



**LAKE WASHINGTON
INSTITUTE OF TECHNOLOGY**

**2011-2012 Bachelor of Technology in
Applied Design Application**

INTRODUCTION

Admission criteria for the Bachelor of Technology Program in Applied Design reflects an approach that includes the student’s academic record, personal characteristics, and potential to work as a lead designer/project manager. Applicants are generally admitted for a Fall Quarter start.

The Bachelor of Technology in Applied Design program at Lake Washington Institute of Technology has admission requirements beyond those necessary for general admission to the college. Please follow all directions in this application carefully. Failure to comply with the process described within may result in disqualification from the admissions pool for this program.

SUCCESS

Our faculty believes that success in the Bachelor of Technology in Applied Design program requires a commitment of time and energy to your studies. To help with this requirement, the College offers a staff of caring, professional student development advisers. These advisers can assist with early intervention, crisis intervention, and general educational planning. To contact the Student Development office email advising@lwtech.edu or call 425-739-8300.

ACCREDITATION

Lake Washington Institute of Technology is accredited by the Northwest Commission on Colleges and Universities at the associate degree level and has been granted candidacy at the baccalaureate degree level.

CONTACT INFORMATION FOR QUESTIONS

Advising office: (425) 739-8100 Ext.300
www.lwtech.edu/advising/BTAD
advising@lwtech.edu

Bachelor of Technology website:
www.lwtech.edu/BTAD

Enrollment Services: (425) 739-8104
www.lwtech.edu/BTAD/apply
admissions@lwtech.edu

Financial Aid: (425) 739-8106
www.lwtech.edu/financialaid
financialaid@lwtech.edu

Mail or deliver complete application to:

**Bachelor of Technology Applied
Design Admissions
Lake Washington Institute of
Technology
11605 132nd Avenue NE
Kirkland, WA 98034 USA
Fax: (425) 739-8110
Email: admissions@lwtech.edu**

To request disability accommodations in the application process, contact Disability Support Services: (425) 739-8300.
Email: dss@lwtech.edu
Fax: (425) 739-8275

APPLICATION INFORMATION

Generally, applicants to the Bachelor of Technology in Applied Design Program must meet the following criteria:

- Be eligible for admission to Lake Washington Institute of Technology.
- Completion of all Admission Requirements.
- Have all foreign transcripts translated and evaluated by an approved agency. Contact Enrollment Services for more information.
- Satisfy the minimum grade point average stated in this packet.
- Submit a completed Bachelor of Technology Application in Applied Design to LWIT Enrollment Services.

FALL 2011 IMPORTANT DATES

*Application deadline for Fall 2011 admissions	June 1, 2011
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***The BTAD program has a rolling admissions process. Applications received after the deadline will be reviewed and admitted until the cohort is full.**

INFORMATION SESSIONS

These helpful sessions present an overview of the Bachelor of Technology in Applied Design program and explain the admission process. Sessions last one hour and include time for questions. No RSVP is needed & attendance at one is **highly recommended** for all applicants. For a list of upcoming in person sessions please contact: **Student Development Services** West Building, W207 (425) 739-8300 or advising@lwtech.edu or view dates on the website, www.lwtech.edu/advising/BTAD.

PROGRAM ADMISSION REQUIREMENTS

1. Completion of requirements for an earned Applied Associate Degree or equivalent from a regionally accredited institution with a minimum of 70 quarter credits in an appropriate technical area of concentration – Design related discipline (Engineering Graphics, Multi Media, or related field in either area).
2. Completion of 20 credits of General Education with a minimum of a 2.0 GPA.*
 - a) English Composition – 5 credits
 - b) Quantitative Reasoning – 5 credits
 - c) Social Science – 5 credits
 - d) Humanities – 5 credits
3. Minimum Cumulative GPA across all college coursework of 2.0.
4. Design Portfolio of 7-10 pieces.
5. Two Letters of Recommendation attesting to the student's ability to succeed at the baccalaureate level.
6. A current resume.
7. One page essay describing the candidates interest in the degree, how completion of this degree meets their personal education and employment goals, and any information that may support admission to this program. **Applicants will be judged on his/her potential to work as a lead designer and/or project manager.**
8. Payment of \$50 non-refundable application fee.

*Students who have not completed the required Applied Associate Degree or General Education Requirements may submit a written plan for completion of the requirements. Please list the classes that you will take, where you will take them and how you will complete them prior to the start of the program.

SELECTION CRITERIA

Applicants will be selected by admissions committee review based on the items listed above. If the applicant is denied to the program and would like the application to be carried over to the next admissions cycle, the student needs to contact Enrollment Services with this request.

Non-discrimination Policy:

Lake Washington Institute of Technology reaffirms its policy of equal opportunity in education regardless of race, color, creed, religion, national origin, sex, sexual orientation, age, marital status, disability, or status as a veteran in accordance with College policy and applicable federal and state statutes and regulations.

