



Cambridge College

NITE

National Institute for Teaching Excellence

Application

Welcome • Contacts • Tips • Admission Requirements • Important Policies • Forms

Application Checklist Follow instructions and use forms in this booklet

- Application Form
- Application Fee of \$30
- Request Official Transcripts (international transcripts must also be translated and evaluated)
- Transfer Credit Request Form (for transfer of required courses into a *graduate* program)
- Interview (educator licensure programs)
- Documentation of Licensure *IF* you have an educator license
- Current Résumé (additional documentation for professional & administrator licensure)
- Written Personal Statement/Essay
- Professional References
- If you have a U.S. permanent resident card, a copy of both sides is required
- International students, please attach international student form and all required documents listed (get form on website).
- Health Insurance Waiver
- Immunizations Form

Please mail your NITE application and other materials to:



Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138

Or fax to 617-868-1124

Puerto Rico • Tennessee • California • Virginia • Georgia • Massachusetts
San Juan Memphis Inland Empire Chesapeake Augusta Cambridge main campus • NITE
at Ontario Lawrence • Springfield

Cambridge College School of Education • National Institute for Teaching Excellence

1000 Massachusetts Avenue • Cambridge, MA 02138 • 617-868-1000 • www.cambridgecollege.edu



Cambridge College

for working adults



Welcome • Contact Us

Cambridge College welcomes adult learners based on motivation, prior life achievement, and commitment to realizing life goals, rather than on the results of standardized entrance exams. An admissions counselor talks with you and helps you collect all required materials. An interview with your admissions counselor and review of your file establish whether or not Cambridge College is right for you, and whether or not you are ready for Cambridge College. Some programs have specific assessment and admission requirements.

NITE Admissions • 800-380-1218

NITE on the Web • www.cambridgecollege.edu/nite

Cambridge, MA — Main Offices, Locations & Contacts

Main Building, Main Offices • 1000 Massachusetts Avenue
School of Education • 80 Prospect Street
School of Psychology & Counseling • 80 Prospect Street
Website • www.cambridgecollege.edu

Financial Aid 617-873-0440 financialaidweb@cambridgecollege.edu
Registrar 617-873-0101 registrar@cambridgecollege.edu
Student Records 617-873-0447 studentrecords@cambridgecollege.edu
Student Services 617-873-0120 studentservices@cambridgecollege.edu
Disability Support 617-873-0470 disabilitysupport@cambridgecollege.edu
Transfer Credit 617-873-0181 transfercredit@cambridgecollege.edu
Bursar 617-868-1000 x1326 . bursar@cambridgecollege.edu
International Student Services . . 617-873-0142 . . international@cambridgecollege.edu

Tips

Keep Photocopies

Keep copies of your completed application and other items you submit. Application materials may not be returned, duplicated for personal use, or forwarded.

Complete Admission File Required

Your file must have all items listed in this booklet. If at least the **official** transcript of your prior degree is in your file, you may register for your first term's classes before the file is complete. However, you may not register for your second term until the file is complete. (Only transcripts from regionally accredited colleges are accepted.)

International Transcripts

International Transcripts must be translated and evaluated by authorized agencies. You must obtain this service. Suggestions include:

- Center for Educational Documentation, 617-338-7171, www.cedevaluations.com
- World Education Services, 212-966-6311, www.wes.org
- American Association of Collegiate Registrars & Admissions Officers, www.aacrao.org

If original documents are located in countries where there are extenuating circumstances, a notarized copy of the original transcript may be acceptable. International transcripts with translation and evaluation, documenting degrees earned at international institutions, must be received before you may enroll.

Second Cambridge College Degree

Are you applying for a second Cambridge College degree program?
A new application form must be submitted with transcript and appropriate documents. Please ask the Registrar's Office to release an official transcript of your prior degree.

Doctoral Program Applicants

Please ask your admission counselor about the application process and request the separate EdD application booklet.

