



# 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 University Admissions Office. **Transcripts marked "issued to student" are not considered official transcripts.**
4. Official GRE or MAT scores 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 requirement is waived.)
6. International students are required to submit an Affidavit of Financial Support.
7. Application/Information as required by individual program (see insert).

All application materials should be forwarded to:

Admissions Office  
Spalding University  
851 South Fourth Street  
Louisville, KY 40203-2188  
Phone: 502-585-7111 or 800-896-8941, ext. 2111  
Email: [admissions@spalding.edu](mailto:admissions@spalding.edu)

### APPLICANT INFORMATION

ID Number (office use only)

Social security number \_\_\_\_\_ Date \_\_\_\_\_  
Legal name \_\_\_\_\_ Birthdate \_\_\_\_\_  
(First) (Middle) (Last) (Maiden)  
Street address \_\_\_\_\_ Home telephone (\_\_\_\_) \_\_\_\_\_  
City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Country \_\_\_\_\_  
Work phone (\_\_\_\_) \_\_\_\_\_ Email address \_\_\_\_\_ Citizenship \_\_\_\_\_

#### Optional information required for government reports

Sex \_\_\_\_\_ Race \_\_\_\_\_ Marital status \_\_\_\_\_

Have you previously applied to Spalding University? Yes \_\_\_\_\_ No \_\_\_\_\_ Year \_\_\_\_\_

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

Yes  No

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? If yes, please provide a written explanation.  Yes  No

## INFORMATION REQUIRED FROM INTERNATIONAL APPLICANTS

Country of citizenship \_\_\_\_\_ Your passport issued by \_\_\_\_\_  
 Official name on passport \_\_\_\_\_ Passport expiration date \_\_\_\_\_  
 Have you been issued a Visa?  Yes  No  
 Visa type \_\_\_\_\_ Issue date \_\_\_\_\_ Expiration date \_\_\_\_\_  
 TOEFL score, if known \_\_\_\_\_ Date of TOEFL \_\_\_\_\_ Years you have 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? Term:  Fall  Spring  Summer Year \_\_\_\_\_  
 Do you plan to attend classes:  Full-time (9 hours or more)  Half-time (6-8 hours)  Less than half-time (1-5 hours)  
 Where do you plan to live while attending Spalding?  Residence hall  Off campus

## PERSONAL INFORMATION

Name of emergency contact person \_\_\_\_\_ Relationship \_\_\_\_\_  
 Address of contact person \_\_\_\_\_ Telephone ( ) \_\_\_\_\_  
 Your religious preference (optional) \_\_\_\_\_  
 Please list any member of your family who is currently a student at, or who graduated from, Spalding:

Name	Relationship	Year of graduation
Name	Relationship	Year of graduation

## EDUCATION

Name of high school \_\_\_\_\_ City and state (or country if not U.S.) \_\_\_\_\_  
 Date of graduation or GED \_\_\_\_\_ Location where GED was taken (city, state) \_\_\_\_\_

List all colleges you have attended, starting with most recent. Attach separate sheets if necessary.

College	State or Country (if not U.S.)	Degree and Date Awarded	Dates Attended

TESTS TAKEN: (Indicate year)  GRE (Year): \_\_\_\_\_  MAT (Year): \_\_\_\_\_  TOEFL (Year): \_\_\_\_\_

If required tests have NOT been taken, indicate name of test and anticipated date \_\_\_\_\_

## DEGREE PROGRAMS

_____ MATE	Master of Arts in Teaching (Elementary)	
_____ MATM	Master of Arts in Teaching (Middle Grades)	_____ MATM Alternative Program
_____ MATS	Master of Arts in Teaching (Secondary)	_____ MATS Alternative Program
_____ MATD	Master of Arts in Teaching (Dual Middle Grades and Secondary)	_____ MATD Alternative Program
_____ MATL	Master of Arts in Teaching (Learning Behavior Disorders P-12)	_____ MATL Alternative Program
_____ MAED	Master of Arts in Education	
_____ MSGC	Master of Arts in School Guidance Counseling	
_____ MAEA	Master of Arts in Education (Educational Administration/Principal Preparation)	
_____ MAEW	Master of Arts in Education (Reading and Writing Endorsement)	
_____ EDD	Doctor of Leadership Education	

## CERTIFICATION PROGRAMS

_____ EIT	Endorsement for Instructional Computer Technology
_____ ESL	Endorsement for Teaching English as a Second Language
_____ ERW	Endorsement in Reading and Writing
_____ FYE	Fifth Year Equivalency (Rank II)
_____ SYP	Sixth Year Program (Rank I)
_____ SYEA	Sixth Year Program (Rank I) in Principal Preparation
_____ <b>Non-Degree</b>	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.

## ADDITIONAL APPLICATION MATERIALS

	GRE/MAT Scores	Resume*	Essay**	Letters of Recommendation	Teaching Certificate	Records Check***
MATE	x	x	x	Two Required	N/A	x
MATM	x	x	x	Two Required	N/A	x
MATS	x	x	x	Two Required	N/A	x
MATD	x	x	x	Two Required	N/A	x
MATL	x	x	x	Two Required	N/A	x
MAED	x	x	x	Two Required	x	N/A
MSGC	x	x	x	Two Required	N/A	N/A
MAEA	x	x	x	Two Required	x	N/A
MAEW	x	x	x	Two Required	x	N/A
EDD	x	x	x	Three Required	N/A	N/A
EIT	N/A	x	x	Two Required	x	N/A
ESL	N/A	x	x	Two Required	x	N/A
ERW	N/A	x	x	Two Required	x	N/A
FYE	N/A	x	x	Two Required	x	N/A
SYP	N/A	x	x	Two Required	x	N/A
SYEA	N/A	x	x	Two Required	x	N/A

+ Required for all current educators.

\* An extended resume must use the following outline. 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.**

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

\*\* 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.  
(Please double-space your essay and provide no more than three pages of writing.)

\*\*\* Required only for initial certification.

## 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.

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, if I have been admitted, 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 \_\_\_\_\_

Please send completed application form and non-refundable application fee of \$30 to:

**Admissions Office  
Spalding University  
851 South Fourth Street  
Louisville, KY 40203-2188**

**Email: [admissions@spalding.edu](mailto:admissions@spalding.edu)  
[www.spalding.edu](http://www.spalding.edu)**

**Phone: 502-585-7111  
800-896-8941, ext. 2111  
Fax: 502-992-2418**

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