

## Knox College

### Application Process:

1. Contact **Jason Helfer** in Educational Studies and discuss your interest in Chicago Center.
  - 309.341.7206 or [jhelfer@knox.edu](mailto:jhelfer@knox.edu)
2. Complete **Chicago Center online application**. *You must complete the entire online application at once.* You will need the two supplemental materials listed below to complete your online application.
  - a. 1-2 page **essay**; there will be an option for you to upload a word document.  
Essay Question: What are your personal and academic reasons for choosing to attend Chicago Center?
  - b. A **resume**; there will be an option for you to upload a word document.
3. Print **Personal Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
4. Print **Faculty Recommendation Form**, have the form filled out and either mailed or faxed to Chicago Center.
5. Print **College Credit Form** and have it signed by Jason Helfer and your registrar's office. You can mail or fax the College Credit Form to Chicago Center.
6. **Application Fee** can be paid online, check or money order with your name on it.

Please send all Mailed or Faxed Documents to the attention of **Lane Chesebro, Director of Admissions and Student Affairs:**

Chicago Center  
1515 E. 52<sup>nd</sup> PL.  
Suite 210  
Chicago, IL 60615  
Fax (773) 363-1150

### Deadlines

Applications are accepted on a first-come, first-served basis. To ensure your acceptance, it's best to get your application in at least 3 months before the term you are applying for.

Please allow 2 weeks for processing of your completed application once it has been received.

### Finances and Credit for Knox College students

You must register on Knox's campus for your credits, pay Knox's tuition and Chicago Center's Program fee to Knox College. Program fees are listed on the Chicago Center's website under the term for which you are applying.

Your advisor, Registrar and/or Jason Helfer will help you determine what courses from Knox you will receive credit for while you attend Chicago Center. The courses that are determined will be placed on the College Credit Form with your registrar's and Jason Helfer's signatures.

If your advisor or registrar from your home campus has questions or needs more information regarding the content of seminar courses or internships please contact:

Emily Nelson, Associate Director  
773.363.1312 or [emilyn@chicagocenter.org](mailto:emilyn@chicagocenter.org)

Feel free to contact Lane Chesebro, Director of Admissions and Student Affairs, if you have questions while completing the application or about your application status, at [info@chicagocenter.org](mailto:info@chicagocenter.org) or 1.800.747.6059.