Please Send Your Application

and other materials to:



Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138

Or fax to 617-868-1124



Important *Must Read Policies*

Cambridge College Mission & Values

Mission — To provide academically excellent, time-efficient, and cost-effective higher education for a diverse population of working adults for whom those opportunities may have been limited or denied.

Values — Cambridge College is a responsive learning community, where working adults can find ways to make the personal and professional changes they need to achieve their goals. Learning at Cambridge College takes place in an atmosphere of true diversity, where students support each other in a collaborative learning process that respects their needs and values, their prior learning and life experiences. The College's innovative adult-centered learning model links theory and practice, helping students to acquire the academic credentials they seek, enrich their lives and careers, and become leaders in their communities.

An Equal Opportunity Institution

Cambridge College is an equal opportunity institution committed to providing a diverse academic environment for its students, faculty, and staff, regardless of race, color, national origin, citizenship, religion, marital status, gender, sexual identity, sexual orientation, genetic information, veteran's status, pregnancy, disability, age, or any other legally protected status.

Accreditation & Authorization

Cambridge College is accredited by the New England Association of Schools and Colleges, Inc. (NEASC) through its Commission on Institutions of Higher Education.

Cambridge College and its programs are authorized in **Massachusetts**. The College is approved to operate and offer selected academic programs in **California, Georgia, Tennessee, Virginia, and Puerto Rico**.

Educator Licensure Programs Approved

Cambridge College programs preparing students for educator licensure are approved by the Massachusetts Dept. of Elementary and Secondary Education (ESE), are within current Massachusetts state guidelines, and are subject to its regulations and standards.

Massachusetts has reciprocal agreements with many other states through the NASDTEC Compact. However, some states may not accept out-of-state teacher preparation programs. Check with your state education dept. before enrolling!

Georgia, Tennessee, Virginia, Puerto Rico — Students may apply for licensure after completing an approved Cambridge College licensure program and meeting all other state requirements.

Regulations & Programs May Change

Nation-wide, standards for teachers are rising; regulations in any state may change at any time. To help our students meet evolving professional standards, our programs are subject to change and our program coordinators are available to counsel students.

Make an Informed Decision

Applicants are responsible for reading the Cambridge College catalog to get the information needed to make an informed program choice.

The Cambridge College Catalog is available online at www.cambridgecollege.edu/. Please see the catalog for more information, including your program requirements and policies, tuition and fees, and refund policies.

Educators, Choose Your Program Carefully

Before enrolling, students who may wish to get a license (certificate) must get current information from the state education dept. where they seek licensure or licensure status upgrade, comply with its requirements, and follow its procedures. All applicants are responsible for:

- Being thoroughly informed about licensure requirements.
- Understanding Cambridge College education programs and policies, and how differences between non-licensure and licensure programs may affect plans for licensure.
- Checking with the state education dept. before enrolling, to verify acceptability of their Cambridge College program chosen for the license sought. State requirements may impact program choice.

Writing Assessment & Support

Most Cambridge College programs conduct a writing/analytical skills assessment early in the first term. If the assessment indicates need, your seminar leader/academic advisor will refer you to appropriate course work and to the College's writing support services, so that you can get the most from your course work.

Applicant Records & Privacy

All application materials become part of Cambridge College records and will not be returned. Materials received in the application process may not be removed or duplicated for personal use or forwarded to any third party.

Access to the information supplied on your application form, supporting materials, and student education records, is strictly limited under the Family Educational Rights and Privacy Act of 1974. In compliance with the Act (FERPA), the College does not permit the release of personally identifiable information in student records without the written consent of the student, except as specifically allowed by FERPA statute or regulation.

This publication has been prepared from the best information available at the time of printing. All information may be subject to change without notice.

Admission requirements for Cambridge College

Education: MEd & CAGS

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.
- International students, please attach international student form and all required documents listed.

Official Transcript of Your Prior Degree

Degree earned at a regionally accredited college/university:

- MEd applicants — Bachelor's degree required.
- CAGS applicants — master's degree in education or a closely related field *and* bachelor's degree required.

