Distance Learning Programs

Admissions Process

We are pleased that you have chosen to apply to Siena Heights University!

Procedures for Admissions
The Application for Admission and official transcripts/ appropriate documents are required for your student record as well as to highlight your transfer credit on your Siena Heights University transcript.

Please read the information and instructions regarding admissions items carefully. Be diligent in submitting your application materials.

Application Process
Students must complete and submit the following:

1. **Application for Admission.** Complete and submit the online application. Go to www.sienaheights.edu, select "Apply Online" under Quick Links. Select "Undergraduate Application" and complete the application in its entirety.
   Note: Select "Online Program" as location of attendance within the application.

2. **Official transcripts in a sealed enveloped mailed directly from EACH institution previously attended to the Distance Learning Programs Office.** University policies on transfer credit are explained in the current Undergraduate Catalog.

   Request EACH official transcript to be sent to: Siena Heights University, 1247 E. Siena Heights Drive, Adrian, MI 49221, ATTN: Distance Learning Programs.

3. **If applicable to your major: photocopies of your resume, certificates of training and licensures** [of which can be faxed, emailed, or mailed to Siena Heights University].

4. **If applicable to your major: letter(s) of related work experience *must be MAILED on company letterhead with written signature from a supervisor or HR representative directly to Siena Heights University*.** Please use mailing address listed above.

5. **An official high school transcript** which may be faxed, emailed, or mailed to Siena Heights University.

Important Note: If you are seeking Financial Aid, in order to process your financial aid award, the admissions process ***MUST*** be complete.