



This booklet contains the information you need to apply for admission to the **Accelerated Culinary Arts Certificate Program (ACAP)** at The Culinary Institute of America at Greystone.

## PROGRAM PREREQUISITES

Applicants to the Accelerated Culinary Arts Certificate Program must have a four-year degree in hospitality management, food science, nutrition/dietetics, or a closely related field.

## THINGS TO KNOW

- Our Admissions Committee reviews all applications, which are valid for one year. **Please note that the CIA does not return any materials sent as part of the admission review process.** Do not submit original diplomas and certificates, as they will not be returned.
- Your prior educational record will be evaluated relevant to the difficulty of the program undertaken, class rank, and grade point average. Applicants who have course work in culinary arts, wine, beverage management, and related disciplines are expected to have high marks in those areas.
- Your application is seen as a direct reflection of you—your interest, motivation, confidence, and academic ability. The Admissions Committee will note the initiative you take in expressing and documenting these areas.
- All applicants must demonstrate their proficiency in the English language at a level adequate for success at the CIA. If your primary spoken language is other than English, you will be required to submit TOEFL scores.
- All application materials should be sent to the CIA's main campus in Hyde Park, NY. You may also apply online at [www.ciaprochef.com](http://www.ciaprochef.com).

Throughout the application process, our friendly admissions staff will be available to answer your questions and help you. Please contact us at **1-800-CULINARY (285-4627)**, **707-967-2496**, or [admissions@culinary.edu](mailto:admissions@culinary.edu).

# How to Apply | Six Simple Steps

## 1. Ask for recommendations

Two recommendations are required. One should be from a senior administrator or faculty member associated with the program from which you have graduated or will graduate. If you have been out of school for more than five years, please substitute a letter of recommendation from your current employer. The second letter of recommendation must be from a professional contact (e.g., employer, business associate, mentor) in order to give the Admissions Committee a greater understanding of your character and abilities.

## 2. Request official transcripts

Ask all postsecondary schools you've attended to mail your **official** transcripts (not a student copy) directly to CIA Admissions. Academic transcripts are required for all colleges you have attended.

## 3. Complete the application

- Read the application form carefully and complete all sections.
- Attach your essay of 400–500 words describing your experience and interest in the foodservice and hospitality field. Your essay should include a discussion of your future career goals and how successful completion of the ACAP will help you reach these goals.
- If you have significant experience in the foodservice industry or are a career changer, it is also helpful to include a copy of your résumé.

## 4. Enclose your nonrefundable application fee

Include a check or money order for \$50 made out to The Culinary Institute of America.

## 5. Send the required application materials to CIA Admissions

Mail all materials to:

Admissions Department—ACAP  
The Culinary Institute of America  
1946 Campus Drive  
Hyde Park, NY 12538-1499

## 6. Schedule an interview

Once all materials have been received, you will be interviewed by the CIA at Greystone Admissions staff. Please call 707-967-2496 to schedule your interview. In the event a visit is not possible, a phone interview may be scheduled.

## International Students

There are additional admissions requirements for international students. For information, please visit our Web site at [www.ciachef.edu/california/international](http://www.ciachef.edu/california/international).

**APPLICATION FOR ADMISSION**

**Accelerated Culinary Arts  
Certificate Program at Greystone**

Please complete both sides of this application.



THE WORLD'S PREMIER CULINARY COLLEGE

**FOR INTERNAL USE ONLY**

Application Fee Received

Date

Bursar

**PERSONAL INFORMATION** (Please print legibly in ink or type in the space above each heading.)

ENROLLMENT YEAR:  2011  2012

Legal Name (Last, First, Middle [complete], Jr., etc.) Prefer to be Called (Nickname)

Social Security Number Former Last Name(s), if any

Home Address (Number and Street) County/Parish/Province

City or Town (Please do not abbreviate) State Zip Code + 4 or Postal Code Country

Home Telephone Work Telephone Cell Phone

Date of Birth (mm/dd/yy)  Please send me news and information via e-mail E-mail Address

Gender:  Male  Female Veteran:  Yes  No Citizenship:  U.S.  U.S. Permanent Resident  Other (specify country): \_\_\_\_\_

If permanent resident, provide a copy of Resident Alien card. Alien Registration Number from Immigration Form I-551: \_\_\_\_\_

If you are not a U.S. citizen and live in the U.S., how long have you been in the country? \_\_\_\_\_ Visa Type \_\_\_\_\_

Country of Birth First Language, if other than English Language spoken at home

The federal government requires that we report the ethnic composition of our student body. Providing this optional information will not adversely affect our consideration of your application and will help us identify scholarship eligibility.

