



Office of Admissions & Financial Aid
P.O. Box 9, Koror, Republic of Palau 96940 Telephone: 488-2470/2471 or 488-1657; FAX: 680-488-4468
E-mail address: dahliapcc@palaunet.com; Website address: www.palau.edu

APPLICATION FOR ADMISSIONS INFORMATION

Admission into the College is easy. Take a few moments and familiarize yourself with the following admissions requirements and procedures. Students are accepted on an open enrollment basis, meaning that completed applications are accepted throughout the year.

Before you begin to fill the application form, you need to determine your admissions status as described below.

1. **First Time Applicant** - An applicant who is enrolling at the college for the first time after graduating from high school/high school equivalent.
2. **Transfer Applicant** - An applicant who was enrolled in another accredited postsecondary institution
3. **Dual Applicant** - A selected high school junior or senior who wishes to earn college credits prior to high school graduation.
4. **Unclassified Applicant** - An applicant who is not seeking a degree but will earn grade(s) and college credit(s).
5. **Enrichment Applicant** - An applicant who will audit course(s) for personal enrichment purposes and will not earn grade(s) or college credit(s).

Outlined below are the application's required documents that must be completed and submitted directly to the above address.

Applicants will not be considered for admissions if required documents are incomplete. All documents received are the property of PCC and will not be released to or reproduced for student.

1. **Admissions Application Form**
Submit your completed application for admission. This form is available online at www.palau.edu or request the form directly at the above address.
2. **Application Fee**
A \$10.00 non-refundable application fee needs to be submitted along with the completed Admissions Application. This fee must be paid before your application can be processed. Please make payment by check or money order payable to "Palau Community College". DO NOT SEND CASH.
3. **Official High School (GED or Adult) and/or College Transcripts**
Official transcripts must be sent directly from each school to the above address. Transcripts sent via fax or email are not considered official.
 - a. **First Time & Dual Applicant**
Submit an official high school transcript. If you did not graduate from high school, submit GED or PCC Adult High School transcript.
 - b. **Transfer Applicant**
Submit college transcript if you completed 12 or more semester credits of the college level courses. Submit course descriptions if you wish to have your college/university credits considered toward your major. If you earned less than 12 credits of college level courses, submit an official high school transcripts in lieu of college transcript.
 - c. **Unclassified or Enrichment Applicant** does not provide official school transcript. An unclassified or enrichment applicant who is below 18 years of age needs to provide a letter of approval for enrollment from a high school principal and/or a written consent from a parent.

Accredited by the Western Association of Schools and Colleges

Revised : 01/2010

ENTRANCE REQUIREMENTS FOR DEGREES 2008-2012 CATALOG				TOTAL CREDITS REQUIRED TO GRADUATE
MAJORS	DEGREE OFFERED	TOEFL REQUIREMENT	CUMMULATIVE GPA REQUIREMENT	
SCHOOL OF ARTS & SCIENCES				
1. Agricultural Science (AG)	AAS and AS	AS = 500	2.0	62
2. Criminal Justice (CJ)~	AS	500	2.0	65
8. EDUCATION (ED)	a. Early Childhood (EDEC)	AS	500	63
	b. Elementary Education (ELEE)	AS	500	64
	c. Secondary Education (EDSE)	AS	500	65
	d. Special Education (EDSP)	AS	500	65
3. Environmental/Marine Science (ES)	AS	500	2.0	65
4. Liberal Arts (LA)	AA and ATS	AA = 500	2.0	AA = 65
5. Library & Information Services (LS)	AAS and AS	AS = 500	2.0	AAS = 62; AS = 65
6. Nursing Career Ladder (NU)*	AAS and AS	AAS = 450; AS = 500	2.0	AAS = 65; AS = 80
SCHOOL OF TECHNICAL EDUCATION				
7. Air Conditioning & Refrigeration (AC)	AAS	N/A	2.0	60
8. Automotive Mechanic Technology (AM)	AAS	N/A	2.0	65
9. Construction Technology (CT)	AAS	N/A	2.0	61
10. Electrical Technology (ET)	AAS	N/A	2.0	60
11. General Electronics Technology (GE)	AAS and AS	AS = 500	2.0	62
12. Small Engine & Outboard Marine Technology (SE)	AAS	N/A	2.0	62
SCHOOL OF BUSINESS				
13. Business Accounting (BA)	AS	500	2.0	66
14. Business Administration (BU)	AS	500	2.0	65
15. Information Technology (IT)	AS	500	2.0	68
16. Office Administration (OA)	AAS	N/A	2.0	65
17. TOURISM & HOSPITALITY (TH):	a. Food & Beverages (THFB)	AAS	N/A	61
	b. Hospitality Management (THHM)	AS	500	64
	c. Hotel Operations (THHO)	AAS	N/A	61
	d. Tour Services (THTS)	AAS and AS	AS = 500	AAS = 62; AS = 65