You must request an official transcript from the college that awarded your degree, to be mailed directly to Cambridge College; we must receive it **sealed and unopened**. Only official transcripts are accepted.

Documents for Transfer Credit Evaluation

If you want prior graduate course work evaluated for transfer credit, please send to the Transfer Credit Office:

- **Official transcripts** (only official transcripts are evaluated).

AND if you wish to transfer specific required courses, send also:

- **Transfer credit request form** (provided).
- **Course descriptions or syllabi** — Photocopies must clearly show the college's name; write your name and social security number on the copies.

Interview (*candidates for licensure programs*)

Please be ready to demonstrate:

- Appropriate competencies and knowledge in the subject area and at the level of licensure sought.
- Strong oral and written communication skills, including organization and clarity of thought, ability to communicate ideas, and correct use of English.
- Enthusiasm, sincerity, and serious intent to become a licensed educator.

Current Résumé Documenting Your Experience

- All programs — Five years of work experience recommended.
- Professional and administrator licensure programs — Specific experience required (see program charts). Please provide a letter on your employer's letterhead signed by an official (e.g. principal or human resource director) stating that you have completed the experience required. Students who do not submit this letter may be admitted by signing a waiver stating that they understand that **they will not be eligible for licensure at the completion of the program**.

Documentation of Licensure

IF you have a current educator's license/credential, a photocopy is required. NOTE: a prior license is required only for professional licensure and some administrator licensures (see program charts).

Written Personal Statement/Essay

Write a short essay (about four typed, double-spaced pages), describing your professional experience: What are you most proud of? What do you want to improve? How do you best learn? What are your goals and objectives for graduate study and for educator licensure? How do you expect your graduate studies to apply to your school and enhance your future career? **If seeking licensure, make your response specific to the area and level of licensure you seek.**

Please keep an electronic copy of your statement to share with your professional seminar leader (academic advisor) and post on your MYCC web page. It will also become the first entry in your portfolio of learning at Cambridge College. This portfolio may be used for program assessment.

Two Professional References

See instructions on form provided.

Additional Requirements

- Math initial licensure (5-8, 8-12) — Math placement test.
- School Nurse Education — Registered nursing license (RN); proof required.

Health Insurance

Required by law for MA only (including NITE). See form provided.

Immunizations

Required by law for MA only (including NITE):

- Full-time study in any degree program.
- Programs and courses that will include work at a health care facility.
- International students.

Please see immunizations form provided for policy and instructions.

Admission requirements & information for Cambridge College

Non-Degree Students

Application Form — Read & Complete Carefully

- Complete all items and **sign** your application.
- Include application fee of \$30 (non-refundable).
- If you have a U.S. permanent resident card, a copy of both sides is required.

Single Courses

Education and experience required — If you wish to take courses for academic credit, the prior education and experience required for the corresponding degree are recommended (no transcript required). Any course prerequisites must also be met.

The College reserves the right to restrict access by special students to particular courses, depending on the nature of the course.

Financial Aid

To be eligible for financial aid, enrollment in a degree program or eligible certificate is required. Please contact the Financial Aid Office.

Transfer Credit Limited

Courses will be evaluated and counted as transfer credits if you enroll in a degree program at a later time (see Transfer of Credit).

- Courses must meet all criteria for transfer, so acceptance cannot be guaranteed.
- Each degree program can accept only a limited number of transfer credits. **Do not take more credits than this limit before seeking academic advising.**

Immunizations

Required for non-degree students for courses that will include work at a health care facility.

