

BHCC Application for Admission

We are pleased that you are considering Bunker Hill Community College to further your education. This application and instruction sheet should give you the basic information you need for admission to BHCC. If you have additional questions, please contact the Office of Admissions at 617-228-3398.

1. Apply for Admission

- Complete the application form and submit it to the Admissions & Registration Desk located on the Charlestown Campus, Room B203 (main lobby, 2nd floor of B-Building). Some programs have a selective admissions process. Please contact the Admission & Registration Desk, B203 or call 617-228-3398 for further information.
- Submit a copy of your high school diploma, transcript if a graduation date is recorded on it, or GED. (Original documents may be requested. If documents are not in English, an official evaluation and translation must be attached).
- Pay a nonrefundable \$10 application fee for in-state residents, or a \$35 nonrefundable application fee for out-of-state residents.
- If you are claiming Massachusetts residency for tuition purposes, you must complete the enclosed application for Massachusetts in-state tuition rates and submit it along with the appropriate documentation to the Admissions & Registration Desk, B203.
- If you are transferring credit from a regionally accredited institution, submit an official transcript for evaluation of transfer credits.
- If you are an international student, contact the International Center at 617-228-2460 for an international student application.

2. Apply for Financial Aid Online

Financial assistance is available to help you finance your education. Go to www.fafsa.ed.gov and fill out the FAFSA form. When completing the FAFSA online, be sure to list Bunker Hill Community College in the "Schools Information Section." BHCC's code is 011210. Once BHCC has received your FAFSA, you will be notified of any additional requirements. Please note that financial aid requires enrollment in a degree or certificate program, therefore applying for admissions is necessary. For additional information about financial aid, please go to: www.bhcc.mass.edu/inside/503.

3. Take Computerized Placement Tests

Take the Computerized Placement Tests (CPTs) in reading, mathematics and English. Drop by the Assessment Center in Room B118 for walk-in testing. If you have completed a mathematics or English course with a grade of C or higher at a regionally accredited institution, you may be eligible for exemption from testing. Submit a copy of your transcript or grade report to the Admissions & Registration Desk, B203.

4. Meet with an Advisor

After completing the CPT, you will be invited to attend a Start Smart Session where you will receive a brief academic overview, meet with advising staff, and register for your courses.

5. Document Immunization

If you are registering full time or are in a health career program you must complete the immunization record form and return it to the Admissions & Registration Desk, 2nd Floor Main Lobby, within 30 days of the date of registration.

6. Pay for your classes

You may pay by check, money order, VISA, MasterCard, Discover, or arrange a payment plan.

7. Obtain your BHCC Identification Card

BHCC students are required to carry a current BHCC OneCard while on campus. Bring a copy of your current class schedule and government issued photo ID to the Charlestown Campus ID station in the Library (Room E300) or Chelsea Campus ID station in the Computer Lab on the 1st Floor. For ID station hours visit <http://www.noblenet.org/bhcc/idcard.htm>.

8. Obtain your Parking Permit

If you wish to park on campus you must purchase a BHCC parking permit valid for the entire semester. Refer to the Course Schedule, General Information section, for further information.

BHCC Application Form

Name: _____
Last First MI Former Name

Residence address _____

City State Zip

Mailing address _____
(if different from residence)

City State Zip

Telephone numbers _____
Day Evening

E-mail address _____

Gender Female Male **Birth Date** ____/____/____
month/day/year **Social Security Number** _____
Mandatory for students applying for Financial Aid.

Ethnicity (choose only one) Hispanic/Latino Non-Hispanic/Latino
Race (choose one or more categories to describe yourself)
 AN - American Indian/Alaskan Native BL - Black/African American AS - Asian
 HP - Native Hawaiian/Pacific Islander WH - White CV - Cape Verdean

Status
 U.S. Citizen - (Attach Birth Certificate or Passport and 2 Proofs of Massachusetts Residency)
 Resident Alien - (Attach copy of Resident Alien Card and 2 Proofs of Massachusetts Residency)
 Non-Resident Alien
 Other (Please specify) _____

Are you a veteran of the U.S. Armed Forces? Yes No

Select your desired program from the BHCC Program Codes Page and write the corresponding code here _____. For example, the code for General Concentration is: AA.GENCN

Term: Fall Spring Year: 20____

What is your overall goal at BHCC?

