

## Wilberforce University

### Application Process:

1. Contact **Hila Williams** in the Career Center and discuss your interest in Chicago Center.
  - 937.708.5252
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 Hila Williams 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 Wilberforce University students

**Semester:** You must register on Wilberforce's campus for your credits, and pay the tuition to Wilberforce before you arrive in Chicago. You will pay Chicago Center's Program fee to Chicago Center when you arrive in Chicago. Program fees are listed on Chicago Center's website under the term for which you are applying.

Your advisor, Registrar and/or Hila Williams will help you determine what courses from Wilberforce 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 Hila Williams' signatures.

**Summer Term:** Wilberforce students attend Chicago Center as Guest Students of Millikin University. Students pay tuition to and receive credit through Millikin University. **You are responsible to transfer the credits back to Wilberforce University.**

Chicago Center will send a copy of your Chicago Center Application Cover Sheet to Millikin's Registrar Walt Wessel. Millikin will send you a tuition invoice (typically by email) and you'll pay tuition to Millikin University. You will pay Chicago Center's Program fee to Chicago Center when you arrive in Chicago. Program fees are listed on Chicago Center's website under the term for which you are applying.

For the summer session, these are the credits you will receive as a Guest Student of Millikin University:

**Summer Session:**

SOC 350, 3 credit hours (for the Chicago Seminar)

SOC 355, 6 credit hours (for your internship)

9 credit hours total

The Registrar, Walt Wessel, is very helpful and can be reached at [wwessel@millikin.edu](mailto:wwessel@millikin.edu) or 1.800.373.7733 extension 9.

Your advisor, Registrar and/or Hila Williams will help you determine what courses the Millikin credits will transfer back to Wilberforce as. The courses that are determined will be placed on the College Credit Form with your registrar's and Hila Williams' 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.