Application Date

month	day	year			

<p>Academic program desired Write program title _____</p> <p><input type="checkbox"/> Full time study Undergraduate: 12 credits/term Graduate: 8 credits/term</p> <p><input type="checkbox"/> Part time study</p>	<p>Degree desired</p> <p><input type="checkbox"/> Master of Education <input type="checkbox"/> CAGS EdD: please request separate application</p> <p>Non-degree study</p> <p><input type="checkbox"/> Special student taking individual courses</p>	<p>For office use only</p> <p>Date _____</p> <p>Type of payment _____</p> <p>Counselor _____</p> <p>Student ID _____</p>
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Personal & Contact Information (your documented legal name as it would appear on your academic records)

Last name _____	First name _____	Middle initial _____																						
Former name if applicable _____																								
Home phone (____) _____																								
Alternate phone <input type="checkbox"/> cell <input type="checkbox"/> work (____) _____																								
Address _____		Apt _____																						
City _____	State _____	Zip _____																						
Country _____																								
E-mail <input type="checkbox"/> home <input type="checkbox"/> work _____																								
Birth Date	Social Security Number																							
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Month	Day	Year																						
<small>All data provided will be kept confidential. Social security numbers are not a condition of enrollment, but if not provided there may be delays because of legal reporting requirements.</small>																								
If you have a Cambridge College student ID number, please supply <table border="1" style="display: inline-table;"><tr><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td><td style="width: 20px; height: 20px;"></td></tr></table>																								

Colleges are asked by government agencies, accrediting associations, college guides, newspapers, and their own college communities, to describe the demographic profile of their students. Your responses will be used only for statistical purposes and will be kept confidential.

Do you consider yourself to be of Hispanic, Latino or Spanish origin? Yes No

Please check one or more of the following categories to describe yourself:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or other Pacific Islander
- White

Are you Female or Male ?

What is the highest level of education either of your parents completed?

- Some high school
- High school diploma or GED
- Some college but no degree
- Associate's degree
- Bachelor's degree
- Master's degree
- Doctorate/professional degree

Is English your primary language?

Yes No—please specify below: _____

Personal income range

- 0-\$14,999
- \$15,000-\$29,999
- \$30,000-\$44,999
- \$45,000-\$59,999
- \$60,000-\$74,999
- \$75,000 or more

How did you find Cambridge College?

- Subway or bus poster
- Info session
- Newspaper/magazine ad
- Radio ad
- Online ad or web site
- Mailed brochure
- Cambridge College student/alumnus
- Other (e.g. friend, billboard, etc.)—please specify below: _____

Professional Work Experience Please attach current résumé

Present or most recent position; Please be specific _____ currently employed not now employed

Your employer _____

City _____ State _____

Years at this position

--	--

 Total years of professional work experience

--	--

Citizenship ♦ Permanent Residence ♦ International Students

Country of citizenship: U.S. Other _____

Country of birth _____

Non-U.S. citizens:

I have a U.S. permanent resident card. (photocopy of both sides required). Number _____

I do not have a U.S. permanent resident card. Current U.S. visa type _____

Please also complete the international student information & I-20 request form

Educational History *Official transcript must be sent directly from the institution to Cambridge College.*

CAGS applicants: please list and provide official transcripts of both your bachelor's and master's degrees.

- High school diploma
- GED
- Associate's degree
- Bachelor's degree
- Master's degree
- CAGS
- Other

Major/field of study _____

High School or College/university	location	dates (from/to)	degree completed
College/university	location	dates (from/to)	degree completed

Transcripts for Transfer Credit Evaluation Please list all accredited colleges where you earned credits that you want evaluated for transfer, and request *official transcripts (must be sent directly from the institution to Cambridge College).*

College/university	location	dates (from/to)	credits earned
College/university	location	dates (from/to)	credits earned
College/university	location	dates (from/to)	credits earned

Please note: total credits _____

- International transcripts must be translated and evaluated by authorized agencies Quarter-hours
- Course descriptions or syllabi also required for transfer of required graduate courses Semester-hours

School of Education Applicants — Licensure/Certification

Current license/certificate you have now

- Yes, describe below; photocopy required.
- None

License number _____

State _____

Subject area _____

Grade Level _____

- Preliminary
- Initial
- Professional
- Temporary

Other _____

License/certificate you wish to earn

- Yes, describe below
- None

State _____

Subject area _____

Grade Level _____

- Preliminary
- Initial
- Professional
- Temporary

Other _____

Emergency Contact

Name _____ Daytime phone (_____) _____

Address _____ Evening phone (_____) _____

City _____ State _____ Zip _____ Cell phone (_____) _____

Read carefully and sign

Financial Aid Are you applying for financial aid? Yes No If yes, please call the Financial Aid Office at 1-800-877-4723 ext.1440. Students who have defaulted federal loans cannot receive government loans unless satisfactory arrangements have been made with the holder of the defaulted loan. Cambridge College verifies student information supplied on the financial aid application (FAFSA).

