

Columbia College Hollywood is looking for men and women with a serious interest in film and/or television. We seek people of all races and creeds from all over the United States and around the world who will make use of our professional and academic curriculum -- people who will put the skills they learn here to good and lasting use in society.

CCH does not require a portfolio or sample reel with your application; the will to learn and determination to fully develop your talent are the crucial qualifications. However, if you would like to attach a DVD or VHS to your application, we will be glad to review it. (Please understand that we cannot return any material you send with your application.)

Please **PRINT** or **TYPE** all information. Be accurate and specific. All items must be completed and supported by original documentation (where specified). If you must leave an area blank, please mark as "N/A." Please follow the instructions for each section. This application will be kept confidential.

ADMISSION PROCESS

We take great care to review every application thoroughly. Each application is read and discussed by the Admissions Committee. Applications for admission are reviewed on a rolling basis. This means that your application will be sent for evaluation as soon as all required documents have been received. Written notification of your eligibility for admission will be sent as soon as a decision has been reached.

ALL APPLICANTS MUST PROVIDE:

- An original or online (not faxed or e-mailed) admission application legibly printed in ink or typed. Be sure to sign, date and return the form with the \$50 non-refundable fee or College Board ATP fee-waiver. Make checks payable to: Columbia College Hollywood.
- A personal essay of **500** words describing your educational and professional objectives. Tell us about yourself in general, and in particular tell us about your interest in film and/or television production: What excites you about this field of endeavor? What are your aspirations in film and/or TV? Where do you see yourself ten years in the future? The essay is a very important part of your application and your admission consideration. Be sure to give it serious thought, and please take special care with grammar and spelling. (If you are applying online, write the essay in a separate file, edit it carefully, and then attach it to your application.)
- Official transcripts showing your high school studies and any further education. The transcripts must show a Cumulative Grade Point Average of at least 2.0. Admitted students are required to submit final transcripts to verify that all work in progress is successfully completed. In the event that the final semester of work does not meet required criteria, acceptance may be declined. Advanced Placement students must submit official AP test score results in order to receive college credit.
- Two character recommendations written by people who have known you for at least a year and who are not family members. Among other subjects, the letters should address your interest in film and/or TV. References must be sent to the Admissions Office by the people writing them and not by the student. References may include an employer, an official of the last school attended, preferably your counselor, a teacher, your school principal, Dean of Students, or an industry professional.

APPLICATION CHECKLIST

- Original or online admission application
- Application fee (\$50)
- Personal Essay of 500 words
- Recommendation Letter #1
- Recommendation Letter #2
- Official High School transcript

TRANSFER STUDENTS

- Official transcripts from each college you have attended

INTERNATIONAL STUDENTS (In addition to the items above)

- TOEFL (550 min. standard, 213 computerized test, 80 internet based exam)
- Photocopy of Passport
- Financial Statement
- Application for I-20 (*Must be completed after acceptance*)

INTERNATIONAL TRANSFER STUDENTS (In addition to the items above)

- Notice if Intent to Transfer form (*Must be completed after acceptance*)

GENERAL INFORMATION

All applicants to Columbia College Hollywood must have completed their high school education or provide a GED certificate.

CCH operates on the quarter system. New students are accepted at the beginning of each quarter: Fall, Winter, Spring, and Summer. Each quarter is twelve weeks long, except for Summer, which is ten weeks long.

APPLICATION DEADLINES

Applications and supporting documents must be received no more than three weeks before the start of the quarter for which the student is applying.

STANDARDIZED TESTS

TOEFL (REQUIRED IF ENGLISH IS NOT YOUR FIRST LANGUAGE)

www.toefl.org (CCH code 7213)

The minimum TOEFL score is **550** for the standard test, **213** for the computerized test and **80** for the internet based exam.

AP EXAMS (CCH code 4321)

Advanced Placement students must submit official AP test score results with minimum score of a **3** in order to receive college credit.

SAT/ACT REQUIREMENTS

CCH strongly recommends (but does not require) the submission of SAT or ACT scores.

APPLYING

If you decide to submit a paper application, please include the non-refundable \$50 application fee. You may pay with check/money order/credit card. We are unable to process your application without the \$50 fee.

Application materials must be sent to the following address:

Office of Admissions
18618 Oxnard St.
Tarzana, CA 91356

ELECTRONICALLY

You may access an online version of our application from our website (www.columbiacollege.edu/admissions). If you apply electronically, you may submit the application fee by credit card.

