

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

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

APPLICATION FOR EMPLOYMENT

APPLICANTS MAY BE TESTED FOR ILLEGAL DRUGS

PLEASE COMPLETE PAGES 1-4.

DATE _____

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) _____
 (Be 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? _____

TYPE OF SCHOOL	NAME OF SCHOOL	LOCATION (Complete mailing address)	NUMBER OF YEARS COMPLETED	MAJOR & DEGREE
High School				
College				
Bus. or Trade School				
Professional School				

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) was/were committed, sentence(s) imposed, and type(s) of rehabilitation. _____

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

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 _____ WPM Word Processing Yes No _____ WPM
Personal Computer Yes No _____ PC _____ Mac Other 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.

PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE

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 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.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	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.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From To	Start Final
	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.			

**PLEASE PRINT ALL
INFORMATION REQUESTED
EXCEPT SIGNATURE**

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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.**

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
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.			

Name of employer Address City, State, Zip Code Phone number	Name of last supervisor	Employment dates	Pay or salary
		From	Start
		To	Final
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.			

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

Boston, MA

September 2012 – Present

- 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

Boston, MA

September 2010–May 2012

- 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

Chicago, IL

- 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 Wrike and AtTask project management software.
- Experienced with EDI standards and processing.
- Familiar with Agile software development methodology.

Your Name

142 Your Address
Your City, State, XXXXX United States
(XXX)XXX-XXXX
your.email@gmail.com

[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, 3350 Beardshear Hall, (515) 294-7612.

IOWA STATE UNIVERSITY

High School Course Requirements Report Form

IMPORTANT: Complete this page only if you are still enrolled in high school. If you have already graduated, please skip this page.

Section A: To be completed by the applicant.

Name _____ SS # _____
 (Last) (First) (Middle)

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.

	9	10	11	12	
ENGLISH					_____ TOTAL YEARS

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.

	9	10	11	12	
SOCIAL STUDIES					_____ TOTAL YEARS

Mathematics

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

	8	9	10	11	12	
ALGEBRA I						_____ YEAR(S)
GEOMETRY						_____ YEAR(S)
ALGEBRA II						_____ YEAR(S)
TRIGONOMETRY						_____ YEAR(S)
STATISTICS						_____ YEAR(S)
ADV MATH/PRE-CALC						_____ YEAR(S)
CALCULUS						_____ YEAR(S)
OTHER _____						_____ YEAR(S)

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.

	9	10	11	12	
GENERAL SCIENCE					_____ YEAR(S)
BIOLOGY					_____ YEAR(S)
CHEMISTRY					_____ YEAR(S)
PHYSICS					_____ YEAR(S)
OTHER _____					_____ YEAR(S)

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.

	8	9	10	11	12	
FRENCH						_____ YEAR(S)
SPANISH						_____ YEAR(S)
GERMAN						_____ YEAR(S)
RUSSIAN						_____ YEAR(S)
LATIN						_____ YEAR(S)
ITALIAN						_____ YEAR(S)
CHINESE						_____ YEAR(S)
OTHER _____						_____ YEAR(S)

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 _____ / _____ Based on _____ semesters or _____ trimesters
 CLASS RANK CLASS SIZE CUMULATIVE GPA

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 _____
Number and street City* State* Zip code

_____ How long have you lived at your home address? _____
County, if in Iowa 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 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.)

School	City/State	ACT Codet	From (mm/yyyy)	To (mm/yyyy)	Degree

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.)*

Course Name	Term and Year	Course Number	Semester(s) or Credits
Example: Intro to Psychology	Fall 2015	PSY 101	3 semester credits

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.

From (mm/yyyy)	To (mm/yyyy)	Activity (Employment, Education, Etc.)	City and State

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.**

- 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
- 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.

IOWA STATE UNIVERSITY

Undergraduate Programs of Study

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 Childcare 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 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 Sciences
 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.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, 3350 Beardshear Hall, (515) 294-7612.

IOWA STATE UNIVERSITY

High School Course Requirements Report Form

IMPORTANT: Complete this page only if you are still enrolled in high school. If you have already graduated, please skip this page.

Section A: To be completed by the applicant.

Name _____ SS # _____
 (Last) (First) (Middle)

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.

	9	10	11	12	
ENGLISH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ TOTAL YEARS

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.

	9	10	11	12	
GENERAL SCIENCE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
BIOLOGY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
CHEMISTRY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
PHYSICS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
OTHER _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)

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.

	9	10	11	12	
SOCIAL STUDIES	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ TOTAL YEARS

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.

Mathematics

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

	8	9	10	11	12	
ALGEBRA I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
GEOMETRY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
ALGEBRA II	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
TRIGONOMETRY	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
STATISTICS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
ADV MATH/PRE-CALC	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
CALCULUS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
OTHER _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)

	8	9	10	11	12	
FRENCH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
SPANISH	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
GERMAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
RUSSIAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
LATIN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
ITALIAN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
CHINESE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)
OTHER _____	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	_____ YEAR(S)

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 _____ / _____ Based on _____ semesters or _____ trimesters
 CLASS RANK CLASS SIZE CUMULATIVE GPA

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 _____
Number and street City* State* Zip code

_____ How long have you lived at your home address? _____
County, if in Iowa 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 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.)