Earn a degree or certificate Acquire personal or job-related skills
 Transfer to 4-year institution Enter workforce upon graduation

I am planning to attend BHCC full time (12 or more credits)
 part time (fewer than 12 credits)

Current Student Type

First time enrolling at any college for credit Transferring from another college or university
 Returning to BHCC from an absence, non-graduate
Were you in a degree program? Yes No
If yes, please provide the year you previously attended: _____
 BHCC Graduate seeking readmission

BHCC Application Form

High School/GED Information

School/Agency _____

City _____

State _____

CEEB code _____

Graduation Date _____

Tech prep student? Yes No

College(s) Attended:

College Name _____

City _____

State _____

College Name _____

City _____

State _____

Is English your first language?

Yes No If no, what is your first language? _____

Are you requesting transfer credit?

Yes No

If yes, please have all colleges listed above send official transcripts to BHCC's Admission & Registration Desk, B203, Charlestown Campus, 250 New Rutherford Avenue, Boston, MA 02129.

Intent to Apply for Financial Aid and Complete the FAFSA Form

Bunker Hill Community College awards millions of dollars in federal, state and institutional financial aid each year to eligible students. However, many students miss out because they do not realize they are eligible and do not complete the Free Application for Federal Student Aid (FAFSA). To apply for financial aid, students must complete the FAFSA available on the Federal Financial Aid Web site at www.fafsa.ed.gov. Financial Aid can be used to pay for tuition, fees, books, transportation, and other educational expenses. We strongly encourage you to complete the FAFSA. If you need help with your financial aid application or college financial planning, our Financial Aid Office has counselors who can assist you. For assistance, contact us at 617-228-2275.

Please select the option below that best describes your plans to complete a FAFSA. This information will have no impact on whether you are admitted to the college.

- I plan to apply (or have already applied) for federal, state and institutional financial aid and am prepared to complete the FAFSA at www.fafsa.ed.gov.
- I plan to apply for federal, state and institutional financial aid, but I need help from the Financial Aid Office to complete the FAFSA.
- I do not plan to apply for federal, state or institutional financial aid at this time.

Signature _____

Date _____

BHCC Program Codes

ASSOCIATE IN ARTS DEGREES

Business Concentration	AA.BADMN
Chemical Science Concentration	AA.CHMSC
Communication Concentration	AA.COMMN
Computer Information Systems Concentration	AA.CPTIS
Computer Science Concentration	AA.CPTSC
Education Concentration	AA.EDUCN
English Concentration	AA.ENGSH
Fine Arts Concentration	AA.FNART
Foreign Language Concentration	AA.FLANG
General Concentration	AA.GENCN
History and Government Concentration	AA.HSTGV
Mathematics Concentration	AA.MATHM
Music Concentration	AA.MUSIC
Physics	AA.PHYCN
Psychology Concentration	AA.PSYCH
Sociology Concentration	AA.SOCLG
Theatre Concentration	AA.THEAT

Note: **World Studies Emphasis** Student Enrolling in any AA degree program can earn World Studies Emphasis certification simultaneously.

ASSOCIATE IN SCIENCE DEGREES

Biological Sciences Program:

- Biology Transfer Option AS.BIOTR
- Biotechnology Option AS.BIOTC

Business Administration Program:

- Accounting Option AS.BAECT
- Craft Entrepreneurship Option AS.BACEP
- Entrepreneurship Option AS.BAEPS
- Finance Option AS.BAFIN
- International Business Option AS.BAINT
- Management Option AS.BAMGT
- Technical Business Option AS.BATCH

Computer Information Technology Program:

- Computer Science Transfer Option AS.CPSTP
- Computer Support Specialist Option AS.CPTSS
- Database Programming and Administration Option AS.CPDBP
- Digital and Computer Forensics and Investigations Option AS.CPFOR
- Information Technology Transfer Option AS.CPINF
- Network Technology and Administration Option AS.CPNET