VISITING THE CAMPUS

Tours are scheduled Monday-Friday by appointment. For more information or to set up an appointment, call us at (800) 785-0585 or (818) 345-8414.

OFFICE HOURS Monday – Friday 11:00 am – 7:30 pm.

OPEN HOUSES

Please visit our Website (www.columbiacollege.edu) for an up-to-date Open House schedule. Open Houses are scheduled every two months.

FINANCIAL AID www.columbiacollege.edu/finaid.htm

In these days of rising costs, Columbia College Hollywood is committed to assisting students in financing their education. In line with that philosophy, the college offers a wide range of financial assistance. As a Title IV institution, the College participates in the following financial aid programs for domestic students:

Federal Financial Aid Programs

Federal Pell Grants
Federal Supplemental Educational
Opportunity Grants (SEOG)
Federal Work Study Program
Federal Family Education
Loan Program (FFELP)

State of CA Financial Aid Programs

Cal Grant A
Cal Grant B

Federal and state financial aid programs are only available to eligible students.* Eligibility generally requires that the student be a U.S. citizen or a U.S. Permanent Resident with an Alien Registration Card or an eligible non-citizen with a Departure Record (I-94) from the U.S. Bureau of Citizenship and Immigration Services (BCIS) formerly known as the Immigration and Naturalization Service (INS) showing specific designations, or an eligible non-citizen with a Temporary Residence Card (I-688) from the U.S. BCIS.

Office of Financial Aid - Columbia College Hollywood
18618 Oxnard St.
Tarzana, CA 91356
(818) 401-1030
(818) 345-8660 (fax)

*To apply for financial aid online, go to www.fafsa.ed.gov. Our school code is **014697**.

TRANSFER APPLICANTS

Students are responsible for having their previous school(s) forward official transcripts to the Office of Admissions.

INTERNATIONAL STUDENTS

CCH welcomes students from all over the world. In addition to the general admissions requirements, the following guidelines pertain to students applying from outside the United States:

A) International students must submit a score for the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum TOEFL score is **550** for the standard test, **213** for the computerized test and **80** for the internet based exam. Columbia College's TOEFL code is **7213**.

B) International students must also submit a statement of financial support to the CCH Admissions Office. The statement must show that you are fully supported - school fees and living expenses - for a complete academic year by funds from outside the U.S. You must secure scholarship funds, if necessary, before leaving your native country. No financial aid is available from either the U.S. government or the government of any state, including California.

C) International students must enroll for three consecutive quarters before taking a quarter off, and they must enroll full-time, taking at least 12 credits in each quarter.

D) International students may not be employed off-campus without written approval by the U.S. Bureau of Citizen and Immigration Services (BCIS).

E) Columbia College Hollywood will send you a Certification of Eligibility for Student Visa (I-20 AB) when the following process is complete:

- We have received a complete application, including all of the supporting material described above;
- We have sent you an official letter of acceptance;
- We have received an advanced payment of tuition for one academic year (three quarters).

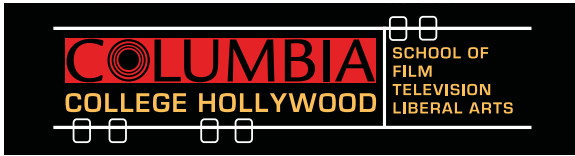
PROVISIONAL ADMISSIONS

In special cases, some admissions requirements may be waived by the Dean of Student Services. When granting provisional admission, the College may impose specific conditions on the student, including special documentation. All those conditions must be met, and the student must maintain a minimum GPA of at least 2.0.

DEFERRED ENROLLMENT

Upon acceptance, a student may, with permission from the Director of Admissions, defer enrollment for up to a full calendar year without reapplying. You must send a written request for the deferral to the Admissions Office. The request must indicate which quarter you are interested in enrolling.

HOUSING Columbia College Hollywood students may take advantage of campus housing on the campus of California State University Northridge. For additional housing information or to download a housing application please visit:
www.columbiacollege.edu/housing.htm



Application for Admission

IN CASE OF AN EMERGENCY PLEASE CONTACT

Name _____

Street # (line 1) _____

Street # (line 2) _____

City _____ State _____ Zip Code _____ Country _____

Home Phone () _____ Cell () _____

Work Phone () _____ E-mail _____

Relationship _____

TO BE COMPLETED BY INTERNATIONAL STUDENTS ONLY

If you currently hold an "F-1" visa, which school issued you the form I-20AB?

