



Graduate and Continuing Education  
100 State Street, P.O. Box 9101  
Framingham, MA 01701-9101

Tel: 508.626.4550 Fax: 508.626.4030  
[dgce@framingham.edu](mailto:dgce@framingham.edu)  
[www.framingham.edu](http://www.framingham.edu)

### Application for Graduate Admission

(Return pages 1 and 2, and retain pages 3, 4, and 5 for your records.)

**A. Personal Information** (Please type or print using pen.)

Anticipated Term of Entry:  Fall  Spring

Social Security Number: \_\_\_\_\_

Sex:  Male  Female

Legal Name: \_\_\_\_\_  
Last /Surname First Middle

Other name(s) under which records may appear: \_\_\_\_\_  
(e.g., maiden name) Last /Surname First

Have you ever been convicted of a felony?  Yes  No If yes, please explain: \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Number and Street

City State Zip Code Country, if foreign

Birthdate: \_\_\_\_\_ Birthplace: \_\_\_\_\_  
Month Day Year State Only, or country if other than U.S.A.

Preferred method of contact:  Home Telephone  Business Telephone  Cellular Telephone

Home: \_\_\_\_\_ Business: \_\_\_\_\_ Cell: \_\_\_\_\_  
Area code + number Area code + number Area code + number

Email Address: \_\_\_\_\_

**Ethnic/Racial Background** (for statistical purposes only; optional)

- 1. Are you Hispanic/Latino?  Yes  No
- 2. What is your racial background? (Choose all that apply)
  - American Indian/Alaskan Native
  - Asian
  - Black/African American
  - Cape Verdean
  - Native Hawaiian/Other Pacific Islander
  - White

**Citizenship** (required):

- United States
- Permanent Resident
- Foreign (Country): \_\_\_\_\_
- Other (specify): \_\_\_\_\_

**B. Concentrations** (Please check the appropriate Concentration)

**Master of Education**

- Art
- Curriculum and Instructional Technology (online)
- Early Childhood Education
- Education Technology
- Elementary Education
- English
- History
- Literacy and Language
- Mathematics
- Nutrition Education
  - Nutrition Education Specialist
  - School Nutrition Specialist
- Science, Technology, Engineering, Math (STEM)

- Spanish
- Special Education
  - Grades PreK-8
  - Grades 5-12
- The Teaching of English as a Second Language

**Master of Arts**

- Counseling Psychology
  - Licensure Track
  - Non-Licensure Track
- Health Care Administration
- Human Resource Management
- Public Administration

**Master of Science**

- Coordinated Program in Dietetics\*  
*\*Once accepted to the masters program in Food and Nutrition, a separate application is required for admission to the Coordinated Program in Dietetics. Applications are available at [www.framingham.edu/nutrition](http://www.framingham.edu/nutrition) and due February 28.*
- Food Science and Nutrition Science
- Human Nutrition: Education and Media Technologies
- Nursing
  - Education
  - Leadership

**C. Additional Information**

If you are enrolling in an off-campus site, please tell us which site? \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

**D. Education** List all colleges, universities, graduate, and professional schools attended.

Undergraduate Degree Institution	Date Completed
Graduate Degree Institution	Date Completed
Post-Doctoral Degree Institution	Date Completed

School Name	Dates Attended	Degree Earned	Academic Honors

Courses you wish to be considered for course waivers and/or transfer credit. Official transcripts required.

Course Title	Institution	Dates Attended

**E. Examinations** (if applicable)

Graduate Record Exam (GRE) Date taken or scheduled: \_\_\_\_\_

Miller Analogies Test (MAT) Date taken or scheduled: \_\_\_\_\_

TOEFL (for International Students) Date taken or scheduled: \_\_\_\_\_

Graduate Management Admissions Test GMAT®  
(Program Code for Framingham State University is 293-VX-21, and the Institutional Code is 3519.) Date taken or scheduled: \_\_\_\_\_

**F. Employment**

Position Title: \_\_\_\_\_

Employer: \_\_\_\_\_

Address: \_\_\_\_\_

**G. Education Licensure** (if applicable)

If you are a teacher or administrator, please list all licenses currently held and enclose a copy of the license(s).

