our office. (Incomplete information may result in the denial of this application or dismissal.)

<table>
<thead>
<tr>
<th>School</th>
<th>City/State</th>
<th>ACT Code†</th>
<th>From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Degree</th>
</tr>
</thead>
<tbody>
<tr>
<td>Iowa Community College Degree Completion Institution</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(See application instructions for more information)

For the colleges indicated above, please list all of the courses you have already completed as well as those courses you plan to complete prior to entering Iowa State. This does not include Advanced Placement (AP) courses. (Please attach additional sheet if necessary.)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term and Year</th>
<th>Course Number</th>
<th>Semester(s) or Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Intro to Psychology</td>
<td>Fall 2015</td>
<td>PSY 101</td>
<td>3 semester credits</td>
</tr>
</tbody>
</table>

18. If you have already graduated from high school, please give a chronological statement of your major activities for the two-year period immediately preceding your proposed entry to Iowa State.

<table>
<thead>
<tr>
<th>From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Activity (Employment, Education, Etc.)</th>
<th>City and State</th>
</tr>
</thead>
</table>

19. Are you a veteran of, or currently serving in, the United States armed forces? Yes No
   If yes, check all that apply.  ☐ US Veteran  ☐ Active Duty  ☐ National Guard  ☐ Reservist

   Are you a child or spouse/domestic partner of a US Veteran or a currently serving US military member? Yes No

20. Do you wish to receive information concerning ROTC at Iowa State? Yes No
   If yes, for which program?  ☐ Air Force  ☐ Army  ☐ Navy (includes Marines)

21. You must respond to these questions or your application will not be processed. If your answer to either of the following two questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this application.
   a. Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? Yes No
   b. Do you have a pending criminal charge OR have you ever been convicted of a crime, made a plea of guilty or no contest, accepted a deferred judgment, or been required to register your name and home address with a local or state law enforcement agency? (Misdemeanor traffic offenses and charges which have been expunged pursuant to applicable law are exempt.) Yes No

Note: Failure to fully disclose all criminal charges or disciplinary actions may result in withdrawal of admission. In addition, failure to report to the Office of Admissions any criminal charges or disciplinary actions that occur after you submit this application may also result in withdrawal of admission.

22. I certify that to the best of my knowledge, the information provided in this application is complete and true. I understand that falsification or omission of information is sufficient cause for denial of my application or dismissal from the university.

Signature of applicant

Date

Submit this application, your application fee ($40), and all required transcripts to:
Office of Admissions • Enrollment Services Center • Ames, Iowa 50011-2011

*These items are considered public information unless you request otherwise. †Responses to these items are optional and will not be used in admission consideration.
### Majors/Programs

