



EDUCATING REFLECTIVE, PRINCIPLED, AND CREATIVE LEARNERS

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## GRADUATE APPLICATION FOR ADMISSION

ELMS COLLEGE

DIVISION OF GRADUATE STUDIES AND CONTINUING EDUCATION

291 SPRINGFIELD STREET

CHICOPEE, MASSACHUSETTS 01013-2839

800-255-ELMS • 413-265-2218 • FAX: 413-265-2459

MALONED@ELMS.EDU • WWW.ELMS.EDU

## APPLICATION CHECKLIST

- Completed application including student's signature
- \$30 non-refundable application fee
- Official transcript, with posted bachelor's degree date or completed master's degree date, signed and sealed by college or university Registrar's Office
- Reference letters (one academic and one professional preferred)
- Resume summary emphasizing relevant education and experience (1-page)
- Goal Statement for graduate study (one page)
- Copies of relevant certifications or licenses, or MTEL scores
- Immunization records (if taking nine credits or more)
- TOEFL test scores (international students only)
- Current visa page from your passport (international students only)

*All materials provided with this application for admission becomes the property of Elms College and is held in confidence with regard to FERPA. Your signature indicates that all information provided is correct and honestly presented.*

## **INFORMATION AND INSTRUCTIONS**

Before filling out this application, please consult with the graduate student catalog. The Office of Admission strongly urges you to familiarize yourself with individual graduate programs, their requirements, and other pertinent information contained in the catalog.

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Student Signature

*(This application will be considered incomplete without your signature.)*

### **Application Fee**

There is a one time, non-refundable, application fee of \$30. Please make checks payable to Elms College.

### **Records and Confidentiality**

Any and all information submitted with this application for admission becomes the property of Elms College. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, your application materials will be kept confidential within the confines of Elms College. For further information regarding FERPA, please see the graduate student catalog.

### **Financial Assistance**

The Financial Aid Office can assist students with information on loans, grants, and scholarships. Call the Financial Aid Office to receive information on the Free Application for Federal Student Aid (FAFSA) at (413) 265-2249. Elms College's school code is 002140. The FAFSA does not apply to international students.

### **International Students**

International students who are not United States citizens, or permanent resident aliens, must submit an F-1 Visa Request Form and supporting documents. For those students, whose native language is not English, the Test of English as a Foreign Language (TOEFL) is required. Elms College's board number for the TOEFL exam is 3283. For further information, please contact the Director of Admission at 800-255-ELMS or (413) 592-3189.

### **International Student Admission**

International students are encouraged to apply to the Elms College graduate programs. International applicants must score at least 550 on the test of English as a Foreign Language (T.O.E.F.L.). In addition to the usual application materials international applicants must complete a "Foreign Student's Application Package" and abide by all relevant immigration regulations.

### **Advising**

Upon acceptance of the applicant, the graduate program director assigns an initial advisor to the candidate. Prior to the first registration, students should make an appointment with their advisor to work out a program of study.

### **Rolling Admission**

There is no application deadline. Applications are reviewed upon receipt throughout the year.

### **Immunization Records**

Graduate students wishing to attend Elms College full-time (nine credits or more) must submit immunization records to the Health Center. Any student who does not comply, will not be eligible to attend classes. For details, please contact the Health Center at (413) 265-2288.

### **Completed Applications**

Division of Graduate Studies and Continuing Education  
Elms College  
291 Springfield Street  
Chicopee, Massachusetts 01013-2839



## GRADUATE APPLICATION FOR ADMISSION

### PERSONAL INFORMATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Semester of proposed entrance:  Fall  Spring  Summer Year \_\_\_\_

Name: \_\_\_\_\_  
*Last Name/ Family Name First Middle*

Other names (for transcript purposes only): \_\_\_\_\_

Gender:  F  M

Social Security Number (for internal use only): \_\_\_\_\_ Date of birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

Mailing address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Email address: \_\_\_\_\_

Work telephone: (\_\_\_\_) \_\_\_\_\_ Home telephone: (\_\_\_\_) \_\_\_\_\_ Cell phone: (\_\_\_\_) \_\_\_\_\_

### Additional Mailing Information

Do you have a second mailing address, which would help you in receiving important correspondence from Elms?  Yes  No

If yes, is this address a temporary address or a permanent second address? \_\_\_\_\_

Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Start date of second address: \_\_\_\_/\_\_\_\_/\_\_\_\_ End date of second address: \_\_\_\_/\_\_\_\_/\_\_\_\_

### CITIZENSHIP: Please choose one option below.

Are you a citizen of the U.S.?  Yes  No

If not a U.S. citizen, and currently in the United States, what is your visa type?  F  J  H Other \_\_\_\_\_

Please submit a copy of current visa page from your passport with this application.

