ENDICOTT COLLEGE MEXICO CAMPOS

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Van Loan School of Graduate and Professional Studies

APPLICATION FOR GRADUATE SCHOOL ADMISSION

Instructions for All Applicants:

Admission to a graduate program requires a Bachelor degree from an accredited college.
To be considered for admission, a candidate must submit the following to the address above:

1. Completed application and non-refundable $50.00 application fee
2. Two letters of recommendation *(one academic reference and one professional reference is desired)*
3. Official transcripts of all post-secondary academic work sent directly from the institution(s) including confirmation of undergraduate degree and any other graduate work
4. Essay of 250–500 words on career goals and motivation for graduate study
5. Updated CV or resume
6. Test of English as a Foreign Language (TOEFL) for all students whose native language is not English; minimum score of 550 (paper-based) or 79 (iBT) is required

All admissions requirements must be satisfied in order to be formally accepted, or matriculated, into the degree program. Students must be formally admitted to a program before the completion of six (6) Endicott credits.

Intended Program – Please check one:

❒ Master of Education, International Education
❒ Master of Education, International Education Administration
❒ Master of Business Administration

Planned date of enrollment:

YEAR _____
❒ Fall Semester
❒ Spring Semester
❒ Summer Session

Citizenship

❒ U.S. Citizen
❒ International Citizen of: _____
❒ Resident Alien
❒ Non-Resident Alien
Visa type: _____

Location of Program: Site where classes will be taken:

❒ Endicott College Mexico ❒ American School Foundation ❒ Eton School ❒ Other _____

PERSONAL INFORMATION

Social Security Number _____ – _____ – _____ *(if you are a U.S. citizen)* ❒ Male ❒ Female

Full Name _____
Last/Family Name First Middle Former Preferred First

Permanent Mailing Address *(Please print or type your address exactly as you would address a letter.)*

_____
_____
_____
_____
_____

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

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) _____

Race and Ethnicity – Optional Information *

Are you Hispanic or Latino? (choose only one)
❒ Yes, Hispanic or Latino
❒ 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 U.S. Department of Education.*

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 (if any) awarded:

Undergraduate Institution(s)

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Graduate Institution(s)

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Recommendations (2)

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 letter must be an academic reference, and one latter must be a professional reference.** 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 graduate programs:

- ❒ Internet Search
- ❒ Web Site
- ❒ Alumni
- ❒ Friend
- ❒ Word of Mouth
- ❒ Past or Current Student
- ❒ College Fair
- ❒ Advertisement (print)
- ❒ Advertisement (radio)
- ❒ Reputation
- ❒ Information Session
- ❒ Family/Relative
- ❒ 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 _____

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.