| Undecided--Agriculture and Life Sciences |
| Undecided--Business |
| Undecided--Design |
| Undecided--Engineering |
| Undecided--Human Sciences |
| Undecided--Liberal Arts and Sciences |
| Undecided--Open Option |
| Accounting |
| Advertising |
| Aerospace Engineering |
| Agricultural Biochemistry |
| Agricultural Business |
| Agricultural Engineering |
| Agricultural Studies |
| Agricultural Systems Technology |
| Agriculture and Life Sciences Education* |
| Agriculture and Life Sciences Exploration |
| Agriculture and Society |
| Agronomy |
| Animal Ecology |
| Animal Science |
| Anthropology* |
| Apparel, Merchandising, and Design |
| Architecture |
| Art and Design |
| Athletic Training |
| Biochemistry |
| Bioinformatics and Computational Biology |
| Biological/Premedical Illustration |
| Biological Systems Engineering |
| Biology--AGLS or LAS* |
| Biophysics |
| Botany (Biology) |
| Business Economics |
| Chemical Engineering |
| Chemistry* |
| Child, Adult, and Family Services |
| Civil Engineering |
| Classical Studies (Interdisciplinary Studies) |
| Communication Studies |
| Community and Regional Planning |
| Computer Engineering |
| Computer Science |
| Construction Engineering |
| Criminology and Criminal Justice (Interdisciplinary Studies) |
| Culinary Science--AGLS or H SCI |
| Dairy Science |
| Dance (Performing Arts) |
| Design |
| Design--Fashion (Apparel, Merchandising, and Design) |
| Diet and Exercise--AGLS or H SCI |
| Dietetics--AGLS or H SCI |
| Early Childhood Education and Programming |
| Early Childhood Education* |
| Earth Science* |
| Economics* |
| Electrical Engineering |
| Elementary Education* |
| English* |
| Environmental Science--AGLS or LAS |
| Environmental Studies** |
| Event Management |
| Family and Consumer Sciences Education and Studies* |
| Fashion Design/Merchandising (Apparel, Merchandising, and Design) |
| Finance |
| Financial Counseling and Planning |
| Fine Arts (Integrated Studio Arts) |
| Food Science--AGLS or H SCI |
| Forestry |
| French* (World Languages and Cultures) |
| Genetics--AGLS or LAS |
| Geology |
| German* (World Languages and Cultures) |
| Global Resource Systems |
| Graphic Design |
| History* |
| Horticulture |
| Hospitality Management |
| Industrial Design |
| Industrial Engineering |
| Industrial Technology |
| Integrated Studio Arts |
| Interior Design |
| International Agriculture** |
| International Business** |
| International Studies** |
| Journalism and Mass Communication |
| Kinesiology and Health--Kin H |
| Please select from the following |
| KIN H career tracks: |
| Community and Public Health |
| Exercise Science |
| Pre-Health Professions |
| Phys Ed License* |
| Landscape Architecture |
| Latino/a Studies, U.S. Program (Interdisciplinary Studies) |
| Liberal Studies |
| Linguistics |
| Management |
| Management Information Systems |
| Marketing |
| Materials Engineering |
| Mathematics* |
| Mechanical Engineering |
| Meteorology |
| Microbiology |
| Music* |
| Nutritional Science--AGLS or H SCI |
| Open Option--Undecided |
| Performing Arts |
| Philosophy |
| Physical Education (Kinesiology and Health) |
| Physics* |
| Political Science* |
| Psychology* |
| Public Relations |
| Religious Studies |
| Seed Science** |
| Sociology* |
| Software Engineering |
| Spanish* (World Languages and Cultures) |
| Speech Communication* |
| Statistics |
| Supply Chain Management |
| Teacher Education* |
| Technical Communication |
| Theatre (Performing Arts) |
| Women's Studies |
| Zoology (Biology) |

### Minors Only

- African American Studies
- American Indian Studies
- Astronomy
- Athletic Coaching
- Biomedical Engineering
- Chinese Studies
- Criminal Justice Studies
- Critical Studies in Dance
- Dance Studies
- Digital Media
- Educational Services in Family and Consumer Sciences
- Emerging Global Diseases
- Energy Systems
- Engineering Sales
- Entrepreneurial Studies
- Exercise Science
- Food and Society
- Food Safety
- Gerontology
- Health Promotions
- Landscape Management
- Latin
- Leadership Studies
- Learning and Leadership Studies
- Learning Technologies
- Meat Science
- Military Studies
- Music Technology
- Nondestructive Evaluation
- Nuclear Engineering
- Sport and Recreation
- Sustainability
- Teaching English as a Second Language
- Technology and Social Change
- Wind Energy
- World Film Studies

### Preprofessional Programs

- Clinical Laboratory Science/Medical Technology
- Dentistry
- Health Information Management
- Hospital and Health Administration
- Human Medicine
- Law
- Library and Information Science
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Podiatry
- Theology or Religious Studies
- Veterinary Medicine

### Certificate Programs

- Leadership Studies
- Latin American Studies
- Occupational Safety

*Students preparing to become school teachers usually major in the discipline they intend to teach. Teaching certification is offered in these areas.

*Students who wish to earn secondary teaching certification in this area must major in either history or political science and select this area as a minor.

**Secondary majors only.
College recommendation letter sample

Date:

To Whom it May Concern:

I am pleased to recommend Anita School, who has been a student in my math class for the past three years. During that time, I have come to know her as a strong student and a role model for her peers.