Use of the Social Security Number (SSN):

To comply with federal laws, we are required to ask for your Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN). We will use your SSN/ITIN to report Hope Scholarship/Life Time tax credit, to administer state/federal financial aid, to verify enrollment, degree and academic transcript records, and to conduct institutional research. If you do not submit your SSN/ITIN, you will not be denied access to the college; however, you may be subject to civil penalties (refer to Internal Revenue Service Treasury Regulation 1.6050S-1(e) (4) for more information). Pursuant to state law (RCW 28B.10.042) and federal law (Family Educational Rights and Privacy Act), the college will protect your SSN from unauthorized use and/or disclosure.

Signature:

In signing these forms, you certify that to the best of your knowledge the statements made in this application are complete and true. You acknowledge that failure to disclose and submit official transcripts from all schools, colleges, or universities attended and failure to disclose and submit complete and accurate information may result in the denial of admission or subsequent dismissal from Lake Washington Institute of Technology. You understand that your application is incomplete without your signature.

ADMISSION CHECKLIST

Please use this checklist to ensure that you have all the admission requirements for the Bachelor of Technology in Applied Design program. When you have completed all of the requirements, **please submit everything together in a single large envelope to the Admissions office**, INCLUDING official transcripts in sealed envelopes from every college attended. Official copies of transcripts are required for completed coursework. It is not possible for the admissions office to notify applicants of missing materials or respond to applicant inquiries as to the status of their application. Enclose official transcripts in your application packet and check with recommenders to see if they complete recommendations. **Please include this checklist in your admissions packet.**

- Application for Admission (use as cover sheet)

Do you plan on attending: Full Time (15 credits) Part Time (5-10 credits)

(This information is used for program planning purposes only and does not commit you to any course of action and is not used in the selection process.)

- Official** transcripts from every college attended even if you did not earn your Associates from that college (include translations if from foreign institution.) Please list included transcripts below:

- Design Portfolio (7-10 pieces see program website for details)
- Essay - One page, typed, double-spaced essay describing your interest in the degree, how completion of this degree meets your personal education and employment goals, and any information that may support admission to this program.
- Resume
- Professional Recommendation Form #1 (include with packet in a sealed envelope)
- Professional Recommendation Form #2 (include with packet in a sealed envelope)
- English Composition – 5 credits or plan for completion
- Quantitative Reasoning – 5 credits or plan for completion (Must have Intermediate Algebra as prerequisite)
- Social Science – 5 credits or plan for completion
- Humanities – 5 credits or plan for completion
- Attach \$50 check for non-refundable application fee
- Completion Plan for prerequisites described in detail on separate sheet of paper if applicable

I verify that all requirements indicated above have been completed and are included in my admissions packet. I HAVE KEPT A COPY OF THIS ENTIRE ADMISSIONS PACKET FOR MY RECORDS.

Signature _____ **Date** _____

Important: If currently enrolled in college, list all courses you are taking or plan to take between now and when you enter the BTAD Program. Please list only those courses that will not appear on the college transcripts you are sending to admissions at LWIT. Attach additional sheet if necessary.

College	Course	Quarter/Year	Credits

SECTION 5 - RESIDENCY INFORMATION

Please read the following notice before responding to the questions in this section:

Effective July 1, 2003, Washington State law changed the definition of "resident student." The law makes certain students, who are not permanent residents or citizens of the United States, eligible for resident student status - and eligible to pay resident tuition rates - when they attend public colleges and universities in this state. *The law does not make these students eligible to receive need-based state or federal financial aid.* To qualify for resident status, students must complete an affidavit/declaration/certification if they are not permanent residents or citizens of the United States but have met **one** of the following conditions:

- **Condition One:** (a) Resided in Washington State for three years immediately prior to receiving a high school diploma, and (b) Completed the full senior year at a Washington high school, and (c) Continuously resided in the state since earning the high school diploma.
- **Condition Two:** (a) Completed the equivalent of a high school diploma, and (b) Resided in Washington State for the three years immediately before receiving the equivalent of the diploma, and (c) Continuously resided in the State since earning the equivalent of a high school diploma.

NOTE: If you meet one of the above conditions and would like to pay resident tuition rates, contact the college(s) you are applying to and request the Residency Affidavit form.

Residency Questions for Tuition Purposes:

1. Have you been a legal resident* of Washington and lived continuously in the State of Washington for the past 12 months? Yes No
**A student cannot qualify as a legal resident of Washington for tuition calculation purposes if s/he possesses a valid out-of-state driver's license, vehicle registration, or other documents that give evidence of being a legal resident in another state.*
 If no, how long have you lived continuously in the state of Washington? _____ Months.