School	City/State	ACT Codet	From (mm/yyyy)	To (mm/yyyy)	Degree

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.)*

Course Name	Term and Year	Course Number	Semester(s) or Credits
Example: Intro to Psychology	Fall 2015	PSY 101	3 semester credits

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.

From (mm/yyyy)	To (mm/yyyy)	Activity (Employment, Education, Etc.)	City and State

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.

IOWA STATE UNIVERSITY

Undergraduate Programs of Study

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	Design-Fashion (Apparel, Merchandising, and Design)	Liberal Studies	Food and Society
Undecided—Business	Diet and Exercise—AGLS or H SCI	Linguistics	Food Safety
Undecided—Design	Dietetics—AGLS or H SCI	Management	Gerontology
Undecided—Engineering	Early Childcare Education and Programming	Management Information Systems	Health Promotions
Undecided—Human Sciences	Early Childhood Education*	Marketing	Landscape Management
Undecided—Liberal Arts and Sciences	Earth Science*	Materials Engineering	Latin
Undecided—Open Option	Economics†	Mathematics*	Leadership Studies
Accounting	Electrical Engineering	Mechanical Engineering	Learning and Leadership Sciences
Advertising	Elementary Education*	Meteorology	Learning Technologies
Aerospace Engineering	English*	Microbiology	Meat Science
Agricultural Biochemistry	Environmental Science—AGLS or LAS	Music*	Military Studies
Agricultural Business	Environmental Studies**	Nutritional Science—AGLS or H SCI	Music Technology
Agricultural Engineering	Event Management	Open Option—Undecided	Nondestructive Evaluation
Agricultural Studies	Family and Consumer Sciences Education and Studies*	Performing Arts	Nuclear Engineering
Agricultural Systems Technology	Fashion Design/Merchandising (Apparel, Merchandising, and Design)	Philosophy	Sport and Recreation
Agriculture and Life Sciences Education*	Finance	Physical Education (Kinesiology and Health)	Sustainability
Agriculture and Life Sciences Exploration	Financial Counseling and Planning	Physics*	Teaching English as a Second Language
Agriculture and Society	Fine Arts (Integrated Studio Arts)	Political Science*	Technology and Social Change
Agromony	Food Science—AGLS or H SCI	Psychology†	Wind Energy
Animal Ecology	Forestry	Public Relations	World Film Studies
Animal Science	French* (World Languages and Cultures)	Religious Studies	
Anthropology†	Genetics—AGLS or LAS	Seed Science**	Preprofessional Programs
Apparel, Merchandising, and Design	Geology	Sociology†	Clinical Laboratory Science/ Medical Technology
Architecture	German* (World Languages and Cultures)	Software Engineering	Dentistry
Art and Design	Global Resource Systems	Spanish* (World Languages and Cultures)	Health Information Management
Athletic Training	Graphic Design	Speech Communication*	Hospital and Health Administration
Biochemistry	History*	Statistics	Human Medicine
Bioinformatics and Computational Biology	Horticulture	Supply Chain Management	Law
Biological/Premedical Illustration	Hospitality Management	Teacher Education*	Library and Information Science
Biological Systems Engineering	Industrial Design	Technical Communication	Occupational Therapy
Biology—AGLS* or LAS*	Industrial Engineering	Theatre (Performing Arts)	Optometry
Biophysics	Industrial Technology	Women's Studies	Pharmacy
Botany (Biology)	Integrated Studio Arts	Zoology (Biology)	Physical Therapy
Business Economics	Interior Design		Physician Assistant
Chemical Engineering	International Agriculture**	Minors Only	Podiatry
Chemistry*	International Business**	African American Studies	Theology or Religious Studies
Child, Adult, and Family Services	International Studies**	American Indian Studies	Veterinary Medicine
Civil Engineering	Journalism and Mass Communication	Astronomy	
Classical Studies (Interdisciplinary Studies)	Kinesiology and Health—KIN H	Athletic Coaching	Certificate Programs
Communication Studies	<i>Please select from the following KIN H career tracks:</i>	Biomedical Engineering	Leadership Studies
Community and Regional Planning	Community and Public Health	Chinese Studies	Latin American Studies
Computer Engineering	Exercise Science	Criminal Justice Studies	Occupational Safety
Computer Science	Pre-Health Professions	Critical Studies in Design	
Construction Engineering	Phys Ed Licensure*	Dance	
Criminology and Criminal Justice (Interdisciplinary Studies)	Landscape Architecture	Design Studies	
Culinary Science—AGLS or H SCI	Latino/a Studies, U.S. Program (Interdisciplinary Studies)	Digital Media	
Dairy Science		Educational Services in Family and Consumer Sciences	
Dance (Performing Arts)		Emerging Global Diseases	
Design		Energy Systems	
		Engineering Sales	
		Entrepreneurial Studies	
		Exercise Science	

*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