Anita is a rare type of student who combines exceptional natural ability with a willingness and eagerness to learn. Anita is able to help her peers with difficult mathematical concepts, but does so in a way that is both practical and non-condescending. Although she is aware of her natural ability in the area of mathematics, Anita is constantly challenging herself. She is part of the school’s Mathletics Team, which challenges local college/university students in mathematical competitions. She is also active in the community of the school by being a member of Greenpeace, and a cheerleader, while also playing defense on our school’s soccer team.

Anita would make an excellent candidate for early admissions. I recommend her without hesitation. Should you have any questions, please feel free to contact me.

Sincerely,

Jo-Anne Smith
Head of Mathematics
Anyschool
123 Fake Street
(555)-555-1234
jsmith@fakeschool.edu
IOWA STATE UNIVERSITY
Application for Undergraduate Admission and Scholarships

Instructions and Special Information
Please print or type the information on this application. Be sure to use your legal name. If your high school or college records may appear under a different name, please indicate that name in Item #1.

For additional information about admission, campus visits, financial aid, and scholarships, visit www.admissions.iastate.edu or call 800 262-3810. Disabled students may obtain information about support services available at Iowa State University at www.disability.iastate.edu or by writing to the Student Disability Resources Office, 1076 Student Services Building, Ames, Iowa 50011-2222, or by calling 515 294-7220.

To be considered for many of Iowa State University's scholarships, you need only complete this application. However, because some scholarships require additional information, you should refer to financialaid.iastate.edu. Early applicants are more likely to receive full scholarship consideration.

Go to admissions.iastate.edu/apply for admission application deadline information.

If you are still in high school:
- Complete Section A of the High School Course Requirements Report Form on the next page.
- Have your high school guidance counselor or principal complete Section B of the High School Course Requirements Report Form on the next page.
- If you have not already done so, request that your ACT or SAT scores be sent to Iowa State directly from the testing agency. The ACT code for Iowa State is 1320 and the SAT code is 6306.
- Request that your high school mail an official copy of your high school transcript to Office of Admissions, Enrollment Services Center, Ames, Iowa 50011-2011.
- IMPORTANT: If you have attempted any college coursework while enrolled in high school, you must do the following:
  1) List in item #17 the name of the college(s) from which you are taking coursework.
  2) List in item #17 the college courses you are now taking or will take prior to your planned entry to Iowa State.
  3) Request that the college or university send an official copy of your transcript to Iowa State University's Office of Admissions.

If you are enrolled in another college or university or you are not presently enrolled in high school or college:
- Do not complete the High School Course Requirements Report Form of this application.
- For item #17, list all of the colleges from which you have attempted college coursework. If you are transferring from an Iowa community college and you will not complete your associate's degree, diploma or certification prior to entering Iowa State, you may request that your Iowa State transcript for each of your first three terms be automatically sent to the community college you designate for purposes of completing your degree or other certification. (Note: To be considered for participation in this program, you must have completed at least 24 transferable semester credits prior to entering Iowa State.) To participate in the program and request that your transcripts be sent for this purpose, please indicate the Iowa community college from which you intend to complete your degree, diploma or certification.
- For item #17, list the college courses you are now taking or will take prior to your planned entry to Iowa State.
- Request that an official copy of your transcript be sent to Iowa State from each college from which you have attempted college coursework. If you have earned fewer than 24 transferable semester credits, an official copy of your high school transcript and your ACT or SAT scores are also required. If you have earned 24 or more transferable semester credits, you are strongly encouraged to have your high school transcript and test scores sent for the purposes of advising and placement.
- After you have completed your final term of study at another college or university, you must request that an official copy of your final transcript be sent to the Office of Admissions.

Disclosure of your Social Security Number (SSN) is requested for the student records system of Iowa State University. Federal law requires that you provide your SSN if you are applying for financial aid or desire to claim federal educational tax benefits. Although an SSN is not required for admission to Iowa State, your failure to provide an SSN may delay the processing of your application. Your SSN is maintained and used by Iowa State for financial aid, internal verification, and administrative purposes, and for reports to federal and state agencies as required by law. The privacy and confidentiality of your SSN is protected by federal and state law, and Iowa State will not disclose your SSN without your consent for any other purposes except as allowed by law.

