OUR LADY OF THE LAKE COLLEGE  
UNDERGRADUATE APPLICATION INSTRUCTIONS

Applications are accepted for the fall, spring and summer semesters. Interested persons should submit applications in the early spring for the summer and fall semesters, and in the early fall for the spring semester. Applications will be accepted until the week prior to the beginning of the semester.

Your application will be processed when all required information and documentation is received in the Admissions Office. **Partially completed applications will not be processed.**

MATERIALS REQUIRED TO COMPLETE YOUR APPLICATION

1. **APPLICATION FEE:** A NON-REFUNDABLE PROCESSING FEE OF $35.00 is required with submission of the application and will be processed electronically. Visa, MasterCard and electronic check are the only payment options. Please note that the electronic check option is available only up to eight days prior to the deadline date.

2. A completed, Proof of Immunization Compliance form.

3. Official Transcripts/Test Scores

   A. Freshman applicant (an applicant who has less than nine (9) credit hours of college course work from a regionally accredited college or university) must submit:

      1. Final high school transcript or General Education Development (GED) scores
      2. ACT scores

   B. Transfer applicant (an applicant who has earned more than nine (9) hours of course work from a regionally accredited college or university) must submit:

      1. Official transcripts from all previously attended colleges/universities. The applicant must make arrangements with the colleges/universities to send the transcripts to the Admissions Office. Transcripts must be sent from each institution regardless of whether or not transfer credit is desired.

Admission to the College does not guarantee acceptance in a clinical program. Enrollment in each clinical program is limited.
PERMANENT RESIDENTS AND INTERNATIONAL (F-1) APPLICANTS

1. Permanent Residents are required to submit a copy of the front and back of their green card. Download the Green Card form and attach copies of the front and back of your card in the appropriate spaces. Be sure to include your Social Security number on the form, and mail the form to the Office of Admissions at the indicated address.

2. International Applicants (F-1 Visa students) are not eligible for admissions. Our Lady of the Lake College does not issue the immigration form I-20.

3. Students with foreign academic credentials, regardless of citizenship, are required to submit an evaluation of these credentials from an approved credentialing service, at your expense. Preferred credentialing services are listed below with their telephone numbers. If your credentials have been evaluated by another credentialing service, please call the Admissions Office to determine acceptability.

   SDR Educational Consultants (713) 460-5344
   World Evaluation Services, Inc. (800) 937-3895

These evaluations must be received by the Admission Office to receive full consideration.

COMMUNICATION WITH THE OFFICE OF ADMISSIONS

It is important that you inform the Office of Admissions of any changes in your address, phone number, plans to retake tests, or your anticipated graduation date.

If, after submitting all your materials, you do not receive notification that your application is complete within a reasonable amount of time, you should call the Admissions Office at (225) 768-1700 to check on the status of your application. **Do not wait until the deadline to check on the status of your application.**

If, after you have been notified that your application is complete, you do not hear from us for a considerable period of time, that is simply an indication that your application is still under review and your status is unchanged. We will notify you promptly of any definitive action taken by the Admission Department.

TUITION AND FEES SCHEDULE

Information on tuition and fees may be found at the internet link below:
[http://www.ololcollege-edu.org/content/home-current-students-bursar-tuition-and-fees](http://www.ololcollege-edu.org/content/home-current-students-bursar-tuition-and-fees)

TEXTBOOKS:

Textbooks are available for purchase through our Virtual Bookstore:
[http://bookstore.mbsdirect.net/ololcollege.htm](http://bookstore.mbsdirect.net/ololcollege.htm)
IMMUNIZATION POLICY:

The applicant must submit proof of Measles, Mumps, Rubella, and Tetanus/Diphtheria immunization as described under the Immunization Policy (http://www.ololcollege.edu/pdfs/Adobe%20files/Immunization%20Policy.pdf) with application.

ACCREDITATION/MEMBERSHIP:

OUR LADY OF THE LAKE COLLEGE is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate, baccalaureate, and master’s degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Our Lady of the Lake College.

Our Lady of the Lake College is a member of the Louisiana Association of Independent Colleges and Universities and is exempt from registration and licensure by the Louisiana Board of Regents as established by the Louisiana State Legislature in RS.17:1808 and is recognized as an “eligible institution” under the provisions of RS.17:2053 (D).

Please Mail All Documents to:

Our Lady of the Lake College
Office of Admission
5414 Brittany Dr.
Baton Rouge, LA 70808