

# ENDICOTT COLLEGE

P.O. Box 663 Brockton, MA 02303-0663

## *Van Loan School of Graduate and Professional Studies*

### APPLICATION FOR GRADUATE ADMISSION: MASTER OF EDUCATION (M.ED.)

#### Instructions:

1. Please **TYPE** or **PRINT** the answers to ALL questions.
2. Return the completed application along with a non-refundable fee of \$50.00; make checks payable to Endicott College. Please remember to sign and date the application.
3. Arrange to have the following sent along with your application or under a separate cover to P.O. Box 663 Brockton, MA 02303-0663
  - a. Complete, official transcripts from all undergraduate and graduate course work.
  - b. Two letters of recommendation.
  - c. A 250 – 500 word essay explaining your professional goals.
  - d. Official copy of scores from either the Graduate Record Examination (GRE) Code: 3854 or the Miller Analogies Test (MAT) Code: 2567, unless you already hold a Master's degree.
  - e. All students for whom English is not a first language must submit scores from the Test of English as a Foreign Language (TOEFL). Code: 3369  
For information on applying for the test, see the TOEFL website at [www.toefl.org](http://www.toefl.org) or write to TOEFL, Box 899, Princeton, NJ 08540, USA.
  - f. A photocopy of your teacher's license(s) and a passing score on the Massachusetts Test of Educator Licensure (MTEL) Communication and Literacy Test, if applicable.
  - g. Applicable to Arts and Learning candidates only: include documentation of artistic involvement/skill, i.e. portfolio, performance history, or written statement explaining artistic interest and involvement. An admission interview is required of all candidates; please call Graduate and Professional Studies at (978) 232-2198 to make arrangements.

**Note:** The Arts and Learning, Organizational Management, and Athletic Administration programs are not linked to Massachusetts's certification; therefore, copies of a teacher's license and/or MTEL are not required.

#### Intended Program of Study – Please check one:

- Arts and Learning
- Early Childhood Education Professional Licensure Program
- Elementary Education:  Initial Licensure Program  Professional Licensure Program
- International Education
- International Education Administration
- International Education in English as a Second Language
- The Institute for Educational Studies (TIES) (online) Please see online application at [www.ties-edu.org](http://www.ties-edu.org)
  - Integrative Learning  Montessori Integrative Learning
- Northeast Montessori Institute (NMI):
  - Early Childhood Education  Early Childhood Education/Special Needs Initial Licensure Program
- Organizational Management
- Reading and Literacy:  Initial Licensure Program  Professional Licensure Program
- Special Needs: Initial Licensure in Moderate Disabilities  PreK–8  5–12
- Special Needs:  PreK–
- Athletic Administration
- Behavioral Studies Programs
  - M.Ed. in Special Needs with an ABA (Applied Behavioral Analysis) Certificate
    - On-site program  Hybrid program (combined online and on site)
  - ABA (Applied Behavioral Analysis) Certificate Only (*Prerequisite: a Master's degree in a related field*)
    - On-site program  Hybrid program (combined online and on site)
- Other \_\_\_\_\_

Please refer to the *Graduate Catalog* for information on program offerings and specific program requirements.

## PERSONAL INFORMATION

Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Male  Female

Full Name \_\_\_\_\_  
Last/Family Name First Middle Former Preferred First

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State or Country \_\_\_\_\_ Zip or Postal Code \_\_\_\_\_

Telephone (H) (\_\_\_\_\_) \_\_\_\_\_ (W) (\_\_\_\_\_) \_\_\_\_\_

Cell Phone (\_\_\_\_\_) \_\_\_\_\_ FAX (\_\_\_\_\_) \_\_\_\_\_

E-mail Address(es) \_\_\_\_\_

Date of Birth \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Place of Birth \_\_\_\_\_  
Month Day Year City, State, Country

Marital Status:  Single  Married  Widowed  Separated/Divorced

### Planned date of enrollment:

Fall semester: Year \_\_\_\_\_

Spring semester: Year \_\_\_\_\_

Summer semester: Year \_\_\_\_\_

### Citizenship:

U.S. Citizen

International Citizen of \_\_\_\_\_

Resident Alien

Non-Resident Alien, Visa type: \_\_\_\_\_

### Location:

Site where classes will be taken: \_\_\_\_\_

Have you ever applied to the Van Loan School of Graduate and Professional Studies?  Yes  No

If yes: year(s) \_\_\_\_\_ program(s) \_\_\_\_\_

Have you ever been a student at Endicott College?  Yes  No

If yes, year(s) \_\_\_\_\_

## EMPLOYMENT INFORMATION

Current Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

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

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

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

Previous Employer \_\_\_\_\_ Dates of Employment \_\_\_\_\_

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

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

Job Title \_\_\_\_\_ Name of Supervisor \_\_\_\_\_

## COLLEGE INFORMATION

Please list all institutions you have attended; include dates of attendance and degrees awarded:

### Undergraduate College(s):

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_ Major \_\_\_\_\_

### Graduate College(s):

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_

Institution \_\_\_\_\_

Location \_\_\_\_\_

Dates Attended \_\_\_\_\_ Credits \_\_\_\_\_ Degree \_\_\_\_\_

## RACE AND ETHNICITY

Optional Information \*

Are you Hispanic or Latino? (choose only one)

Yes, Hispanic or Latino  
panic

No, not Hispanic or Latino

What is your race? (choose one or more)

American Indian/Alaskan Native

Native Hawaiian/other Pacific Islander

Unknown/Other (explain)

Black/Non-Hispanic

Asian

White

\* These questions are being asked to furnish statistics, as required by the Department of Education.

## DISTINCTIONS/ACTIVITIES/AWARDS

Date	Distinction/Activity/Award	Description
_____	_____	_____
_____	_____	_____
_____	_____	_____

## RECOMMENDATIONS

Please provide a letter of recommendation from two individuals who, in your opinion, are qualified to judge your ability to do graduate work. NOTE: One of these individuals must be your current immediate supervisor. These letters should be sent directly to the Van Loan School of Graduate and Professional Studies at Endicott College, P.O. Box 663 Brockton, MA 02303-0663. Please list the names of the persons from whom you have requested a recommendation:

Name	Position/Title	Relationship
_____	_____	_____
_____	_____	_____

## REFERRAL

Please indicate how you became interested in Endicott College's M.Ed. programs:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Internet Search | <input type="checkbox"/> Word of Mouth           | <input type="checkbox"/> Advertisement (print) | <input type="checkbox"/> Information Session |
| <input type="checkbox"/> Web Site        | <input type="checkbox"/> Past or Current Student | <input type="checkbox"/> Advertisement (radio) | <input type="checkbox"/> Family/Relative     |
|  |  |  | <input type="checkbox"/> Other _____         |

I hereby make application for the herein named student and agree to the fees, terms, and conditions as set forth in the *Graduate Catalog*. In consideration of the undertaking by the Van Loan School of Graduate and Professional Studies to process this form, the undersigned agrees that the furnished information on the application form, together with all information and materials of any kind received by the Van Loan School of Graduate and Professional Studies from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President and Dean of the School of Graduate and Professional Studies may, for official purposes at his or her discretion, disclose any part or all thereof to such person or persons as required by the application law.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

***Please be aware that the Commonwealth of Massachusetts may change licensure requirements. Students are advised to contact the Massachusetts Department of Education for specific, current licensure requirements. Current licensure regulations may be accessed at [www.doe.mass.edu](http://www.doe.mass.edu)***

*Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.*

*Endicott College is accredited by the New England Association of Schools and Colleges.*