Iowa State University requests the information on this application for the purpose of making an admission decision. No information from the application is routinely provided to persons outside the university except those items which are defined as public information. Responses to items marked "optional" are optional; responses to all other items are required. If you fail to provide the required information, the university may not consider your application.

Iowa State University does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Office of Equal Opportunity, 3356 Beardshear Hall, (515) 294-7152.
## Section A: To be completed by the applicant.

**Name**

<table>
<thead>
<tr>
<th>Last</th>
<th>(first)</th>
<th>(Middle)</th>
<th>SS #</th>
</tr>
</thead>
</table>

### High School Core Courses

Please indicate the core courses you have completed or will complete by the time you graduate from high school. This should include your regular high school courses as well as any AP courses you may be taking. Do not, however, include any courses you are taking through a college or university – these courses should be listed in item 17. Use whole numbers and decimals to indicate the amount of credit you will receive (1 for one year, .5 for one semester, .33 for one trimester, .67 for two trimesters). Do not use fractions (e.g., 1/2, 1/3, etc.). Note: one semester of coursework in a block scheduling system is typically equal to one academic year.

#### English

Four years required, emphasizing writing, speaking, and reading, as well as an understanding and appreciation of literature.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th><strong>TOTAL YEARS</strong></th>
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<tr>
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</table>

#### Science

Three years required, including one year each of two of the following: biology, chemistry, and physics. Note: 9th grade physical science is categorized as general science.

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<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th><strong>YEARS(S)</strong></th>
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</table>

#### Social Studies

Two years required for admission to the colleges of Agriculture and Life Sciences, Business, Design, Engineering, and Human Sciences. Three years required for admission to the College of Liberal Arts and Sciences.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th><strong>TOTAL YEARS</strong></th>
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</table>

#### Mathematics

Three years required, including one year each of algebra I, geometry, and algebra II.

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<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th><strong>YEARS(S)</strong></th>
</tr>
</thead>
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</table>

### Foreign Language

Two years of a single foreign language are required for admission to the colleges of Engineering and Liberal Arts and Sciences. Foreign language is not required for admission to the colleges of Agriculture and Life Sciences, Business, Design, or Human Sciences. **Note:** You may list your 8th grade foreign language courses only if your high school counts it as high school-level foreign language.

<table>
<thead>
<tr>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
<th>12</th>
<th><strong>YEARS(S)</strong></th>
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</thead>
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</table>

## Section B: To be completed by the guidance counselor or principal.

**Guidance Counselor or Principal**

<table>
<thead>
<tr>
<th></th>
<th></th>
<th><strong>Title</strong></th>
<th><strong>Public</strong></th>
<th><strong>Private</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>School Name</strong></td>
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<td></td>
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<tr>
<td><strong>School Phone</strong></td>
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<td></td>
</tr>
<tr>
<td><strong>ACT/SAT School Code</strong></td>
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</tbody>
</table>

**Student Data**

<table>
<thead>
<tr>
<th><strong>CLASS RANK</strong></th>
<th><strong>CLASS SIZE</strong></th>
<th><strong>CUMULATIVE GPA</strong></th>
<th>Based on ________ semesters or ________ trimesters</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**I verify that the information in Sections A and B above is correct.**

**Signature of School Official**

<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th><strong>Date</strong></th>
</tr>
</thead>
</table>

Please submit this form with an official copy of the applicant's high school transcript to:

**Office of Admissions, Enrollment Services Center, Ames, Iowa 50011-2011.**
1. Name*  
   Last   First   Middle   Other last names that may appear on previous academic transcripts

2. Social security number  Email

3. Permanent home address  
   Number and street   City*   State*   Zip code   Country, if in Iowa
   How long have you lived at your home address?  Years   Months

4. Current address  
   (if different from above)   Number and street   City   State   Zip code

5. Home phone (  )   Cell/Mobile phone (  )

6. When do you plan to enter Iowa State University?  
   Entering Iowa State as:  □ Freshman  □ Transfer
   Go to admissions.iastate.edu/apply for admission application deadline information.

