



# How to Apply

## Things you'll need:

Proof of high school completion and at least 18 years of age

Accepted documents include:

- Official transcripts from your high school and all colleges/universities attended, OR, GED, or recognized equivalency, OR, signed Home School Program Certification form and transcripts
- Proof that you will be 18 years of age prior to starting classes, e.g., a clear photocopy of your Driver's License.

A letter of recommendation from someone unrelated to you (e.g., teachers, counselors, or employers)

*You may ask these professionals to write you a letter of recommendation, or you can have them fill out a Reference Request form. All applicants must possess the drive and commitment necessary to complete a rigorous program. They must be able to communicate well and work collaboratively with others in an artistic environment. Applicants must have at least a GPA of 2.0, know how to speak English and to use a computer.*

**Admissions Essay (800 words; 200 words per question).** Write an essay containing answers to the following questions:

- What are your expectations, goals, hobbies, and special interests?
- What are your reasons for choosing PFI?
- What appeals to you about the major you are considering?
- What are your goals and aspirations upon graduation from PFI?

To schedule an interview and a tour of the school facility

Completed application form (see attached)

**\$50 application fee**

*We accept: Check or money order made payable to "Portland Fashion Institute"*

*Visa, Mastercard, and Discover credit cards The application fee is non-refundable and non-transferrable.*

*Portland Fashion Institute, LLC prohibits discrimination against its customers, employees and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal, and where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by PFI.*



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# Application

Please print legibly

**Your name**

First	Middle Initial	Last
Street Address		
City	State	Zip
Have you ever applied to this school before? <i>Choose One</i> <input type="checkbox"/> Yes <input type="checkbox"/> No    When?		
Have you ever attended this school before? <i>Choose One</i> <input type="checkbox"/> Yes <input type="checkbox"/> No    Did you graduate? <input type="checkbox"/> Yes <input type="checkbox"/> No		
If you did not graduate, what was the reason you left?		
Daytime Phone Number		
Message Phone Number		
Cell Phone Number		
Email Address		
Date of Birth <i>Please attach copy of Driver's ID</i>	month/day/year	Are you a U.S. Citizen? <i>Circle One</i> Yes    No
What certificate are you pursuing? <input type="checkbox"/> Apparel Designer <input type="checkbox"/> Apparel Product Developer <input type="checkbox"/> Apparel Entrepreneur		
Name		
Street Address		
City, State, Zip		
Phone Number		

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**Are you currently employed? (Choose one)**

Yes, 35+ hours / week

Yes, less than 35 hours/week

No, not at this time

Retired

Career preparation and employment

Advanced training / Continuing education

Personal development / Self improvement

Desire to launch a business

**I am pursuing admission for the following reason: (Choose one)**

What is your overall educational goal? Complete admissions essay attached as separate, 800-word document.

Answer the following questions (about 200 words each):

- What are your expectations, goals, hobbies, and special interests?
- What are your reasons for choosing PFI?
- What appeals to you about the major you are considering?
- What are your goals and aspirations upon graduation from PFI?

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**WHAT WE'RE LOOKING FOR WHEN WE LOOK AT YOUR APPLICATION:**

Portland Fashion Institute, LLC welcomes applications from motivated individuals who seek to fulfill a commitment to personal excellence. Assessment is based on review of the application materials listed, reference and supplemental information from the tour and discussion. We look for the following qualities:

- Evidence of previously demonstrated skills or aptitudes (e.g. creativity, manual dexterity, formal or informal involvement in fashion or sewing).
- Proven ability to work well with others.
- Proven ability to set and achieve goals.
- Proven communication skills, including comprehension of English.
- Evidence that your intent to attend PFI represents a researched choice that fits with your career and personal goals.

We will contact you by telephone within 1 business day to set a date for a tour and conversation.

We will contact you in writing within 5 business days on the results of your application.

Thank you for thinking of Portland Fashion Institute.