I certify that I have read and understand the information in this application booklet and that the information I have supplied is true and complete to the best of my knowledge. Students found to have supplied false information will be denied admission or, if admitted, face immediate disenrollment.

Signature _____ Date _____

Please note: Occasionally photos and videos are taken of classes and other College activities to show others what they are like. I hereby give Cambridge College permission to use such images of myself in College activities for public relations, marketing, and other purposes.

Signature _____

Please mail your NITE application form and fee to:



**Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138**

Or fax to 617-868-1124



Cambridge College

NITE

National Institute for Teaching Excellence

Request for Official Transcript of Credits

Please submit this form to the institution providing your transcript

Last Name _____ First name _____ Middle initial _____

To the Registrar or Guidance Officer of:
(Name of high school or college)

Please mail a SEALED, OFFICIAL COPY of my academic transcript to Cambridge College

(Please inform me if you cannot release my transcript.)

Date _____ Former name if applicable _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

SSN (optional) Date of birth (MM-DD-YY)

Date of graduation or years in attendance _____ Degree received _____

Major _____

Signature _____

Please mail my official transcripts to:



Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138



Cambridge College

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Request for Official Transcript of Credits

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Please mail a SEALED, OFFICIAL COPY of my academic transcript to Cambridge College

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Date _____ Former name if applicable _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

SSN (optional) Date of birth (MM-DD-YY)

Date of graduation or years in attendance _____ Degree received _____

Major _____

Signature _____

Please mail my official transcripts to:



Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138



Cambridge College

National Institute for Teaching Excellence

NITE

Request for Transfer/Waiver of Graduate Courses

Form required if you wish to transfer specific required courses into a graduate or post-graduate program.

Form not required if you are requesting transfer only of elective courses.

The Transfer Credit Office reserves the right to require this form and accompanying course descriptions or syllabi for evaluation of any external course work not applied to a prior degree.

Read more about transfer credit on the back of this page.

Name _____

SSN (optional) or Student ID# _____

Date _____

Desired Entry Date/Term _____

List below the courses you would like to transfer in to your Cambridge College degree program.

Attach syllabus or catalog course description of each course.

Photocopies must clearly show the college's name.

Write your name and social security number on each copy.

Your academic program
Write full title of your program/concentration

Master of Education
 Certificate of Advanced Graduate Studies
 Doctor of Education

Institution	Course #	Course Title	Grade	# of credits	Cambridge College course number & title

General criteria for graduate transfer credit

Graduate credits must have been earned within the specified time period from a regionally accredited institution authorized to grant graduate degrees. Grade of B or better (B-minus is not acceptable). See further information on the back of this form.

I am aware that

- All credits are subject to review and approval by the Transfer Credit Office and the dean or program coordinator.
- I should not register for any required course that I hope to fulfill with a transfer course, until I receive my transfer credit evaluation.
- If my credits are deemed unacceptable or insufficient for any reason, I will be required to earn those credits at Cambridge College.

Signature _____

Date _____

Please mail completed form with course syllabi or descriptions to:



Cambridge College / NITE
 Transfer Credit Office
 1000 Massachusetts Avenue
 Cambridge, MA 02138

Or fax to 617-868-1124

About Transfer Credit

617-873-0181 • transfercredit@cambridgecollege.edu

Master's, CAGS & EdD Transfer Credit

- Grade required: B or better (B-minus not accepted). Any other indications, such as P, CR, or S, must be confirmed as equivalent to B or better.
- Courses completed at regionally accredited institutions authorized to grant graduate/post-graduate degrees.
- Degree credit-bearing graduate/post-graduate courses.
- Courses must meet current program requirements.

