

ADMISSION TO BENTLEY UNIVERSITY

Application Communication

The Office of Undergraduate Admission (<http://www.bentley.edu/undergraduate/>) communicates with prospective students via email regarding applications, special events, and campus updates, using the email address provided on the application. *It is essential to check this email account regularly.*

Once an application to Bentley has been received and processed, the applicant receives a Bentley ID number. This provides students with access to their BentleyConnect account (<https://applicant.bentley.edu>) and the ability to monitor the Office of Undergraduate Admission's receipt of credentials, as they are recorded electronically. **It may take up to 7 business days for credentials to be received, processed, and recorded to each account.** It is the student's responsibility to regularly check their email and BentleyConnect account, as the office will communicate through these means.

Students who withdrew from Bentley University and matriculated elsewhere, regardless of what year, must re-apply as a transfer student through the office of Undergraduate Admission and fulfill the application requirements by the respective deadlines. Due to changing degree requirements, the staff in the Office of Undergraduate Admission will determine which courses taken at Bentley (and elsewhere) will be accepted for credit toward the current degree requirements for the term in which the student enrolls. Credit evaluations using the established transfer credit policies (<https://www.bentley.edu/undergraduate/transfer-credit-policies/>) will be completed after the readmission to Bentley has been approved. A maximum of 60 credits from all sources can be awarded.

First-Year Admission

The Admission Committee evaluates each applicant's potential for success as demonstrated by academic performance and rigor of curriculum, optional standardized test scores, extracurricular involvement, recommendations, and essay. First-Year applicants should send the following to the Office of Undergraduate Admission:

1. A completed Common Application and non-refundable application fee of \$75.00.
2. An official high school transcript or GED score report is required. Transcripts are considered official only when they are received directly from the high school attended. Self-submitted transcripts are considered unofficial. An official transcript from all high schools attended must be submitted, including the most recent grades at the time of application. Once mid-year grades are released, the grades must also be sent officially by the high school. Transcripts written in a language other than English must be accompanied by an officially translated English version and submitted by an outside organization or school official.
3. Two letters of recommendation: one from a teacher and one from a guidance/college counselor.
4. While Bentley is test-optional through fall 2025, students can choose to send official results of the SAT Test or the American College Test (ACT) to Bentley University from the test center or from the secondary school guidance/college counseling office.

5. Non-native speakers of English must submit official results from one of the following: Test of English as a Foreign Language (TOEFL (<http://www.ets.org/toefl/>)), International English Language Testing System Examination (IELTS (<https://www.ielts.org/>)), Duolingo, Cambridge English Assessment, or Michigan English Test (MET). The preferred results are available on the Office of Admission website (<https://www.bentley.edu/undergraduate/apply/first-year-applicant/>).

The standardized test score requirement for first-year and transfer students remains optional through 2025. This applies to both domestic and international applicants applying for admission for spring 2025 and fall 2025.

Application materials should be submitted electronically or can be mailed directly to:

Office of Undergraduate Admission
Bentley University
175 Forest Street
Waltham, MA 02452-4705

High School/Secondary School Preparation

Students are encouraged to challenge themselves by electing a competitive college preparatory program. To have a solid foundation for Bentley's curriculum, students will have taken the following curriculum prior to their high school graduation: Four years of English, four years of Mathematics (including pre-calculus), three years of Lab Science, three years of History/Social Science and three years of a foreign language. Not having taken this curriculum does not necessarily preclude a student from admission; there are exceptions to these requirements. For example, although the Office of Admission likes to see pre-calculus on a student's transcript, there are some majors at Bentley that do not require a pre-calculus foundation. The Office of Admission will also take into account what a student's school requires for graduation, particularly with the foreign language requirement.

Transfer Admission

Students who have earned 12 or more college credits can apply to Bentley as a transfer student. In addition to the above requirements for first-year students, transfer applicants must also submit an official copy of all college transcripts. Transfer applicants should send the following to the Office of Undergraduate Admission:

1. A completed Common Application and non-refundable application fee of \$75.00.
2. Official secondary school transcript, including graduation date or an official GED score report. International students are expected to submit documents with a signature and stamp or seal from their institution and English translations where necessary. Photocopies or facsimiles are not accepted.
3. An official college or university transcript from all universities attended.
4. A Midterm Report (<http://d2f5upgbvnx8pz.cloudfront.net/sites/default/files/inline-files/Mid%20Term%20Report%202018.pdf>) after mid-semester exams or assignments are completed.
5. The Transfer College Report (https://bentleydownloads.s3.amazonaws.com/undergraduate/CA_19-20_College_Report_Form_0718.pdf).
6. An academic letter of recommendation from a college/university instructor.

