

# Spalding University College of Education Application for Graduate Admission

## Application Process

The following items are required:

1. A completed application form for Graduate Admission.
2. A non-refundable \$30 application fee (check payable to Spalding University).
3. One OFFICIAL transcript from EACH college or university attended, sent directly to the Spalding College of Education Graduate Admission Office. Transcripts marked "issued to student" are not considered official transcripts.
4. Examination scores required for admission sent directly to Spalding University (the ETS Institutional Code is R1552).
5. TOEFL scores required from those for whom English is a second language. (If the GRE or MAT is taken prior to Admission, the TOEFL requirements are waived).
6. International students are required to submit and Affidavit of Financial Support.
7. Application/Information as required by individual program (see insert).

All application materials should be forward to: Spalding University, College of Education, ATTN: Valerie Anderson, 851 South Fourth Street, Louisville, KY 40203-2118 or [vanderson@spalding.edu](mailto:vanderson@spalding.edu)

ID Number (office use only)

## Applicant Information

Date \_\_\_\_\_

Social security number \_\_\_\_\_ Date of Birth \_\_\_\_\_

First name \_\_\_\_\_ Middle name \_\_\_\_\_

Last name \_\_\_\_\_ Maiden name \_\_\_\_\_

Street Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Country \_\_\_\_\_ Citizenship \_\_\_\_\_

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

Optional information for government reports:

Gender \_\_\_\_\_ Race \_\_\_\_\_ Marital Status \_\_\_\_\_

Have you previously applied to Spalding University?  Yes  No If yes, what year(s) \_\_\_\_\_

If yes, under what name did you apply? \_\_\_\_\_

Please note that answering "yes" to any of the questions below does not automatically preclude your admission to the University. The Admissions Committee considers all relevant information when making admissions decisions.

Other than for a minor traffic violation, have you ever been convicted of or pled guilty to a crime, or are there any criminal charges pending against you?  Yes  No

If yes, please provide a written explanation. If needed, please provide additional comments on a separate piece of paper.

Have you ever been suspended, dismissed or disciplined by an educational institution (high school, college, university) for academic misconduct or disciplinary reasons or are there any such charges currently pending against you?  Yes  No

## Information Required from International Applicants

Official name on passport \_\_\_\_\_ Expiration date \_\_\_\_\_

Do you have a U.S. Visa?  Yes  No

Visa type \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_

TOEFL score, if known \_\_\_\_\_ Date of TOEFL \_\_\_\_\_ Years you studied English \_\_\_\_\_

Note: Each international applicant is required to provide proof of the necessary financial resources to fund the cost of educational expenditures while at Spalding University. The United States Immigration Naturalization Service requires international applicants to submit an affidavit of financial support when applying for an I-20 form.

## Admission Information

When do you plan to begin classes?  Fall  Spring  Summer Year \_\_\_\_\_

Enrollment status:  Full-time  Part-time (6-8 hours)  Less than part-time (1-5 hours)

Where do you plan to live while attending Spalding?  On campus  Off campus

## Personal Information

Name of emergency contact \_\_\_\_\_ Relationship \_\_\_\_\_

Address of contact person \_\_\_\_\_ Telephone \_\_\_\_\_

Your religious preference (optional) \_\_\_\_\_

Please list any member of your family who is currently a student at Spalding or is an alum of Spalding (include name, relationship to you and graduation year if known):

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## Education

Name of high school \_\_\_\_\_ City/State/Country \_\_\_\_\_

List all colleges you have attended, starting with the most recent. (Attach a separate sheet if necessary)

College	State or Country (in not US)	Degree and Date Awarded	Dates Attended

## Degree Programs

Please check the degree you are seeking:

- Master of Arts in Education – Teacher Leader (M.Ed.)
- Master of Arts in School Guidance Counseling (MSGC)
- Rank I: Instructional Leadership Principal – Educational Administration Principal Preparation P-12 (EPP)

## Endorsement Programs

Please check the endorsement program you are seeking:

- Endorsement for Instructional Computer Technology (EICT)
- Endorsement for Teaching English as Second Language (ESL)
- Endorsement in Reading (ER)
- Certificate Program for Rank 1 Classification - Planned 6th Year Program (PRP)

Non-Degree Only six credit hours of coursework taken as a non-degree student will transfer into a degree program. Non-degree students who later decide to enter a graduate degree program at Spalding must notify the College of Education in writing.

## Admission Requirements by Program

Program	GRE/MAT Scores	Resume*	Essay**	Recommendation Letter	Teaching Certificate	Records Check***
M.Ed	N/A	Required	Required	Two Required	Required	N/A
MSGC	N/A	Required	Required	Two Required	N/A	N/A
EPP	N/A	Required	Required	Two Required	Required	N/A
PRP	N/A	Required	Required	Two Required	Required	N/A
EICT	N/A	Required	Required	Two Required	Required	N/A
ESL	N/A	Required	Required	Two Required	Required	N/A
ER	N/A	Required	Required	Two Required	Required	N/A

\* Your completed resume should be typed and each Roman numeral topic listed below should be addressed. Do NOT place your extended resume in a folder or binder. An extended resume must use the following outline:

- I. Education
- II. Employment history (Give specific job descriptions and dates.)
- III. Community involvement (clubs, churches, committees, etc.)
- IV. Memberships in professional organizations; offices held
- V. Awards, achievements, special recognitions you have received
- VI. Any publications, proposals, and reports you have written

\*\* Please double-space your essay and provide no more than three pages of writing. The essay should address the following areas:

- Describe your reasons for pursuing this degree.
- Describe your long-term professional goals.
- Describe examples of your leadership in the workplace, community, church, etc.

\*\*\* Records check is required for all current educators.

## Financial Aid Process

If you wish to apply for financial aid, you must submit the Free Application for Federal Student Aid (FAFSA). The form is available online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). (Spalding University school code: 001960)

If you wish to receive institutional financial assistance, you must file the FASFA. Note: Financial aid applications completed by March 1 will be given first consideration.

## Applicant Signature

I certify that all of the answers I have given in this application for admission to Spalding University are complete and accurate to the best of my knowledge. I understand that any misrepresentation or material omission herein may result in the exclusion of my application from further consideration or, discipline up to and including cancellation of admission and/or registration or dismissal from the University. Once a matriculated student at Spalding University, I understand that all charges not covered by financial assistance are solely my responsibility. Spalding University has my permission to use my photograph in University publications and advertisements.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

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Please note: Admission is open to all qualified applicants regardless of race, religion, color, gender, sexual orientation, age, national origin, or disability.