

Application Process:

1. All students must be approved by Alma College to study off campus. Visit the Academic and Career Planning (ACP) office to start the process.
2. Follow Alma's registration process, which includes information about the Chicago Center application.
3. After being approved to study off-campus by Ginna Holmes in the ACP office, you will complete the online Chicago Center application, which includes the following: **(Do NOT submit the online application directly to the Chicago Center BEFORE this meeting.)**
 - a. Go to <http://www.chicagocenter.org/application.html> to begin the application process.
 - b. The Alma College document at this location is this form.
 - c. Select *Start Your Application* to complete the application online. You cannot save it and continue later.
 - d. 1-2 page essay: What are your personal and academic reasons for choosing to attend Chicago Center? Upload your essay to the online application.
 - e. Resume: you will be prompted to upload your resume. However, Alma College ACP office requires that you submit your resume through the ACP office instead. Because you cannot move beyond uploading a document, create and upload a word document that reads: My resume will be mailed by Alma College. Then make an appointment to meet with Lou Ecken, ACP Career Planning Coordinator to finalize your resume.
 - f. Once the online application has been submitted, return to the application website to pay the application fee. Select *Pay Fees Online Now*.
 - g. To complete your Chicago Center application, in addition to the resume above, the following items must be turned in to the ACP office:
 - h. Personal Recommendation form: http://www.chicagocenter.org/pdf/personal_recommendation_form.pdf
 - i. Faculty Recommendation form: http://www.chicagocenter.org/pdf/faculty_recommendation_form.pdf
 - j. College Credit form: http://www.chicagocenter.org/pdf/college_credit_form.pdf
4. All original application documents noted above, a check, money order, or proof of online payment must be submitted to the ACP office to be mailed on your behalf. Your Chicago Center application is not complete until all of the above items have been received at the Chicago Center. **Do NOT submit the application supporting documents directly to the Chicago Center.** (Please note: If the \$50.00 Application Fee is paid online, a copy of confirmation of payment must be provided to the ACP office. If you submit a check or money order made payable to the Chicago Center for Urban Life and Culture, your name must be referenced on it.)

Deadlines

Please check with the Academic and Career Planning office for campus deadlines. Chicago Center applications are accepted on a first-come, first-served basis. Please allow two weeks for processing of your completed application once it has been received.

Finances and Credit for Alma College students

Semester students will pay Alma's semester tuition and Chicago Center program fee to Alma College. Summer students will pay the Chicago Center audit and program fee, and Alma College summer enrollment fee to Alma College. Credit transfer information will be provided by the Academic and Career Planning office.

For additional information regarding the content of seminar courses or internships, please contact:
Emily Nelson, Associate Director, 773.363.1312 or emilyn@chicagocenter.org

For additional information regarding the application or application status please contact:
Lane Chesebro, Director of Admissions and Student Affairs, 800.747.6059 or info@chicagocenter.org