NOTE I: Additional requirements for Criminal Justice and Nursing Programs

~ Criminal Justice (CJ) applicants are also required to submit drug test result and a copy of police clearance with their application for admission.

* Nursing (NU) applicants are also required to submit a drug test result, the results of Physical exam within six months prior to the beginning of the program, and have taken a Chemistry course (introductory level) with at least a grade of "C".

NOTE II: Descriptions of different types of degree programs:

- Associate of Applied Science (AAS) Degree:** Awarded to students who successfully complete at least 60 semester credits of occupational and related general education courses. This degree does not require TOEFL test as an entrance into program except Nursing [NU]- 450 or higher.
- Associate of Science (AS) Degree:** Awarded to students who successfully complete at least 60 semester credits of occupational and related general educational courses. This degree requires TOEFL score of 500 or higher as an entrance into the program.
- Associate of Arts (AA) Degree:** Awarded to students wishing to complete the first two years of general college work prior to transferring to a four-year college or university, or for students desiring two years of general education beyond high school. This degree requires TOEFL score of 500 or higher as an entrance into the program.
- Associate of Technical Studies (ATS) Degree:** Awarded to students who successfully complete at least 60 semester credits. This degree provides students with skills and knowledge for gainful employment or to pursue a degree at four-year colleges/universities. Courses for this degree must be customized by a student and an advisor following the AA degree curriculum format. This degree requires TOEFL score of 500 or higher as an entrance into the program.

NOTE III: TOEFL Waiver: For those applicants who wish to request a TOEFL waiver, the following criteria shall apply:

- Submit a request letter justifying the reasons why the Committee on Programs & Curricula (CPC) should waive the TOEFL requirement.
- Have successfully completed high school or college where English was the language of instruction.
- Submit a copy of transcript from the high school or college last attended with at least a cumulative GPA of 2.00 or better.
- Achieve a score of at least 600 on the PCC Institutional TOEFL test and an average score of 4 on the writing portion of the Institutional Test.

Once the above information is properly submitted to the CPC Chair, CPC will meet to review the request, take proper action and inform the student.



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For Office Only		
Logged	Date	Initial
Rec'd		
Access		
FX		
Ad Fee		
Invoice No.:		

Application for Admissions Form

Instruction: Please print in ink all responses clearly and accurately. This **FORM** is also available on the web at www.palau.edu/admissions