2a. Were you claimed for federal income tax purposes by your mother, father, or legal guardian in the current calendar year? Yes No
 2b. In the past calendar year? Yes No
 If YES to either 2a or 2b, has your parent or legal guardian lived continuously in the Washington State for the past 12 months? Yes No

3. Will a public or private non-federal agency/institution outside the state of Washington provide you with financial assistance to attend college? (answer yes only if your eligibility for this assistance is based on being a resident of that state) Yes No

4. Are you active duty military stationed in Washington or a member of the Washington National Guard? Yes No
 Are you the spouse or dependent of either (a) an active duty military person stationed in Washington, or (b) a member of the Washington National Guard? Yes No

SUBMIT SUPPORTING DOCUMENTATION WITH THIS APPLICATION.

SECTION 6 - RACE AND CITIZENSHIP INFORMATION

<p>3. Are you a U.S. citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If not a U.S. citizen, what is your country of citizenship? _____</p> <p>If not a U.S. citizen, what is your visa status? *</p> <p><input type="checkbox"/> International student (with F or M visa)</p> <p><input type="checkbox"/> Visitor</p> <p><input type="checkbox"/> Temporary resident. Alien Number: _____</p> <p><input type="checkbox"/> Immigrant/Permanent Resident. Alien Number: _____</p> <p><input type="checkbox"/> Refugee/Parolee or Conditional Entrant. Alien Number: _____</p> <p><input type="checkbox"/> Other – Explain: _____</p> <p>*SUBMIT A COPY OF YOUR IMMIGRATION DOCUMENTATION WITH THIS APPLICATION.</p>	<p>1. Which race do you consider yourself to be? Please mark one or more boxes to indicate what race you consider yourself to be: (providing this information is voluntary)</p> <p><input type="checkbox"/> African American (872)</p> <p><input type="checkbox"/> Alaska Native (015)</p> <p><input type="checkbox"/> American Indian (597)</p> <p><input type="checkbox"/> Chinese (605)</p> <p><input type="checkbox"/> Filipino (608)</p> <p><input type="checkbox"/> Japanese (611)</p> <p><input type="checkbox"/> Korean (612)</p> <p><input type="checkbox"/> Native Hawaiian (653)</p> <p><input type="checkbox"/> Vietnamese (619)</p> <p><input type="checkbox"/> White (800)</p> <p><input type="checkbox"/> Other Asian (621)</p> <p><input type="checkbox"/> Other Pacific Islander (681)</p> <p><input type="checkbox"/> Other Race (specify) _____</p>	<p>2. Are you of Spanish/Hispanic/Latino ethnicity? (providing this information is voluntary)</p> <p><input type="checkbox"/> No</p> <p><input type="checkbox"/> Yes, Mexican, Mexican American, Chicano (722)</p> <p><input type="checkbox"/> Yes, Puerto Rican (727)</p> <p><input type="checkbox"/> Yes, Cuban (709)</p> <p><input type="checkbox"/> Yes, other Spanish/Hispanic/Latino (Please specify) _____</p>
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Veterans and/or their dependents may qualify for educational benefits. Please check here if you would like additional information.

Applicant's Certification: I certify that all statements on this form are true to the best of my knowledge.

Signature: _____ Today's Date: _____

Lake Washington Institute of Technology does not discriminate on the basis of race, color, creed, religion, national origin, sex, sexual orientation, age, gender, marital status, disability, or status as a disabled or Vietnam era veteran. Response or non-response to any of the questions listed as voluntary in this application will not affect your consideration for admission.

**LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
 BACHELOR OF TECHNOLOGY IN APPLIED DESIGN
 PROGRAM RECOMMENDATION FORM**

The following person is using your name as a personal reference for application to the Bachelor of Technology in Applied Design program at Lake Washington Institute of Technology. To help us assess the applicant’s ability to successfully complete this program, we would appreciate your candid opinion regarding the candidate’s ability to succeed in the Bachelor of Technology in Applied Design program and their ability to work as a lead designer and/or project manager.

Please write your recommendation in the space below, attach additional pages as needed or type a separate letter. Return the recommendation along with this form as soon as possible to the applicant in a sealed envelope with your signature across the seal. This applicant will not be considered for the Bachelor of Technology in Applied Design program until this reference form is returned.

<p>APPLICANT: print name: _____</p> <p>Waiver of Right to Examine: I, _____, waive my right to see this reference form once completed and understand that the comments and evaluations made on this form will not be available to me.</p> <p>_____</p> <p>Applicant's Signature Date</p>	<p>Name of Reference: print name: _____</p> <p>Business/ Organization: _____</p> <p>Phone Number: _____</p> <p>_____</p> <p>Signature Date</p>	<p>In what capacity have you known this applicant?</p> <p><input type="checkbox"/> Friend</p> <p><input type="checkbox"/> Teacher</p> <p><input type="checkbox"/> Counselor</p> <p><input type="checkbox"/> Pastor</p> <p><input type="checkbox"/> Employer</p> <p><input type="checkbox"/> Co-worker</p>
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BACHELOR OF TECHNOLOGY IN APPLIED DESIGN

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