7. Non-native speakers of English must submit official results from one of the following: Test of English as a Foreign Language (TOEFL (<http://www.ets.org/toefl/>)), International English Language Testing System Examination (IELTS (<https://www.ielts.org/>)), Duolingo, Cambridge English Assessment, or Michigan English Test (MET). The preferred results are available on our website (<https://www.bentley.edu/undergraduate/apply/first-year-applicant/>).

The standardized test score requirement for first-year and transfer students remains optional through 2025. This applies to both domestic and international applicants applying for admission for spring 2025 and fall 2025.

Additional Information for International Students

If an international student is admitted to Bentley and elects to enroll, submission of the VICFR (<https://ugadmission.bentley.edu/account/login/?r=https%3a%2f%2fugadmission.bentley.edu%2fapply%2fform%3fd%3d50a1250c-d903-424d-b376-9595367e1bdb>) (Visa Information and Certification of Financial Resources) form is required. Students must also provide all supporting documentation in order for an I-20 to be issued. The form is available to deposited students via the admitted student portal.

All international students are required to purchase the student health insurance plan offered through Bentley. The only exception to this policy is for students who are already enrolled in a health insurance plan through a United States–based insurance company. In such cases, students must contact the Office of Student Financial Services at 781-891-2162 to provide proof of enrollment before the student health insurance plan offered through Bentley is waived.

Note: International students must provide detailed contact information on the application form, including mailing address, international telephone number, mobile number, email address and, where available, a fax number, to help expedite application processing.

Application Programs and Deadlines

Early Decision (Admission and Financial Assistance)

For more information about the application process with deadlines, visit bentley.edu/undergraduate/apply/ (<http://bentley.edu/undergraduate/apply/>).

For specific transfer application deadline dates and information, visit bentley.edu/undergraduate/apply/transfer-applicants/ (<http://bentley.edu/undergraduate/apply/transfer-applicants/>).

Advanced Standing Credit Policies

Bentley students may accelerate their individual program with advanced standing credit, which may be earned through several means. A maximum of 30 credits, from all sources, is allowed for first-year students.

The Office of Undergraduate Admission reserves the right to adjust its advanced credit standing policies at any time. Official copies of exam results and certificates with supporting translations are required to determine advanced standing credits. Additional information may be required; see [bentley.edu/undergraduate/apply/freshman-applicants/advanced-standing-credit/](http://www.bentley.edu/undergraduate/apply/freshman-applicants/advanced-standing-credit/) (<http://www.bentley.edu/undergraduate/advanced-standing-credit/>).

Visiting Bentley

Campus visits are among the best ways to explore the colleges being considered by a student. Every year, several thousand prospective families visit Bentley for opportunities that include interviews, information sessions, tours, Fall Open House, Academic Exploration Day, and the Women in Business Summit. A full array of virtual events is offered if interested students are not able to travel to campus. The Office of Undergraduate Admission is open Monday through Friday during the academic year and limited Saturday options in the fall. In the summer, the office is open Monday through Friday. Reservations are highly recommended as space may be limited. Call the Office of Undergraduate Admission at 781-891-2244 or visit our website [bentley.edu/undergraduate/visit-bentley/](https://www.bentley.edu/undergraduate/visit-bentley/) (<https://www.bentley.edu/undergraduate/visit-bentley/>) to review options and schedule a visit.

Interviews

An admission interview, although not required, is encouraged by the Office of Undergraduate Admission for students applying to Bentley. It is an excellent opportunity for students to learn more about Bentley and get their questions answered, and interviews are offered both in person or virtually. An interview also allows admission representatives to learn more about a student's interests and goals. Information shared in the interview is taken into consideration by the Admission Committee.

Tours

A walking tour led by a Bentley student takes prospective students and families around campus as they share information about campus amenities and their experiences at Bentley. Highlights include high-tech facilities such as the world-class financial Trading Room, the Student Center, athletic facilities, and a residence hall.

Information Sessions

Information sessions provide an overview of Bentley. Topics include academics, hands-on learning, student life, and the admission process. The agenda also includes a guided tour of campus led by a current student. Information Sessions are offered in person and virtually.

Fall Open House

Attending Open House allows prospective students to meet many members of the campus community during a special day-long program of tours, individual exploration, presentations, and discussion forums. The agenda includes talks with professors about various academic majors, chats with students about how to join a club or organization, consultation with staff members about internship possibilities and career options, and much more. Each year, we hold an Open House in October for high school seniors and their families.

For program and scheduling details on information sessions, interviews, and similar opportunities, head to the UGA Visit page (<https://www.bentley.edu/undergraduate/visit-bentley/>).