Name of school: _____

Street # (line 1) _____

Street # (line 2) _____

City _____ State _____ Zip Code _____ Country _____

Phone _____ Reason for transferring: _____

International students must submit a score for the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service. The minimum TOEFL score is **550** for the standard test, **213** for the computerized test and **80** for the internet based exam. Columbia College's TOEFL code is 7213.

FINANCIAL STATEMENT

I hereby certify that, exclusive of travel funds, I will have a minimum of \$ _____ in United States currency available to me for each academic year I am studying at Columbia College Hollywood, Tarzana, California, United States of America. These funds will be provided in the following manner:

PERSONAL OR FAMILY SAVINGS: _____

	Name of Sponsor	Amount
--	-----------------	--------

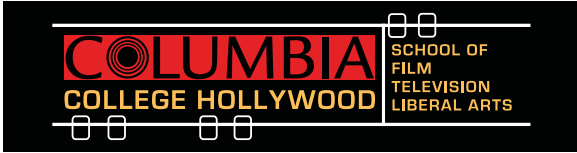
NAME OF BANK _____

RELATIONSHIP TO SPONSOR: _____

MY GOVERNMENT: _____

(IF SPONSORING YOU)	Name of Agency	Amount
---------------------	----------------	--------

Upon acceptance you will be required to submit an application for I-20, sponsor affidavit of support (if applicable), and provide supporting financial documentation.



Application for Admission

PERSONAL ESSAY

A personal essay of **500** words describing your educational and professional objectives. Tell us about yourself in general, and in particular tell us about your interest in film and/or television production: What excites you about this field of endeavor? What are your aspirations in film and/or TV – where do you see yourself ten years in the future? The essay is a very important part of your application and your admission consideration. Be sure to give it serious thought, and please take special care with grammar and spelling. (If you are applying online, write the essay in a separate file, edit it carefully, and then attach it to your application.) You must put your full name on each sheet.

EDUCATIONAL DATA

HIGH SCHOOL/GED INFORMATION

Please arrange for an official high school transcript and/or a certified copy of your high school equivalency diploma (GED) to be sent directly to CCH from the institution or testing center named below. **The transcripts must show a Cumulative Grade Point Average of at least 2.0. Admitted students are required to submit final transcripts to verify that all work in progress is successfully completed. In the event that the final semester of work does not meet required criteria, acceptance may be declined.**

Last High School Attended: _____ Date of Graduation: _____

GED Completion Date: _____

Advanced Placement students must submit official AP test score results with a minimum score of a 3 in order to receive college credit.

COLLEGE INFORMATION **Please use a blank sheet of paper if you need to list additional schools.**

Please arrange for official transcripts to be sent directly to CCH from all institutions listed below. Transcripts marked “unofficial” and/or received from the applicant or other individuals will not be accepted. **Admitted students are required to submit final transcripts to verify that all work in progress is successfully completed. All transcripts must show a cumulative grade point average of at least 2.0.**

List **all** universities, colleges and/or vocational schools attended:

Name of School: _____

Address: _____ City _____ State _____ Zip _____

Dates Attended: ___/___/___ - ___/___/___ Units completed: _____ Major: _____

Degree: _____ Cumulative G.P.A. _____

Name of School: _____

Address: _____ City _____ State _____ Zip _____

Dates Attended: ___/___/___ - ___/___/___ Units completed: _____ Major: _____

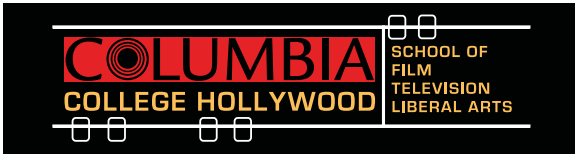
Degree: _____ Cumulative G.P.A. _____

Name of School: _____

Address: _____ City _____ State _____ Zip _____

Dates Attended: ___/___/___ - ___/___/___ Units completed: _____ Major: _____

**Official transcripts should be mailed by the institution to:
Columbia College Hollywood
Office of Admissions
18618 Oxnard St.
Tarzana, CA 91356**



Application for Admission

WORK EXPERIENCE

If your education has been interrupted for any reason, please describe in detail on a separate sheet your activities since last enrolled or list jobs you have held during the past three years (including summer employment).

Specific nature of work	Employer	Approximate dates	Approximate # of hours spent per week

CHARACTER REFERENCES

You must submit two professional character recommendations written by people who have known you for at least a year and who are not family members. This may include an employer, an official of the last school attended, preferably your counselor, a teacher, your school principal, Dean of students, or an industry professional. Among other subjects, the letters should address your interest in film and/or TV. References must be sent to the Admissions Office by the people writing them and not by the student.