Field: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_

Field: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_

I plan to seek a new license at the completion of my program. I understand that licensure will require a passing score on the appropriate MTEL exam.

License(s) sought upon completion of my program:

Field: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_

Field: \_\_\_\_\_ Level: \_\_\_\_\_ Type: \_\_\_\_\_

**H. I am applying for a Graduate Assistantship** (Approximately 10 hours a week. Assistants generally work for faculty, administrators or staff in a professional environment on specific projects.)

**I. Signature of Applicant** (required): \_\_\_\_\_ Date: \_\_\_\_\_

The University reserves the right to withdraw without notice any application that is not complete. All materials submitted become the property of the University. By my signature, I certify that the information I have provided about my academic and personal history and residency is accurate and complete. Failure to disclose any required information may result in denial of admission or retroactive administrative withdrawal from the University without refund or course credits. I understand that information about applicants that is furnished to Framingham State University will be kept confidential and will only be released to public higher education system personnel and secondary school officials authorized to receive this information or to educational agencies and institutions for research purposes.

---

## J. Application for Graduate Admission

(save this page)

So that we may process your application promptly, please have all of your supporting documents submitted as soon as possible. You may take up to two courses before being formally admitted into a graduate program. However, in order to be eligible for financial aid, you must be matriculated in a degree program and enrolled in at least two courses per semester.

### Transcripts

---

Applicants must submit official transcripts in sealed envelopes from each college or university attended as an undergraduate or graduate student. To request a waiver for a program prerequisite or approval for transfer credit of an equivalent course, you must submit a course description and other appropriate documentation. Please note that a maximum of two (2) graduate courses may be accepted in transfer and applied toward the degree program. Foreign transcripts must be accompanied by certified English translations.

### Letters of Recommendation

---

At least two letters of recommendation (three for MA Counseling Psychology) from professors, supervisors, and/or colleagues are required along with the completed Framingham State University [Letter of Recommendation form](#) that is included in the application packet. Recommendations must be sent directly to the University by the recommender.

### Entrance Examinations

---

Applicants must submit an official test score report of the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or the Graduate Management Admissions Test

(GMAT). Individual program test requirements are stated in the FSU Graduate Catalog. Most programs do not require the GRE or GMAT for students who have already received a master's degree; exceptions are the MA in Counseling Psychology, which requires the GRE or MAT and the MEd in English, which requires the GRE English Subject Test. Applicants with an undergraduate quality point average of 3.0 or above may waive the entrance examination to the MA programs in Health Care Administration, Human Resource Management and Public Administration; applicants should refer to the Graduate Catalog for more information.

### Statement of Purpose

---

Applicants must submit a typed, 300-word statement (a 500-word statement is required for the MA in Counseling Psychology) discussing their motivation for seeking a master's degree in view of prior formal education, current job responsibilities (if applicable) and career plans. The applicants name should be indicated on each page.

### Verification of Teacher Licensure

---

Applicants must submit a copy of any teaching license(s) required by the program to which they are applying.

### Writing or Art Samples

---

A writing sample must be submitted for the MEd in Spanish and the MEd in English. Applicants should consult the Graduate Catalog for specific writing requirements. An art sample of ten (10) to fifteen (15) slides or digital images of the applicant's art work are required for the MEd in Art.

---

## K. General Information

### Academic Advising

Advisors are available during the evening to answer questions about the application process, provide details about programs, and assist with decisions regarding appropriate courses. Please call the Office of Graduate and Continuing Education at 508-626-4550, to schedule an appointment. Once you are admitted to a degree program, you will be assigned a faculty advisor from the department sponsoring your program.

### Non-English Speaking Applicants

---

TOEFL scores are required of applicants seeking admission from non-English speaking countries. The TOEFL may be waived if the applicant has successfully completed at least two full academic years in a college/university in the United States of America, United Kingdom, Australia, New Zealand or Canada.

### Financial Aid

---

In order to be eligible for financial aid, you must be matriculated in a degree program and enrolled in at least two

courses per semester. Visit <http://www.framingham.edu/admissions/financial-aid/index.html> or call 508-626-4534 (Monday through Friday, 8:30a.m. to 4:30p.m.).

