

Manchester College

Application Process:

1. Contact the appropriate faculty member to discuss your interest in Chicago Center:
 - a. For all majors, contact **Thelma Rohrer**, Art Department, International Studies and Academic Enrichment.
 - 260.982.5327 or tsrohrer@manchester.edu
 - b. For the Urban Teaching Practicum (Student Teaching), contact the Education Department.
 - c. For the Urban Social Work Practicum, contact **Barb Burge** in the Social Work Department.
 - 260.982.5365 bjburdge@manchester.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 your faculty contact 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. 52nd 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 Manchester College students

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

Your advisor, Registrar and/or your faculty contact will help you determine what courses from Manchester 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 faculty contact'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

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 or 1.800.747.6059.