Application for Graduate Admission

GRADUATE APPLICATION PROCEDURE AT EMORY & HENRY COLLEGE

1. Complete this application packet (typed or neatly printed in ink) and sign it. Send the forms along with the $30 application fee to: Office of Graduate Admissions, PO Box 10, Emory & Henry College, Emory, VA 24327-0010. Phone: 800-848-5493, 276-944-6133 or email ehadmiss@ehc.edu.

2. All applicants are required to have official transcripts for all undergraduate and graduate work and a copy of recent scores (within the last five years) from the Graduate Record Exam (GRE) submitted directly to the Office of Graduate Admissions. (Applicants must hold a degree from an accredited undergraduate institution with a minimum overall GPA of 2.75 and 3.0 in the major.)

3. Applicants must submit three letters of reference from professors familiar with the applicant’s academic performance and promise for graduate work and/or from principals or supervisors familiar with the applicant’s skill as a teacher.

4. Please submit a personal essay of at least two pages, handwritten or the equivalent. Your essay should be on a separate sheet of paper with your name clearly indicated at the top. If applying for M.A.Ed. - Reading Specialist or History: Discuss one educational experience that has been important to you, commenting on your values, relationships and plans as you describe this experience. If applying for M.A. in Community and Organizational Leadership: Write a short essay outlining your previous leadership experiences, either in the workplace or in the community. What values and priorities have you sought to incorporate into your style and approach to leadership, either in the workplace or the community at large? In the context of these previous experiences, what are your goals for your future development as a leader—what do you hope to accomplish in your leadership and why? How can your participation in this graduate program help you realize your vision of your future leadership?

5. Any applicant that has completed any professional test (i.e Praxis I or II, VCLA, etc) should have official score reports sent to the Office of Graduate Admissions.

STUDENT SECTION: PERSONAL INFORMATION

Program of Study (Choose one):

☐ Reading Specialist (M.A. Ed.) ☐ History (M.A. Ed.) ☐ Community and Organizational Leadership (M.A.)

Status: Have you previously applied for admission to Emory & Henry College? ❑ Yes, Semester _____ Year _____ ❑ No

Expected Date of Entrance: 20 _____ ❑ FALL (August) ❑ SPRING (January) ❑ SUMMER (May)

Social Security Number ___________________________ (Area Code) Home Phone ______________________ (Area Code) Work Phone ________________

Email Address ________________________________

Last Name _______________________________ First Name __________________________ Middle Name (Jr./III/etc.)

Preferred Name __________________________ Date of Birth __________________ (Month/Day/Year) Place of Birth (City/State) __________________________

Current County of Residence __________________________

Mailing Address/Rural Route/PO Box _______________ City _____________ State __________ Zip________________

Permanent Address (if different from above) _______________ City _____________ State __________ Zip ____________

I am a US Citizen: ☑ Yes ☐ No Permanent Resident: ☑ Yes ☐ No Alien Registration Number __________________________

OPTIONAL: WE DO NOT REQUIRE THE FOLLOWING INFORMATION. WE USE THIS DATA ONLY FOR AGGREGATE REPORTING PURPOSES, AND TO BETTER UNDERSTAND, SERVE AND HONOR OUR STUDENTS’ CULTURAL HERITAGE.

What racial or ethnic group do you identify with? (African-American/Black, Native American, Asian, Asian-American, White/Caucasian, Biracial/Multiracial, Hispanic/Latino, Other—please specify): ____________________________

Ethnicity: ____________________________ Religious Affiliation: ____________________________

Gender: ☑ Male ☐ Female
CURRENT EMPLOYMENT:
Are you currently employed? ❑ Yes ❑ No

Place of Employment and Job Title

References: Please list below the references who you have contacted to send us a letter of reference.