1. Please indicate the semester you wish to enroll (check one): Summer 2010 Fall 2010 Spring 2011
2. _____ 3. _____
 LAST NAME FIRST NAME M. SS NUMBER (US#; if none, use your state/republic SS#)
4. _____ 5. _____
 PRESENT MAILING ADDRESS: (P.O. Box City, State Zip Code) HOME PHONE NUMBER WORK PHONE NUMBER CELL PHONE NUMBER
6. _____ 7. _____
 PERMANENT MAILING ADDRESS: (if different from above) City, State Zip Code EMAIL ADDRESS
8. _____ 9. _____ 10. Gender: Male Female 11. Single Married Divorce Widow.
 Date of Birth (Month/Day/Year) Place of Birth (State/Republic) MARITAL STATUS
12. Ethnicity (Check one): Asian Pacific Islander Other _____
13. Country of Citizenship (check one): CNMI (Saipan) Guam Marshall Palau USA
 FSM (circle one): Chuuk, Kosrae, Pohnpei, Yap Other: _____
14. Reason(s) for enrolling (check all that apply):
 (a). Work toward a certificate or degree (d). To take classes and transfer to another school (check all that apply):
 (b). No plan to earn a degree or certificate (check one) transfer to a 4 year school before graduation;
 Improve skills for a present job transfer to a 4 year school after graduation;
 Personal Interest or self-improvement transfer to a 2 year school before graduation;
 (c). Complete credits for high school diploma transfer to a 2 year school after graduation
 (e). I do not plan to transfer
15. How long do you plan to study at this institution: 1 semester 1 year 2 years More than 2 years
16. Applicant Status (check one) First Time Transfer Dual Unclassified Enrichment 17. Housing: On campus Off campus
18. Indicate your intended college MAJOR(S) {see majors on page 2} and check mark your intended degree
 Explanation of abbreviations: **AAS - Associate of Applied Science; AS - Associate of Science; AA - Associate of Arts; ATS - Associate of Technical Studies**
- 1st Choice: _____ AAS AS AA ATS UNDECLARED
- 2nd Choice: _____ AAS AS AA ATS
19. Have you previously applied to or ever attended PCC (MOC)? No Yes If yes, indicate last term/date attended _____
20. Indicate below the name of high school attending/attended:

_____ HIGH SCHOOL NAME STATE/COUNTRY MONTH/YEAR GRADUATE/WILL GRADUATE

21. List all colleges/universities that you attended in order of most recent attendance.

Name of Institution (College/University)	Address	Dates attended (mo/yr)	Degree Earned/Date graduated

22. Parents marital status: Single/Divorced/Widowed Married/Remarried Separated
23. Father/Stepfather's Name: _____ Mother/Stepmother's Name: _____
 Last First Last First
 E-Mail Address: _____ E-Mail Address: _____
 Phone: Home: _____ Work: _____ Phone: Home: _____ Work: _____
 Cell # _____ Cell # _____
24. Indicate the person to notify in case of emergency:
 Name: _____ Relationship: _____ Email: _____
 Phone(Home): _____ Phone (Work): _____ Cell Phone #: _____
25. **CERTIFICATION:** I certify that, to the best of my knowledge, the information furnished in this application is true and correct. I authorize the college to verify these information.
- Applicant's Signature: _____ Date: _____

STUDENT CLASSIFICATION

1. Classified Status:

- A. **DECLARED:** A student with a declared academic major seeking a degree upon admission.
- B. **UNDECLARED:** A student who intends to seek a degree upon admission but still undecided on academic major and/or lacks entrance requirements to a particular major. An undeclared student is given one semester only to declare a major.

2. Unclassified Status :

- a. A student who intends to seek a degree but is still lacking transcript(s). An unclassified student is given one semester to declare a major.
- b. A student who is not pursuing a degree but who will earn grade(s) and college credits; he/she will have to declare a major after completing 12 required credits of a particular program/major.
- c. A high school student under 18 years of age who is not seeking a degree but who will earn grade(s) and college credits; he/she needs to provide a letter of approval for enrollment from a high school principal AND a written consent from a parent to be submitted with an application for admission.

3. Enrichment/Auditing Student A student who registers to audit course(s) for personal enrichment purposes, will not earn grades or college credits.

AFFIRMATIVE ACTION POLICY:

It is the policy of PCC to comply with Federal laws which prohibit discrimination on the basis of race, color, national origin, marital status, sex, age or disability in its programs and activities, including students and applicants for admission to the College.