Computer Media Technology Program:

- Gaming/Computer Simulation Option AS.CPGMS
- Web Development Option AS.CPWBD

Criminal Justice Program AS.CJUST

Culinary Arts Program AS.CULRT

Early Childhood Development Program AS.ECDEV

Electric Power Utility Program* AS.EPUT

Engineering Program:

- Biomedical Engineering Option AS.BIOEG
- Engineering Transfer Option AS.EGTRN

Fire Protection and Safety Program AS.FIRPS

Hotel/Restaurant/Travel Management Program:

- Hotel/Restaurant Management Option AS.HTLRM
- Management of Assisted Living and Institutional Facilities Option AS.HTMAL
- Meeting and Event Planning Option AS.HTMTG

Human Services Program AS.HUMSV

Medical Imaging Program*:

- Cardiac Sonography Option* AS.MICAR
- General Sonography Option* AS.MIULT
- Medical Radiography Option* AS.MIRAD
- Medical Radiography Part-time Evening Option* AS.MIREV

Medical Laboratory Technician Program* AS.AHMLT

Nursing Program*:

- Nursing Program: Day Option* AS.NRDAY
- Nursing Program: Evening Option* AS.NREVE
- Nursing Program: Weekend Option* AS.NRWK

Office Management Program:

- Administrative Info Mgmt Option AS.OAEXC
- Medical Info Management Option AS.OAMED

Paralegal Studies Program AS.BAPLC

Respiratory Therapy* AS.RESPT

Visual and Media Arts Program:

- Graphic Design Option AS.VMAGR
- Media Communication Option AS.METEC

CERTIFICATE PROGRAMS

Allied Health*:

- Medical Assistant* CT.AHMDA
- Medical Interpreting* CT.AHMDI
- Patient Care Technician* CT.AHPCT
- Phlebotomy Technician* CT.AHPHL

Business Administration:

- Accounting Information CT.BAINF
- Craft Entrepreneurship CT.BACEP
- Entrepreneurship CT.BAEPS
- International Business CT.BAINT

Computer Information Technology:

- Cisco Systems CCNA CT.CCNA
- Computer Forensics CT.CPFOR
- Computer Specialist CT.CPTSS
- Database Support Specialist CT.CPDBP
- Excel Applications Support Specialist CT.CPEXL
- Microsoft Applications Support Specialist CT.CPMAS
- Network Technology and Administration CT.CPNET
- Object Oriented Computer Programming and Design CT.CPOOD
- PC Hardware Support Specialist CT.CPCSS

Computer Media Technology Program:

- Gaming/Computer Simulation in Entrepreneurship CT.CPGSE
- Web Development CT.CPWBD
- Web Development in Entrepreneurship CT.CPWDE

Criminal Justice:

- Law Enforcement CT.CJLAW
- Paralegal* CT.BAPLC

Culinary Arts:

- Culinary Arts CT.CULRT
- Pastry Arts CT.CULPA

Early Childhood Development CT.ECDEV

Fire Protection and Safety CT.FIRPS

Hotel/Restaurant/Travel Program:

- Hotel/Restaurant Management CT.HTLRM
- Meeting and Event Planning CT.HTMTG

Human Services Program:

- Community Health Worker CT.HSCHW
- Professional Human Services Work CT.HUMSV
- Psychiatric Rehabilitation CT.HSPRH
- Substance Abuse Services CT.HSSAS

Medical Imaging*:

- Computed Tomography* CT.MITOM
- Imaging Informatics* CT.PACS
- Magnetic Resonance (MR)* CT.MIMRI
- Mammography* CT.MIMAM
- Vascular Sonography* CT.VSULT

Office & Information Management:

- Information Management Specialist CT.OAIMS
- Medical Information Management Assistant CT.OAMED

Surgical Technology:

- Central Processing CT.SRPCP
- Surgical Technology* CT.SRGTC

*Selective Program: requires certain prerequisites;
see College Catalog for program start term.

