APPLICATION FOR GRADUATE ADMISSION

M.A.Ed., Reading Specialist or History; M.A., Community & Organizational Leadership

Emory & Henry College
Office of Graduate Admissions
P.O. Box 10
Emory, VA 24327-0010
www.ehc.edu • 800-848-5493

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.

Name Home Phone Work Phone

Name Home Phone Work Phone

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ACADEMIC INFORMATION:

Have you taken: ❑ VCLA _____Date ❑ NTE _____Date ❑ PRAXIS II _____Date ❑ TOFEL _____Date

❑ Praxis I _____Date Reading _____ Math _____ Writing _____

❑ GRE _____Date Verbal _____ Quantative _____ Analytical Writing _____

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

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

Name Location Dates Attended Degree (include major and minor)

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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.

School Location Dates Grade

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.

School Location Dates Grade

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.

E&H
FOUNDED 1836

GRADUATE PROGRAM TRANSCRIPT REQUEST

M.A.Ed., Reading Specialist or History; M.A., Community & Organizational Leadership

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Office of Graduate Admissions
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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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GRADUATE PROGRAM RECOMMENDATION

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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.

Area of Evaluation	Outstanding	Good	Average	Poor	Unable to rate
Enthusiasm					
Ability to work well with others					
Dependability					
Promptness and thoroughness					
Initiative					
Ability to do research					
Academic promise to do graduate work					
Communication Skills (written)					
Communication Skills (oral)					

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

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