7. Have you ever enrolled in Iowa State coursework (including off-campus or intensive English)?  □ Yes  □ No  If yes, when?

8. Date of birth  Gender  □ Male  □ Female  Religious affiliation
   mm/dd/yyyy

9. Is English your primary language (first language learned as child)?  □ Yes  □ No  If no, what is your primary language?

10. Citizenship (check one)  □ U.S. Citizen  □ Permanent Resident (attach copy of I-551)  □ Refugee/Asylee (attach copy of I-571/I-589)
    □ Other (state visa type)  □ Of what country are you a citizen?

11. Are you Hispanic or Latino/a?  □ Yes  □ No
    To which racial group(s) do you belong?  □ American Indian or Alaskan Native - list tribal/nation affiliation
    □ Asian  □ African American or Black  □ Native Hawaiian or Other Pacific Islander  □ White

12. Family Data  
    □ Father  □ Spouse  □ Other  □ Deceased
    Last name   First   Middle
    Address  Number & street   City   State   Zip code
    E-mail Address
    Received 4-year college degree?  □ Yes  □ No  Iowa State University Graduate?  □ Yes  □ No
    □ Mother  □ Spouse  □ Other  □ Deceased
    Last name   First   Middle
    Address  Number & street   City   State   Zip code
    E-mail Address
    Received 4-year college degree?  □ Yes  □ No  Iowa State University Graduate?  □ Yes  □ No
    Have any of your grandparents graduated from Iowa State University?  □ Yes  □ No

13. Please indicate the major and/or preprofessional program you have selected (refer to Undergraduate Programs of Study list).

14. Name of high school  Graduation date (mm/yyyy)  mm/dd/yyyy
    Address  Phone number (  )

15. If you are admitted, do we have permission to release your high school academic information to university recognized organizations or activities for membership selection purposes?  □ Yes  □ No

16. Please check any of the following recognitions you have received.
    National Merit:  □ Finalist  □ Semifinalist
    National Achievement:  □ Finalist  □ Semifinalist
    National Hispanic Scholar:  □
17. If you have completed, or plan to complete, courses from other colleges or universities prior to entering Iowa State, please enter the name of each college.

Request that each college send an official transcript to our office. (Incomplete information may result in the denial of this application or dismissal.)

<table>
<thead>
<tr>
<th>School</th>
<th>City/State</th>
<th>ACT Code†</th>
<th>From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Degree</th>
</tr>
</thead>
</table>

Iowa Community College Degree Completion Institution __________________________________________ (See application instructions for more information)

For the colleges indicated above, please list all of the courses you have already completed as well as those courses you plan to complete prior to entering Iowa State. This does not include Advanced Placement (AP) courses. (Please attach additional sheet if necessary.)

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Term and Year</th>
<th>Course Number</th>
<th>Semester(s) or Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example: Intro to Psychology</td>
<td>Fall 2015</td>
<td>PSY 101</td>
<td>3 semester credits</td>
</tr>
</tbody>
</table>

18. If you have already graduated from high school, please give a chronological statement of your major activities for the two-year period immediately preceding your proposed entry to Iowa State.

<table>
<thead>
<tr>
<th>From (mm/yyyy)</th>
<th>To (mm/yyyy)</th>
<th>Activity (Employment, Education, Etc.)</th>
<th>City and State</th>
</tr>
</thead>
</table>

19. Are you a veteran of, or currently serving in, the United States armed forces? □ Yes □ No

If yes, check all that apply. □ US Veteran □ Active Duty □ National Guard □ Reservist

Are you a child or spouse/domestic partner of a US Veteran or a currently serving US military member? □ Yes □ No

20. Do you wish to receive information concerning ROTC at Iowa State? □ Yes □ No

If yes, for which program? □ Air Force □ Army □ Navy (includes Marines)