Please Note:

- Professional development and continuing education courses not accepted.
- Professional licensure programs, CAGS & EdD: transfer courses must be advanced graduate level.
- Professional licensure programs: courses used for initial licensure or open to undergraduates are not accepted.
- Cambridge College courses taken as a non-degree student are evaluated and counted as transfer credit. The transfer credit limit for your program may not be exceeded.

Licensure Course Transfer

To safeguard your licensure application, a course is accepted for transfer into a licensure program only if:

- The content matches a corresponding Cambridge College required course, meeting the high standards of our programs, and
- It is judged to match the requirements and expectations of the licensing authorities. (Program directors reasonably attempt to keep informed.)

Educator Licensure Programs — All transfer of credit into educator licensure programs is defined by the Mass. Dept. of Elementary & Secondary Education (ESE) as a "waiver." Records of all waivers are kept in student files, and are subject to audit at any time by the ESE. These records will be required when you apply for licensure.

Counseling Licensure Courses — Final approval of other institutions' course work for your licensure application is solely within the discretion of the licensing authorities; please seek their advice.

Transfer Credit & Time Limits

The number of credits that may be accepted in transfer is limited. Courses must have been completed within a specified number of years before you enroll in a Cambridge College degree program (more recent content may be required).

Degree Program	Credit Limit	Time Limit
Education programs (MEd, CAGS, EdD)		
MEd programs without licensure (except as noted on program chart)	12	no limit
MEd licensure programs, CAGS, & EdD with concentration (except as listed below)	12	10 years
Instructional Technology	12	3 years
Technology, law & finance courses for licensure		3 years

Note: Quarter-hours are converted into semester hours at a 3/4 ratio and rounded down to the nearest whole number.

How to Get Timely Evaluation

As soon as you apply to Cambridge College, please:

- Request official transcripts as soon as possible.
- Have international transcripts translated and evaluated.
- If you have any grades not on the ABC scale, get a letter grade equivalent in writing from the course instructor.
- Fill out form (previous page) and attach course descriptions or syllabi if required. Photocopies must clearly show the course number, title and description; name of the college, your name and social security number.

In Your First Term

Do not take any course that you expect to be covered by a corresponding transfer course. Wait until your transfer credit evaluation is completed.

Notification

Students are typically notified of transfer credit awards during their first term, before registration for the second term.

Letter of Reference

TWO references required.

This form must be sent directly to Cambridge College.

Candidate

Your Name _____

Program Title _____

I authorize the faculty reference named below to provide an evaluation/letter of reference of me to Cambridge College. I understand that federal legislation provides me the right to access this information and that I may waive this right but no school or person can require me to do so.

I hereby waive do not waive my right to access this information.

Signature _____ Date _____

Professional Reference

Please give your candid evaluation of the candidate. The more specifically you assess the skills, strengths, and weaknesses, the more useful this letter of reference will be to the Admissions Committee. The following questions suggest the kind of information we are seeking. Please write two or three paragraphs.

Professional reference please complete and mail to:



Cambridge College / NITE
Office of Student Records
1000 Massachusetts Avenue
Cambridge, MA 02138

Or fax to 617-868-1124

- How long have you known the candidate and in what capacity?
- What are the candidate's strongest skills, and how would you assess the candidate's overall strengths and weaknesses?
- How well do you think the candidate has considered plans for college study, and how would you assess the candidate's motivation for study?

Please complete this chart.

Attribute	Outstanding	Above Average	Average	Below Average	Very Poor	No Basis for Evaluation
Character						
Self-motivation						
Level of professional performance						
Ability to work with others						
Ability to work in chosen field						

Name _____ Relationship to candidate _____

Profession and title _____

Address _____

Name of company, school, or organization _____

Signature _____ Date _____



Cambridge College

NITE

National Institute for Teaching Excellence

Proof of Immunizations

**ONLY required for
Massachusetts**

To comply with state law, all new students at Cambridge College locations in Massachusetts **MUST** complete this Certification of Immunizations — even if you are exempt — before beginning classes.

