



DISCOVER YOUR DIRECTION IN LIFE

EXPLORING WORK: A MAY TERM

INSTRUCTIONS / To apply for admission to The Philadelphia Center's May Term, **Exploring Work**, please complete and submit this application along with the following:

- Transcript or descriptive list of courses and grades
- Applicant Questions
- Letter of recommendation
- Signatures
- \$100 Application Fee payable to The Philadelphia Center*

(*If applying by December 1, submit a \$50 Application Fee.)

APPLICATION FOR ADMISSION — GENERAL INFORMATION (Please print clearly.)

MR. MS.

Name (Last, First, Middle Initial) _____

Birthdate _____ / _____ / _____ (ex: 05/02/1998) Social Security # _____

Home Phone (_____) _____ Cell Phone (_____) _____

Campus Address _____

(Street, Box #, City, State, Zip Code)

Email Address _____ Parent or Guardian _____

Home Phone (_____) _____

Home Address _____

(Street, Box #, City, State, Zip Code)

Name of Emergency Contact _____ Contact's Phone (_____) _____

College/University _____ Class level while in Philadelphia: please circle one Sophomore Junior Senior

Major(s) or intended Major(s) _____

Faculty Advisor: _____ Dept: _____

Faculty/Advisor email: _____ Phone: _____

For more information:

Visit: www.tpc.edu

Email: admin@tpc.edu

LETTER OF RECOMMENDATION (Please print clearly) / Please submit one letter of recommendation on the form provided. Please read the recommendation form before asking someone to complete it.

Please provide the following contact information for the person you have asked to provide a letter of recommendation on your behalf.

Name: _____ Phone: _____

Email: _____

REQUIRED SIGNATURES To ensure proper processing please make sure your application is signed by an authorized representative on your campus.

Campus Liaison or Representative Signature _____ Date _____

Department and Title _____ Email _____

Student Signature _____ Date _____

NOTES AND SUGGESTIONS:

- Applications must be received by The Philadelphia Center no later than March 15. Letters of acceptance will be sent by April 15.
- Speak with your academic advisor to ensure proper transfer of academic credits.
- Remember to set up a meeting with your financial aid office to clarify issues regarding tuition, scholarships, and loans.
- Ascertain whether or not your campus has an off-campus study or May Term deadline and make sure you fulfill any requirements they might have.
- Speak with Philadelphia Center alumni on your campus -- contact us at admin@tpc.edu for more information.
- Obtain housing and provide TPC with your Greater Philadelphia area address.

PAYMENT SCHEDULE:

- \$100 Non-Refundable Application Fee — due at time of application submission*
- \$1000 Tuition Payment 1 — due March 31
- \$1000 Tuition Payment 2 — due April 30
- TOTAL: \$2100

** The \$100 Application Fee will be returned in the event that your application is not accepted by The Philadelphia Center. Apply by December 1 and the Application Fee will be reduced to \$50!*

APPLICATION FOR ADMISSION — APPLICANT QUESTIONS

Please print neatly or type in the space provided. If you'd prefer, you may attach your essays to this application.

- 1) Provide a biographical statement. What would be helpful for us to know about you?
- 2) Why do you want to attend The Philadelphia Center's May term program, **Exploring Work**, and why is it the best fit for you?

APPLICATION FOR ADMISSION — RECOMMENDATION FORM

Letter of Recommendation for: _____

Thank you for recommending this student for The Philadelphia Center's May Term program, **Exploring Work**. Ideal candidates for the program will be full-time undergraduates across all majors, even undeclared, who would like to explore career options. Applicants should be seeking to make career connections prior to graduation.

For this four-week program, students will engage in career-exploring workshops and externships. Applicants must find their own accommodations in the Greater Philadelphia area. If you wish to obtain more information about our program, please ask the applicant, see our campus representative, or contact us directly.

(Use additional pages as needed)

1. In what capacity do you know this student?
2. What attributes does the student possess that encourage you to recommend him or her?
3. Does the student have any personal or academic issues that would cause you to have reservations about recommending him or her?
4. What else would you like us to know about this student?

Please return this recommendation to the applicant, The Philadelphia Center campus representative, or the Off-Campus Study Office.

Thank you. (Please Print)

Name _____

College/University _____ Email _____

Department _____ Telephone _____

Signature _____