



## Application for Admission, Master of Arts, Educational Leadership

*(Return pages 1 and 2, and retain pages 3 and 4 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)

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

### Citizenship (required):

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

**B. 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

**C. 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:

**D. Employment**

Position Title: \_\_\_\_\_  
Employer: \_\_\_\_\_  
Address: \_\_\_\_\_

**E. 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:

**F. 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 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.

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## G. Application for Graduate Admission

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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.

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### Transcripts

Applicants must submit an official transcript 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.

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### Letters of Recommendation

At least two letters of recommendation 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

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## H. General Information

### Academic Advising

Advisors are available day and 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.

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### 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

packet. Recommendations must be sent directly to the University by the recommender.

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### Entrance Examinations

Applicants must submit an official test score report of the Graduate Record Examination (GRE) or Miller Analogies Test (MAT). This program does not require the GRE or Miller Analogies Test for students who have already received a master's degree. Applicants should refer to the Graduate Catalog for more information.

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### Statement of Purpose

Applicants must submit a typed, 300-word statement (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.

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### Verification of Teacher Licensure

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

of America, United Kingdom, Australia, New Zealand or Canada.

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### 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, but may take up to two graduate courses before matriculation. Applicants must matriculate before taking their third graduate course.

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## I. Checklist

- Signed application (submit pages 1 and 2)
- Official transcripts 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
- Copies of Teacher Licenses, if required
- Writing Sample, if required
- TOEFL scores (for applicants from non-English speaking countries)

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## J. 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.

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