In-State Tuition Eligibility Form

Massachusetts Community College In-State Tuition Eligibility Form

Bunker Hill Community College requires all students claiming in-state tuition eligibility to submit documentation. An eligible person shall mean **(A)** a U.S. Citizen, lawful immigrant, permanent resident, or holder of another legal immigration status, **(B)** who has satisfied the durational residency requirement and can demonstrate his/her intent to remain in Massachusetts.

PROVIDE ONE DOCUMENT FROM LIST (A)

- U.S. Citizen (student must submit birth certificate or U.S. passport)
- Resident Alien (student must submit copy of resident alien card)
- U.S. permanent resident with I-151, I-551, and I-551C forms
(students must submit INS documentation)
- I-94 from the U.S. Immigration and Naturalization Service with one of the following designations stamped on the card: refugee;
Cuban-Haitian entrant status pending; asylum granted; indefinite parole;
or humanitarian parole (student must submit passport or INS documentation).
- Non-citizen who is in (or who is eligible to apply and who has applied for)
refugee/asylum status

PROVIDE TWO DOCUMENTS FROM LIST (B)

Please present the two documents you selected from the other side of this form.

The documents must be dated at least 6 months prior to the first day of classes for the semester/session you are enrolling, but not more than one year prior to that date.

Documentation must be provided to the Admissions & Registration Desk at the time of registration or upon submission of your admission application, whichever comes first. For questions concerning residency requirements, please contact the Office of Admissions at 617-228-3398.

In-State Tuition Eligibility Form

MASSACHUSETTS COMMUNITY COLLEGES – IN-STATE TUITION ELIGIBILITY FORM

Last Name _____ First Name _____ MI _____

Street Address _____ City _____ State ____ Zip Code _____

SSN# or Student I.D. Number _____ Date of Birth _____ Phone _____

Are you a U.S. Citizen? Yes No If not, please complete the following:

Are you a Permanent Resident? Yes No (If yes, list alien registration number: _____)

If you are not a U.S. Citizen or Permanent Resident, please state your Visa or immigration status in detail:

PLEASE CHECK THE IN-STATE OR REDUCED TUITION ELIGIBILITY CATEGORY THAT APPLIES TO YOU:

I have been a Massachusetts resident for six (6) continuous months and intend to remain here.

I have been a Massachusetts resident for LESS THAN six (6) continuous months.

As proof of my intent to remain in Massachusetts, I possess at least 2 of the following documents, which I shall present to the institution upon request. These documents* must be dated between six (6) months and one (1) year of the start date of the academic semester for which I seek to enroll (except for my high school diploma, which may only be used if I graduated within one (1) year of the start date of the academic semester for which I am enrolling †). The institution reserves the right to make any additional inquiries regarding the applicant's status and to require submission of any additional documentation it deems necessary.

Please check the documents you possess as proof of your intent to remain in Massachusetts and bring them with you to BHCC.

Valid Drivers License

Utility bills*

Employment pay stub*

Valid Car registration

Voter registration*

State/Federal tax returns*

Mass. High School Diploma †

Signed lease or rent receipt*

Military home of record*

Record of parents' residency for unemancipated person*

Other _____

I am an eligible participant in the New England Board of Higher Education's Regional Student Program.

I am a member of the armed forces (or spouse or unemancipated child) on active duty in Massachusetts.

CERTIFICATION OF INFORMATION

I certify that this information is true and accurate. I understand that any misrepresentation, omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right of appeal or to a tuition refund.

Applicant Signature: _____ Date _____

Parent/Guardian Signature: _____ Date _____

(Applicant is Under 18 Years Old)

FOR OFFICIAL USE ONLY - DO NOT WRITE IN THIS BOX

I have reviewed the above information in order to determine this individual's eligibility to receive the in-state tuition rate. Based on my review I have determined that this individual:

IS eligible for the in-state tuition rate.

IS NOT eligible for the in-state tuition rate.

I am **unable** to make a determination at this time.

The following additional information has been requested from the applicant:

Authorized College Personnel: _____ Date: _____