### Graduate Assistantships

---

Graduate Assistantships are awarded on a semester basis. Students must work approximately 10 hours each week during the 15-week semester. In return, students receive tuition and fee vouchers for two graduate classes and a \$2,500 stipend for the semester. Graduate Assistants will work on specific projects for faculty, administrators or staff from across the campus; awards may be given outside the applicant's academic discipline. Assistants will be evaluated each semester and awards may be renewed.

In addition to all other application materials, students applying for an assistantship must submit a current curriculum vitae and a letter outlining professional qualifications.

## Tuition Management Systems (TMS)

---

The Monthly Payment Option offered through TMS enables students to budget all or part of their semester tuition costs - interest-free. The Monthly Payment Option may be used in conjunction with financial aid.

You may participate in this payment plan by budgeting your costs for fall or spring semester - intersession and summer session are not included. You must enroll with TMS **prior** to registering for classes and include your TMS account number on your registration form. Monthly payments must be made to TMS by the first of each month. This service is available for a small enrollment fee and includes personal account service and automated account information 24 hours a day. For more information on payment options, education loans, and free education payment counseling, call 800-722-4867 or visit [www.afford.com](http://www.afford.com).

## Application Deadlines

---

You are encouraged to submit completed applications before **July 1** for fall admission and **November 1** for spring admission. We cannot guarantee timely matriculation for students whose applications are received after these dates.

Your application will not be reviewed until we receive all supporting documentation (see checklist). Students are admitted to graduate programs only for the fall and spring semesters, fall only for the MA in Counseling Psychology, but may take up to two graduate courses before matriculation. Applicants must matriculate before taking their third graduate course.

Applications to the **Food and Nutrition** programs who have undergraduate prerequisites to complete that are only offered during the day should apply by **February 1** for fall admission and **September 1** for spring admission. Students who apply late may still begin their studies if seats are available in the day courses.

Applications to the **Nursing: Education and Leadership** programs are accepted for the **fall semester of even years only**. Completed applications must be on file by **July 1** and will be reviewed after July 1, and you will receive a letter advising you of the University's admission decision by the end of July. Those received after July 1 cannot be guaranteed timely matriculation.

---

## L. Checklist

- Signed application (submit pages 1 and 2)
- \$50 Application fee (non-refundable and payable to: Framingham State University)
- Official transcripts in sealed envelopes from all colleges and universities attended
- [Letters of recommendation](#) sent directly to the University by the recommender
- Official test scores, if required
- Statement of Purpose, 300-word (500-word for Counseling Psychology)
- Copies of Teacher Licenses, if required
- Writing Sample, if required
- Art Sample, required for the MEd in Art
- TOEFL scores (for applicants from non-English speaking countries)
- Letter of Application for Graduate Assistantship, including C.V.

## M. Where to send

Send completed application and supporting documents to:

Framingham State University  
Graduate and Continuing Education  
100 State Street, P.O. Box 9101  
Framingham, MA 01701-9101

**Notice to students:** This application is a guide for information and not a contract. The University reserves the right to change requirements for degrees, prerequisites, scheduling and all other information provided. The University will make reasonable efforts to reduce hardships which result from any new curricular requirements on students who have entered under an earlier set of requirements.

The financial requirements of the University, legislative action and/or other circumstances may require adjustments in tuition and/or fees. The University reserves the right to make adjustments in these charges as may from time to time be

required. Students acknowledge this reservation by submitting this application for admission and/or by registering for classes.

**Nondiscrimination policy:** Framingham State University prohibits discrimination in education on the basis of race, color, sex, sexual orientation, religion, creed, disability, veteran status, age, national origin or marital status. The University is committed to providing fair treatment and equal opportunity in all aspects of the recruitment and admission of students through its policies and programs and as required by Federal and State laws and regulations.

Inquiries regarding the application of these policies, laws and regulations may be referred to the Office of Affirmative Action/ADA Coordinator, Framingham State University, 100 State Street, P.O. Box 9101, Framingham, MA 01701-9101, or to the Office of the Assistant Secretary of Civil Rights, United States Department of Education, Washington, D.C.

Rev. 2/12