21. You must respond to these questions or your application will not be processed. If your answer to either of the following two questions is yes, you must submit a full statement of relevant facts on a separate sheet attached to this application.

   a. Have you ever been charged with or subject to disciplinary action for scholastic or any other type of misconduct at any educational institution? □ Yes □ No

   b. Do you have a pending criminal charge OR have you ever been convicted of a crime, made a plea of guilty or no contest, accepted a deferred judgment, or been required to register your name and home address with a local or state law enforcement agency? (Misdemeanor traffic offenses and charges which have been expunged pursuant to applicable law are exempt.) □ Yes □ No

Note: Failure to fully disclose all criminal charges or disciplinary actions may result in withdrawal of admission. In addition, failure to report to the Office of Admissions any criminal charges or disciplinary actions that occur after you submit this application may also result in withdrawal of admission.

22. I certify that to the best of my knowledge, the information provided in this application is complete and true. I understand that falsification or omission of information is sufficient cause for denial of my application or dismissal from the university.

Signature of applicant ___________________________ Date ___________________________

Submit this application, your application fee ($40), and all required transcripts to:
Office of Admissions • Enrollment Services Center • Ames, Iowa 50011-2011

*These items are considered public information unless you request otherwise. †Responses to these items are optional and will not be used in admission consideration.
Below is a list of our undergraduate programs of study. To help you easily locate the program you're interested in, we've listed some of them in parentheses, immediately following the title that is commonly used for those programs.

Undergraduate programs are offered in six colleges: agriculture and life sciences (AGLS), business (BUS), design (DSGN), engineering (ENGR), human sciences (H SCI), and liberal arts and sciences (LAS). If you're not sure what you want to study or major in, you may want to begin your studies as an open option student. Or if you have a general idea of the academic area you're interested in, but not a specific program, choose the undecided option in the appropriate college. NOTE: The information provided here was accurate at the time of printing; for the most up-to-date list of programs, go to admissions.iastate.edu/majors.php.

**Majors/Programs**

- Undecided-Agriculture and Life Sciences
- Undecided-Business
- Undecided-Design
- Undecided-Engineering
- Undecided-Human Sciences
- Undecided-Liberal Arts and Sciences
- Undecided-Open Option
- Accounting
- Advertising
- Aerospace Engineering
- Agricultural Biochemistry
- Agricultural Business
- Agricultural Engineering
- Agricultural Studies
- Agricultural Systems Technology
- Agriculture and Life Sciences Education*
- Agriculture and Life Sciences Exploration
- Agriculture and Society
- Agronomy
- Animal Ecology
- Animal Science
- Anthropology*
- Apparel, Merchandising, and Design Architecture
- Art and Design
- Athletic Training
- Biochemistry
- Bioinformatics and Computational Biology
- Biological/Premedical Illustration
- Biological Systems Engineering
- Biology-AGLS* or LAS*
- Biophysics
- Botany (Biology)
- Business Economics
- Chemical Engineering
- Chemistry*
- Child, Adult, and Family Services
- Civil Engineering
- Classical Studies (Interdisciplinary Studies)
- Communication Studies
- Community and Regional Planning
- Computer Engineering
- Computer Science
- Construction Engineering
- Criminology and Criminal Justice (Interdisciplinary Studies)
- Culinary Science-AGLS or H SCI
- Dairy Science
- Dance (Performing Arts)
- Design
- Design-Fashion (Apparel, Merchandising, and Design)
- Diet and Exercise-AGLS or H SCI
- Dietetics-AGLS or H SCI
- Early Childhood Education and Programming
- Early Childhood Education*
- Earth Science*
- Economics
- Electrical Engineering
- Elementary Education*
- English*
- Environmental Science-AGLS or H SCI
- Environmental Studies**
- Event Management
- Family and Consumer Sciences Education and Studies*
- Fashion Design/Merchandising (Apparel, Merchandising, and Design)
- Finance
- Financial Counseling and Planning
- Fine Arts (Integrated Studio Arts)
- Food Science-AGLS or H SCI
- Forestry
- French* (World Languages and Cultures)
- Genetics-AGLS or LAS
- Geology
- German* (World Languages and Cultures)
- Global Resource Systems
- Graphic Design
- History*
- Horticulture
- Hospitality Management
- Industrial Design
- Industrial Engineering
- Industrial Technology
- Integrated Studio Arts
- Interior Design
- International Agriculture**
- International Business**
- International Studies**
- Journalism and Mass Communication
- Kinesiology and Health-KIN H
- Please select from the following
  - KIN H career tracks:
    - Community and Public Health
    - Exercise Science
    - Pre-Health Professions
    - Phys Ed Licensure*
    - Landscape Architecture
    - Latino/a Studies, U.S. Program (Interdisciplinary Studies)
- Liberal Studies
- Linguistics
- Management
- Management Information Systems
- Marketing
- Materials Engineering
- Mathematics*
- Mechanical Engineering
- Meteorology
- Microbiology
- Music*
- Nutritional Science-AGLS or H SCI
- Open Option-Undecided
- Performing Arts
- Philosophy
- Physical Education (Kinesiology and Health)
- Physics*
- Political Science*
- Psychology*
- Public Relations
- Religious Studies
- Seed Science**
- Sociology*
- Software Engineering
- Spanish* (World Languages and Cultures)
- Speech Communication*
- Statistics
- Supply Chain Management
- Teacher Education*
- Technical Communication
- Theatre (Performing Arts)
- Women's Studies
- Zoology (Biology)

