



## Application for the Post-Baccalaureate Teacher Licensure Program

*(Please return pages 1 and 2, and keep 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: \_\_\_\_\_

Month Day Year

Birthplace: \_\_\_\_\_

State Only, or country if other than U.S.A.

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

Preferred method of contact:  Home Telephone  Business Telephone  Cellular Telephone

Home: \_\_\_\_\_

Area code + number

Business: \_\_\_\_\_

Area code + number

Cell: \_\_\_\_\_

Area code + number

### 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. Concentration (Please check the appropriate Concentration):

- Art Visual (Pre-K–8)
- Art Visual (5-12)
- Biology (5-8)
- Biology (8-12)
- Chemistry (8-12)
- Early Childhood (Pre-K–2)
- Earth Science (5-8 only)
- Elementary (1-6)
- English (5-8)
- English (8-12)
- Foreign Language: French (5-12)
- Foreign Language; Spanish (5-12)
- History (5-8)
- History (8-12)
- Mathematics (5-8)
- Mathematics (8-12)

**C. Education**

List all colleges, universities, graduate, and professional schools attended, including institutions where you have taken summer or evening courses, regardless of whether courses were completed or credit was received. Please submit official transcripts of all undergraduate and graduate work.

Undergraduate Degree Institution \_\_\_\_\_ Date Completed \_\_\_\_\_

Graduate Degree Institution \_\_\_\_\_ Date Completed \_\_\_\_\_

Post-Doctoral Degree Institution \_\_\_\_\_ Date Completed \_\_\_\_\_

School Name	Dates Attended	Degree Earned	Academic Honors

**D. Massachusetts Test for Educator Licensure (MTEL)**

Communication and Literacy Test Scores (please enclose a photocopy of your score report)

Writing: \_\_\_\_\_ Reading: \_\_\_\_\_

Subject Test: \_\_\_\_\_ Score (if Taken): \_\_\_\_\_

**E. Employment**

Position Title: \_\_\_\_\_ Dates of Employment: \_\_\_\_\_

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

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

**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 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.

## G. Instructions (save this page)

**In order to facilitate the prompt processing of your application, it is strongly recommended that you obtain all necessary documents and submit them at one time.**

### **Transcripts**

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Applicants must submit official transcripts in sealed envelopes from each college or university attended as an undergraduate or graduate student.

### **Letters of Recommendation**

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Submit two letters of recommendation in sealed envelopes along with the Framingham State University [Letter of Recommendation form](#) that is included in the application packet. Letters must be on official letterhead. Applicants who received their undergraduate degree more than five years prior to completing the application may substitute other appropriate recommendations.

### **Massachusetts Test for Educator Licensure**

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Submit a copy of your scores on the Communication and Literacy Skills component of the Massachusetts Test for Educator Licensure (MTEL).

### **Statement of Purpose**

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Applicants must submit a typed, double-spaced, 600-1,000 word statement describing your purposes in undertaking educational licensure, your motivation, and your assessment of what contribution you can make to education. Submit the statement with your application.

### **Application Fee: \$50**

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Please make check payable to Framingham State University and mail complete application with payment to: Framingham State University, Division of Graduate and Continuing Education, 100 State Street, PO Box 9101, Framingham, MA 01701-9101.

## H. General Information

### **Academic Advising**

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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 make an appointment. Once you are admitted to a degree program, you will be assigned a faculty advisor from the department sponsoring your program.

### **Application Deadlines**

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Students are strongly encouraged to submit completed applications before February 15<sup>th</sup> for fall admission and October 1<sup>st</sup> for spring admission. Applications completed or received after these dates cannot guarantee timely matriculation. No application will be reviewed unless all supporting documentation has been received. While formal admission to graduate programs is offered only for the fall and spring semesters, students may begin taking courses in the University's summer sessions.

### **Financial Aid**

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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 [www.framingham.edu/financialaid](http://www.framingham.edu/financialaid) or call 508-626-4534 (Monday through Friday, 8:30a.m. to 4:30p.m.).

### **Tuition Management Systems (TMS)**

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The Monthly Payment Option offered through Tuition Management Systems (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).

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## 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
- Statement of Purpose, (600-1,000 words)
- Copy of MTEL score report

## Where to send

Send completed application and supporting documents to:

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

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**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.