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ACADEMIC INFORMATION:
Have you taken: ❑ VCLA _______ Date ❑ NTE _______ Date ❑ PRAXIS II _______ Date ❑ TOEFL _______ Date
❑ Praxis I _______ Date Reading _______ Math _______ Writing _______
❑ GRE _______ Date Verbal _______ Quantitative _______ Analytical Writing _______

Are you currently enrolled at any college? ❑ Yes ❑ No

List all colleges attended (continue on extra sheet if more space is needed).

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<thead>
<tr>
<th>Name</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Degree (include major and minor)</th>
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Are you eligible for readmission at your last college? ❑ Yes ❑ No

HONORS, EXTRACURRICULAR AND COMMUNITY ACTIVITIES:
Please provide appropriate dates or years for all items. You may enclose a separate sheet of activities and honors if you like.

Honors and Professional Activities

Hobbies and Special Interests

TEACHING EXPERIENCE:
List below the school(s) in which you taught during the completion of your teacher program.

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<tr>
<th>School</th>
<th>Location</th>
<th>Dates</th>
<th>Grade</th>
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</thead>
</table>

Are you currently employed by a school system? ❑ Yes ❑ No

If you answer yes, please list below the school(s) in which you are or have been employed.

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To the best of my knowledge, the information provided in this application is complete and accurate. By
my signature, I pledge that all work presented here is my own.

Signature Date

Emory & Henry College does not discriminate on the basis of race, color, national origin, age, religion, sex, sexual orientation, or physical handicap in administration of its educational policies, hiring policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Emory & Henry College affirms the dignity and worth of every individual.

REV. PR-6-14
TO THE APPLICANT: Complete the information below and send it to the Registrar of each university or college you have attended. Duplicate as needed. If you are currently enrolled at Emory & Henry or have previously attended the College, you must request that your transcript be sent from the Registrar’s Office to the Admissions Office.

PLEASE PRINT OR TYPE:

Social Security Number ____________________________

Title Name: Last First Middle Maiden

Institution Dates of Attendance Degree Graduation Year

I authorize the release of my academic transcript to Emory & Henry College Office of Admissions:

Signature ____________________________ Date ________________________

TO THE REGISTRAR: The person named above is applying for admission to graduate studies at Emory & Henry College. Please enclose this form and one copy of the applicant’s transcript in an official university envelope. If the applicant’s transcript cannot be forwarded, please indicate the reason*. Send the materials promptly to:

Office of Graduate Admissions
Emory & Henry College
Post Office Box 10
Emory, VA 24327

For further information, please call 276.944.6133.

*Reason cannot be sent: ________________________________

Signature of Registrar ____________________________ Date ________________________
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APPLICANT: Fill in the section below and give this form to the individuals you have chosen to recommend you for our graduate program. Ask each individual to complete this form and mail it to us. An additional letter of recommendation may also accompany this form. Please indicate whether you will waive your legal right of access to this form and any accompanying letter.

PLEASE PRINT OR TYPE:

Social Security Number ________________________________

Title Name: Last   First   Middle   Maiden

Mailing Address

City State Zip Country

☐ I do ☐ I do not waive the right of access to this form and any accompanying letter.

Signature ___________________________ Date ______________________

REFERENCE: You have been asked to supply a recommendation to our graduate program for the individual named above. Our admission committee will review your evaluation carefully as we make our decision. Your recommendation will be treated as confidential, unless the applicant has retained his/her right of access to it (see above).

1. Please rate the applicant using the following chart. Compare the applicant to other people you know who have successfully completed graduate work.

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2. How long have you known the applicant? _________ In what capacity? ______________________________________

3. Please make any additional statements about the applicant that you feel are appropriate (attach a separate sheet if necessary).

__________________________________________________________

Signature of reference ___________________________ Date ______________________

Name of reference (please print)  Position  Institution/Business

Please mail to: Admissions Office, M.A. in Education Program, Emory & Henry College, PO Box 10, Emory, VA 24327. 276.944.6133
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Mailing Address

City  State  Zip  Country

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