Do you consider yourself to be Hispanic/Latino?  Yes  No

In addition, select one or more of the following racial categories to describe yourself:

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Pacific Islander  White

Have you ever been subject to sanction or discipline by any academic institution?  Yes  No If yes, please include a letter describing both the conduct and the disciplinary action taken.  
Have you been convicted of any crime (other than traffic violations) or sentenced to a corrective or penal institution?  Yes  No If yes, please include a letter describing details.

**EDUCATIONAL DATA** List all colleges at which you have taken courses for credit. Please have an official transcript sent from each as soon as possible.

Name of College	Location (City, State, Zip/Postal Code, Country)	Degree	Dates Attended	Grad Date	CEEB Code

**INTERNATIONAL STUDENTS:**

TOEFL (Required) Date (mm/yy): \_\_\_\_\_ Paper-based Test: \_\_\_\_\_ Test of Written English (TWE): \_\_\_\_\_  
OR Computer-based Test (CBT): \_\_\_\_\_ Essay Score: \_\_\_\_\_  
OR Internet-based Test (iBT): \_\_\_\_\_ Writing Score: \_\_\_\_\_

**RELEVANT FOODSERVICE WORK EXPERIENCE** If more room is needed, please provide résumé or other attachment.

Name of Employer and Full Address (List most recent employer first.)	Date Begun	Date Ended	Position Held	Duties	Hours/Week	Employer Phone Number*
1.						
2.						
3.						
4.						

\*May we contact your present/previous employers to verify your experience?  Yes  No If yes, please provide phone numbers above.

**ESSAY**

Complete an essay of 400–500 words describing your experience and interest in the foodservice and hospitality field. Your essay should include a discussion of your future goals and how successful completion of the ACAP will help you reach these goals.

**ADDITIONAL DATA (OPTIONAL)** Providing this information will not adversely affect our consideration of your application and will help us identify scholarship eligibility.

If you have applied to any other schools, please identify them.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

How did you learn about the CIA?

- Alumnus/na \_\_\_\_\_  Employer  Guidance Counselor/Teacher  Trade Show  
 Newspaper/Magazine/TV \_\_\_\_\_  Internet  CIA Campus Visit  College or University Resource

Disability Support Services: The Culinary Institute of America’s Learning Strategies Center is available to assist students who have professionally diagnosed disabilities. If you have a disabling condition, please contact this office at 845-451-1219 at the earliest opportunity so we may begin planning appropriate accommodations.

It is the applicant’s responsibility to respond truthfully and accurately to all questions on the application for admission. Any applicant who furnishes either false or misleading information on the application can be disqualified as an applicant for admission. If the CIA accepts the applicant and subsequently discovers that false or misleading information was furnished on the application, the CIA may terminate the student’s privilege to continue his or her education at the college without reimbursement at the established CIA rate.

I have read the terms and conditions of acceptance and agree that if accepted and registered, I will abide by them. I understand that it is my responsibility to forward necessary application materials to complete my file for review and will inform the Admissions Department in writing of any changes of information regarding my file, especially concerning employment. I understand that this application and all supporting materials become the property of the CIA once submitted, and will not be returned.

SIGNATURE OF APPLICANT (REQUIRED)

DATE

Mail to: Admissions Department—ACAP  
 The Culinary Institute of America  
 1946 Campus Drive  
 Hyde Park, NY 12538-1499  
 U.S.A.

The Culinary Institute of America does not discriminate on the basis of age, color, creed, disability, marital status, veteran status, national origin, race, sex, or sexual orientation. This policy is followed with respect to programs, services, activities, admission of students, hiring of faculty and staff, the awarding of scholarships and prizes, and admittance to functions and activities. Admission to The Culinary Institute of America, all scholarship and loan programs, housing accommodations, awards, promotions, graduations, and certifications are administered in full compliance with applicable law. 2/11