

# PERSONAL INFORMATION RECORD

**HERZING**  
UNIVERSITY

**learn. earn. win**  
[www.herzing.edu](http://www.herzing.edu)

## INSTRUCTIONS AND GENERAL INFORMATION

### APPLICATION REQUIREMENTS

Herzing University makes admission decisions on a continuous basis. Early applicants are more assured of obtaining the programs or schedules desired.

This is an opportunity for you to present yourself to the University and the Scholarship Committee. You are encouraged to submit whatever other evidence you believe should be considered in support of your application. For transcripts to be official, they must be received by the Admissions office directly from the records office of the high school or University.

Transcripts must be sent from all schools attended for transfer credit to be awarded. If an applicant is currently in high school, acceptance by the University is predicated on the applicant graduating as scheduled.

### SAT OR ACT TEST RESULTS OR UNIVERSITY ADMISSIONS TESTS

SAT or ACT test results should be enclosed with your application or you can be scheduled for a Herzing University admission test. University transfers who have completed 24 or more semester credits with a “C” or better do not require admission testing, but may require placement testing.

### ENROLLMENT

Upon acceptance, the student may finish the enrollment process by applying for any financial aid that may be available. If the estimated financial aid package is acceptable, the applicant completes the enrollment agreement and pays a \$25 enrollment fee.

### FINANCIAL AID APPLICANTS

If you wish to apply for need-based financial assistance from Herzing University (grants, loans, and employment) **you must:**

1. Apply for admission;
2. File the Free Application for Federal Student Aid (FAFSA), preferably online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

Financial aid can be estimated for students based upon their and their parent’s most recent tax returns. For an actual financial aid package, tax returns may be needed for the year immediately prior to the year of the student’s start date.

Financial aid is awarded on a first-come, first-served basis, so you should file your FAFSA as soon as possible. (Although it is NOT necessary to complete your income tax forms before filing the FAFSA, we recommend that you report income figures as accurately and completely as possible.) Questions regarding financial assistance should be directed to the Financial Aid Office at 800.492.1664 or 407.478.0500.

The application should be detached from the instructions and mailed to Herzing University in the enclosed envelope to the following address:

### MAIL TO:

**Herzing University-Admissions Office**  
1595 South Semoran Boulevard  
Winter Park, FL 32792

If you have any questions, call the Admissions Office at **800.492.1664** or **407.478.0500** and speak to an admissions advisor.

Apply online: [www.herzing.edu/orlando](http://www.herzing.edu/orlando)

Providing the following information will assist us in advising you about our programs.

## PERSONAL AND GENERAL INFORMATION

TYPE OR PRINT

Last Name	First Name	Initial	M/F
Current or Local Mailing Address			
City	State	Zip Code	
E-mail Address			
Home Phone		Cell Phone or Alternate Phone	

## ORLANDO CAMPUS

I am interested in the term:

- January
- March
- April
- July
- September
- November

Are you a U.S. citizen?  yes  no Permanent Resident?  yes  no If yes, Alien Registration #: \_\_\_\_\_

Are you a foreign student?  yes  no

Date of Birth: mm/dd/yyyy \_\_\_\_\_

How did you first hear about Herzing University? (check one):

Student  Company  Friend/Referral  High School  TV  Newspaper  Radio  Yellow Pages  Mail

Internet  Presentation today  Other: \_\_\_\_\_

## EXPERIENCE AND ACTIVITIES

**ACTIVITIES** What activities have you participated in at school or other organizations that have developed teamwork, communication, or organizational skills. Explain. Use attachments as necessary.

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**EXPERIENCE** What work or other experiences developed your interests and goals and gave you a sense of responsibility? Explain. Use attachments as necessary.

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## COMPUTER BACKGROUND

What application software packages are you familiar with? (ie, Word, Excel)

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How would you rate your computer knowledge? (Check one)

- Extensive  Moderate
- Minimum  None

Keyboarding Skills

- Extensive  Moderate
- Minimum  None

## CURRENT WORK INFORMATION

Are you working full-time presently?  yes  no Part-time  yes  no

If you are working, are you satisfied with your present job or occupation?  yes  no

Explain \_\_\_\_\_

With additional education do you have opportunities for advancement with your present employer?  yes  no

May we contact you at your place of employment?  yes  no

Current Employer \_\_\_\_\_ City \_\_\_\_\_ Phone \_\_\_\_\_ Start Date \_\_\_\_\_ Type of Work \_\_\_\_\_

**PROGRAM OF INTEREST**

Indicate your choice of program:

**TECHNOLOGY**

**Bachelor of Science**

- Computer Science
- Computer Networking and Security Technology
- Software Engineering
- Technology Management
- Computer Science
- Computer Networking and Security Technology

**Associate of Science**

- Computer Science
- Computer Networking and Security Technology

**Diploma**

- Network Systems
- CISCO Networking
- MIRCOSOFT Networking

**BUSINESS**

**Bachelor of Science**

- Health Care Management
- Business Administration
  - Accounting
  - Business Management
- Human Resource Management
- Legal Studies

**Associate of Science**

- Business Administration
- Legal Studies/Paralegal

**Diploma**

- Bookeeping and Payroll Accounting

**HEALTH CARE**

**Bachelor of Science**

- Health Care Management
- Health Information Management

**Associate of Science**

- Medical Assisting
- Medical Billing and Insurance Coding
- Nursing
- Physical Therapist Assistant
- Radiologic Technology
- Surgical Technology
- Therapeutic Massage

**Diploma**

- Therapeutic Massage
- Medical Assisting
- Medical Billing and Insurance Coding

**PUBLIC SAFETY**

**Bachelor of Science**

- Homeland Security and Public Safety

**Associate of Science**

- Criminal Justice
- Other \_\_\_\_\_

**EDUCATIONAL BACKGROUND**

I am a high school graduate. Date received: \_\_\_\_\_

My High School GPA \_\_\_\_\_ or University GPA \_\_\_\_\_ (If numeric, what is the highest attainable score? example 3.2/4.0)

I graduated from or am expecting to graduate from the following high school:

Name	Address	City	State	Zip

I obtained my GED. Date received: \_\_\_\_\_

I have attended the following post secondary institutions:

Name	City/State/Zip	Did you graduate?	Degree Received?

Name	City/State/Zip	Did you graduate?	Degree Received?

**GOALS AND PLANNING**

USE ATTACHMENTS AS NECESSARY

1. What goals will your Herzing University education help you attain?

\_\_\_\_\_

\_\_\_\_\_

2. What are possible problems that could interfere with completing your studies at Herzing? How can we help to overcome them?

\_\_\_\_\_

\_\_\_\_\_

3. What do you expect of Herzing as you go through your educational program?

\_\_\_\_\_

\_\_\_\_\_

4. What means do you plan to use to pay for your education?

Personal/Family savings    I will apply for Financial Aid   Other \_\_\_\_\_

**SCHOLARSHIPS**

Adult students may qualify to apply for an Adult Learner Scholarship. Potential candidates will be informed after completing the financial aid process.

High school students applying to start Herzing University in the year of their graduation will be automatically considered for the Herzing High School Merit Scholarship (\$500) based upon Herzing entrance test scores.

High school students who may qualify for the Henry G. Herzing Scholarship will be informed of other requirements prior to the application deadline.