If not a US citizen, and a permanent resident of the U.S., do you hold an alien registration receipt card (Green Card)?

No  Yes, please enclose photocopy of both sides of your alien registration card. \_\_\_\_\_ Alien number \_\_\_\_\_

What is your first language, if not English? \_\_\_\_\_

#### The following questions are optional

Religious preference \_\_\_\_\_

How would you describe yourself? Check any that apply.

- |  |   |
|--|---|
| <input type="checkbox"/> Native American/Alaskan Native—tribal affiliation _____ | <input type="checkbox"/> Black—Foreign Nationals specify citizenship: _____ |
| <input type="checkbox"/> Asian, Pacific Islander _____                           | <input type="checkbox"/> White, non-Hispanic                                |
| <input type="checkbox"/> African American, non-Hispanic                          | <input type="checkbox"/> Multiracial—specify: _____                         |
| <input type="checkbox"/> Hispanic  | <input type="checkbox"/> Other—specify: _____                               |

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## EMERGENCY CONTACT INFORMATION

Please provide information for one of the following (check one):

Spouse     Partner     Parent     Other \_\_\_\_\_

Ms./Mr. \_\_\_\_\_  
(circle one)    Last Name/ Family Name    First    Middle

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

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## CURRENT EMPLOYMENT

Current employer: \_\_\_\_\_ Employment title: \_\_\_\_\_

Street address: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Business telephone: (\_\_\_\_) \_\_\_\_\_ Extension: \_\_\_\_ Email: \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

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## PREVIOUS EDUCATIONAL EXPERIENCES

Please indicate the educational institution of your most recent completed degree program. Students must possess a bachelor's degree prior to entering a master's degree program. Students applying for a certificate of advanced graduate study in education (CAGS) must have successfully completed a master's degree program. It is your responsibility to have an official transcript, indicating the year of your most recent degree, sent to the Elms College Admission Office to ensure a completed application for admission. Official transcripts should be signed and sealed by the college or university Registrar's Office.

College/University name: \_\_\_\_\_

City: \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_

Degree awarded:  Undergraduate     Graduate     Other: \_\_\_\_\_

No degree awarded: \_\_\_\_\_ number of credits successfully completed

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## ENROLLMENT INTERESTS

- Certificate of advanced graduate study in education (C.A.G.S. in Ed.) Non-licensure
- Master of arts in applied theology (M.A.A.T.)
- Master of arts in teaching (M.A.T.) Initial or Professional Licensure\*
- Master of education (M.Ed.) Non-licensure
- Non-degree option in education (N.D.O.) Professional Licensure\*

*\*Please see Addendum A: Education License Field and Level Sought*

Legal Name: \_\_\_\_\_  
Last Name/ Family Name    First    Middle (complete)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Admission, financial aid, all facilities, and all programs are offered on equal terms without respect to race, color, gender, religion, creed, sexual orientation, or national or ethnic origins. Elms College is an equal opportunity employer.*

## ADDENDUM A: EDUCATION LICENSE FIELD AND LEVEL SOUGHT

Please review the Elms College graduate catalog on graduate study in education before filling out this section of the application.

### License stage sought:

- Initial
- Professional (no secondary reading NDO only)

### License field & level Sought:

Please note that all master's of arts in teaching applicants must complete the morning section, or the communication and literacy, portion of the MTEL exam and the appropriate subject matter exam, before being accepted to Elms College. The appropriate subject matter exams are indicated in parenthesis for each level sought.

- Early Childhood PreK-2** (general curriculum subject matter exam)
- Elementary 1-6** (general curriculum subject matter exam)
- Biology 8-12** (biology subject matter exam)
- Chemistry 8-12** (chemistry subject matter exam)
- English 8-12** (english subject matter exam)
- Foreign Language/ Spanish 5-12** (english subject matter exam)
- History 8-12** (history subject matter exam)
- Mathematics 8-12** (mathematics subject matter exam)
- English Language Learner PK-6** (general education subject matter exam)
- English Language Learner 5-12** (biology, history, or mathematics subject matter exam)
- Moderate Disabilities PreK-8** (general curriculum subject matter exam)
- Moderate Disabilities 5-12** (general curriculum or the special subject matter exam)
- Reading** (no subject matter exam necessary)

### Please list teacher certificates already held:

State/Country	Field	Level	Certificate #
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