REFERENCE #1

Name _____
 Street (line 1) _____
 Street (line 2) _____
 City _____
 State _____
 Zip Code _____
 Country _____
 Contact # _____
 Years I have known this person _____
 Relationship to me _____

REFERENCE #2

Name _____
 Street (line 1) _____
 Street (line 2) _____
 City _____
 State _____
 Zip Code _____
 Country _____
 Contact # _____
 Years I have known this person _____
 Relationship to me _____

FINANCIAL AID

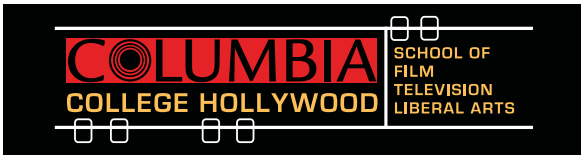
U.S. CITIZENS AND PERMANENT RESIDENTS ONLY:

Do you plan to apply for financial aid? Yes No
 If yes, please contact the Financial Aid Office immediately for more information at (818) 345-8414, ext.110, or via email at finaid@columbiacollege.edu. Applications for financial aid should be submitted at least four weeks prior to the quarter start date. To apply for financial aid online, go to www.fafsa.ed.gov. Our school code is **014697**.

VA Benefits

Are you eligible to attend school under Chapters 30, 32, 35, or 106, Title 38, of the Veterans Training Act?
 Yes No VEAP I don't know Branch of service _____
 V.A. Claim # _____ Date Discharged _____
 Have you applied for V.A. Benefits? _____ Type of benefits _____
 When? _____

For more information regarding VA Benefits or to apply, visit www.gibill.va.gov



Application for Admission

HOW DID YOU LEARN ABOUT CCH

- CollegeSurfing.com
 Filmschools.com
 Peterson's Guide
 Open House
 LAUSD School Visit
 Cable TV
 College Fair in _____
 School Guidance Counselor: _____
 Magazine/Newspaper Ad
 Other _____

ETHNIC BACKGROUND

The United States Department of Health, Education and Welfare require colleges to gather ethnic information to comply with Title VI of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972. **Please indicate your ethnic background:**

- | | |
|---|---|
| <input type="checkbox"/> Black or African American
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Asian
Includes students of Chinese, Japanese, Korean, Vietnamese, Samoan, Polynesian or other Asian origin. (Does not include international students.)
<input type="checkbox"/> Nonresident Alien
Students under a temporary or student visa.
<input type="checkbox"/> American Indian or Alaska Native | <input type="checkbox"/> Hispanic/Latino
Includes students of Mexican, Central American, South American, Cuban, Puerto Rican, Latin American or other Spanish origin. (Does not include international students.)
<input type="checkbox"/> White
(Does not include international students.)
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander
<input type="checkbox"/> Two or More Races
<input type="checkbox"/> Race and Ethnicity Unknown |
|---|---|

A Non-Refundable Application Fee of \$50.00 must accompany this application.

Please check only one box:

- A personal check or money order payable to Columbia College Hollywood is enclosed.
 I authorize payment by credit card.

Cardholder's name (as it appears on the card) _____

Cardholder's signature _____ Card Type (Visa & MasterCard only): Visa MasterCard

Card #: - - Exp. Date _____

E-mailed or faxed applications will not be considered as a final application but may be forwarded for reference purposes. CCH strongly recommends (but does not require) the submission of SAT scores. Videotapes, films, portfolios, screenplays, etc. are not solicited as part of your application to Columbia College Hollywood. Any items sent with your application will not be returned.

I certify that the information given in this application is complete and true to the best of my knowledge, and that I have attended no other institution than those listed herein. I understand that acceptance to Columbia College Hollywood is subject to verification and evaluation of all information and documents. I understand that I am personally responsible for arranging for all documents to be sent directly to Columbia College Hollywood. I also understand that all documents and supporting materials sent to Columbia College Hollywood become the property of the college and will not be returned to me.

Applicant's signature _____ Date _____ mm/dd/yyyy

Applicant's printed name _____

The original sealed application must be mailed to:
Columbia College Hollywood
Attn: Admissions
18618 Oxnard Street
Tarzana, CA 91356

Office Use Only

Application fee received on _____ Receipt # _____

Tour given on _____