Please **SIGN** this form: Student and a physician, nurse, or school official.

Please complete, sign, and mail to:



Cambridge College / NITE
Transfer Credit Office
1000 Massachusetts Avenue
Cambridge, MA 02138

Or fax to 617-868-1124

Please Type or Print Clearly

Name _____

Address _____ Apt. no. _____

City _____ State _____ Zip _____

Home phone () _____ Work phone () _____

SSN (optional)

--	--	--	--	--	--	--	--	--	--

Date of birth

Month		Day		Year					

Maiden or former name _____ Program to which you are applying _____

Student signature _____

Date (MM-DD-YY) _____

Immunizations Required	Month	Year
Please check one (unless you are exempt; see at right). Get all immunizations listed below, complete form and sign. <input type="checkbox"/> Full-time undergraduate students: 12 credits or more per term. <input type="checkbox"/> Full-time graduate students: 8 credits or more per term. <input type="checkbox"/> International students and others attending or visiting a college on a student or other visa (part-time and full-time).		
MMR (Measles, Mumps, Rubella) Date of vaccination or laboratory proof of immunity		
Diphtheria-Tetanus (Td) Booster Date of vaccination or booster (within 10 years)		
Hepatitis B (3 doses) Date of vaccination or laboratory proof of immunity		

Exemption The only circumstances in which you may be exempt from the Massachusetts College Immunization Law are:

- Part-time study in programs other than health sciences:
Undergraduate: less than 12 credits per term.
Graduate & post-graduate: less than eight credits.
- Birth before 1956
- Conflict with your religious beliefs (written statement required; explain below or on back of form)
- Your physician, who has personally examined you, is of the opinion that your health would be endangered by the required immunizations (explain below or on back of form):

Make an appointment with your physician or school nurse

to review your immunization records. If you are unable to locate accurate immunization records, you are required by law to get all the vaccinations and/or laboratory tests listed on this form. Please complete and sign the certification form at that time.

(Please note: having had a disease is not proof of immunity.)

Meningococcal Disease — Read public health fact sheet, provided in your acceptance packet or available at www.cambridgecollege.edu/admissions/. Immunization not required.

Medical Practice or School _____

Address _____

Physician/Nurse/School official name PLEASE PRINT _____

Physician/Nurse/School official signature _____

Date (MM-DD-YY) _____



Health Insurance Waiver

**ONLY required for
Massachusetts**

The Commonwealth of Massachusetts requires all degree students who attend college in Massachusetts to have health insurance. To comply with this regulation, students at Cambridge College locations in Massachusetts **MUST** complete this form and return it to Cambridge College as soon as possible.

Please complete, sign, and mail to:



Cambridge College / NITE
Transfer Credit Office
1000 Massachusetts Avenue
Cambridge, MA 02138

Or fax to 617-868-1124

Yes, I have health insurance

Name (please print) _____

My insurance carrier _____

My insurance identification number _____

SSN (optional)

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Signature _____ Date _____

Student health insurance required by state law

- Qualified student sickness and injury insurance plan required.
- For all students enrolled in a degree program.
- For National Institute for Teaching Excellence summer residency.

If you do not yet have health insurance

- Get a qualified insurance plan from a health insurance provider in Massachusetts.
- One private company that provides temporary health insurance for students: American College Student Association (ACSA): 888-526-2272 or www.acsa.com/. Cambridge College provides this contact information, but neither endorses nor recommends this provider.
- Questions? Contact the Bursar's Office at 617-873-0326 or bursar@cambridgecollege.edu.
- Once you have the insurance policy in place, then complete this form and send it to Cambridge College.
Required before you arrive for the first class.



Cambridge College



Inland Empire
at Ontario, CA

Memphis, TN

Augusta, GA

Chesapeake, VA

Cambridge, MA
Lawrence, MA
Springfield, MA
NITE

San Juan, PR