**Minors Only**

- African American Studies
- American Indian Studies
- Astronomy
- Athletic Coaching
- Biomedical Engineering
- Chinese Studies
- Criminal Justice Studies
- Critical Studies in Design
- Dance
- Design Studies
- Digital Media
- Educational Services in Family and Consumer Sciences
- Emerging Global Diseases
- Energy Systems
- Engineering Sales
- Entrepreneurial Studies
- Exercise Science
- Food and Society
- Food Safety
- Gerontology
- Health Promotions
- Landscape Management
- Latin
- Leadership Studies
- Learning and Leadership Studies
- Learning Technologies
- Meat Science
- Military Studies
- Music Technology
- Nondestructive Evaluation
- Nuclear Engineering
- Sport and Recreation
- Sustainability
- Teaching English as a Second Language
- Technology and Social Change
- Wind Energy
- World Film Studies

**Preprofessional Programs**

- Clinical Laboratory Science/ Medical Technology
- Dentistry
- Health Information Management
- Hospital and Health Administration
- Human Medicine
- Law
- Library and Information Science
- Occupational Therapy
- Optometry
- Pharmacy
- Physical Therapy
- Physician Assistant
- Podiatry
- Theology or Religious Studies
- Veterinary Medicine

**Certificate Programs**

- Leadership Studies
- Latin American Studies
- Occupational Safety

*Students preparing to become school teachers usually major in the discipline they intend to teach. Teaching certification is offered in these areas.

†Students who wish to earn secondary teaching certification in this area must major in either history or political science and select this area as a minor.

**Secondary majors only.
College recommendation letter sample

Date:

To Whom it May Concern:

I am pleased to recommend Anita School, who has been a student in my math class for the past three years. During that time, I have come to know her as a strong student and a role model for her peers.

Anita is a rare type of student who combines exceptional natural ability with a willingness and eagerness to learn. Anita is able to help her peers with difficult mathematical concepts, but does so in a way that is both practical and non-condescending. Although she is aware of her natural ability in the area of mathematics, Anita is constantly challenging herself. She is part of the school's Mathletics Team, which challenges local college/university students in mathematical competitions. She is also active in the community of the school by being a member of Greenpeace, and a cheerleader, while also playing defense on our school's soccer team.

Anita would make an excellent candidate for early admissions. I recommend her without hesitation. Should you have any questions, please feel free to contact me.

Sincerely,

Jo-Anne Smith
Head of Mathematics
Anyschool
123 Fake Street
(555)-555-1234
jsmith@fakeschool.edu