

*Is it time
for a new
direction?*



*How can I
advance in
my career?*



*Should I
fill out this
application?*



Westfield
Founded 1838

DIVISION OF GRADUATE AND CONTINUING EDUCATION

**GRADUATE
APPLICATION**

FOR THE THINKING PERSON

THE ADMISSION PROCESS

The purpose of graduate education at Westfield State is to allow the student to develop as a scholar, capable of original thinking and research in a professional career. A graduate degree represents more than a completion of a prescribed number of courses. It indicates that the student has performed successfully in a field of professional study and has developed specialized skills, independent judgment and scholarship necessary to be a Master in his or her respective discipline.

Applicants' qualifications are reviewed by individual departments as well as by the Division of Graduate and Continuing Education Associate Vice President. Criteria used in weighing each application include: undergraduate grade point average, professional training, references, standardized test scores as well as the individual's narrative statement on professional goals and reasons for desiring graduate education.

GENERAL INSTRUCTIONS

Application to the Undergraduate Degree Program at Westfield State College must consist of the following:

- Application and \$30.00 fee (non-refundable)
- Narrative Statement
- Official transcripts with college seals and in sealed envelopes of all college-level work. If you attended more than one college, submit one transcript from each institution. Please have transcripts sent directly from your former college or university to the Division of Graduate and Continuing Education; opened transcripts will not be accepted.
- Three letters of professional reference (forms enclosed)
- Official scores of either the Miller Analogies Test, the Graduate Record Examination or the GMAT (for Accountancy majors only); scores older than five years are not valid. Note: Applied Behavior Analysis Certificate, CAGS, and Homeland Security Certificate Applicants do not need to submit GRE or MAT Scores.
- Where applicable, a copy of Classroom Teacher Licensure.
- Where applicable, (including School Guidance & School Principal) a copy of a passing scores in Communication and Literacy Skills portions of the Massachusetts Educators Certification Tests.
- International applicants (where applicable) must provide **Official** English translations and a Credential Evaluation of all secondary and post-secondary transcripts, an official copy of the Test of English as a Foreign Language (TOEFL) with passing score, bank-notarized Certification of Finances Form, and a photocopy of the applicant's current visa.
- International applicants may obtain a credential evaluation of documents from:

Center for Educational Documentation, Inc.
PO Box 231126, Boston, MA 02123-1126
(617) 338-7171 (Applicants are responsible for processing fee.)
- All Massachusetts residents must submit a Proof of Residency form.

Application

The application should be typewritten or printed. The \$30.00 application fee, payable to Westfield State College, must accompany the application. The fee is not refundable. All application materials are to be forwarded directly to the office of Graduate and Continuing Education.

All questions concerning the admission process should be directed to the Admissions Coordinator at (413) 572-8022.

Review of applications for Applied Behavior Analysis and Psychology degree programs will begin February 15th. All material should be received by DGCE no later than March 31st to be considered for September admission. Late applications may be considered. All other applications are accepted on a rolling basis.

Narrative Statement

Your narrative statement is read with great care and consideration. It should include statements about your professional goals, academic experience, factors which led you to consider graduate study and why you feel the College can support your future endeavors.

Social Security Number

USER ID _____
(Office Use Only)

WESTFIELD STATE
Division of Graduate & Continuing Education
GRADUATE APPLICATION

**Semester
Applying For:**

1. Name _____
Last First Middle

Fall _____
(deadline 6/30)

Other Name(s) under which records may be found: _____

Spring _____
(deadline 10/31)

2. Home Address _____
Street City State Zip Code

Summer _____
(deadline 3/31)

3. Present Mailing Address _____
P.O. Box / Street City State Zip Code

Late applications
may be considered

4. Email Address: _____

5. Telephone: Home _____ Work _____ Ext. _____

International Students, please give us your home country address: _____

The information below is used to comply with the requirements of the Immigration and Naturalization Service

Voluntary Information

Are you a U.S. Citizen or Permanent Resident?

Yes _____ No _____

If not, what is your Visa Status?

Type of Visa: 1. Foreign Student _____
2. Immigrant _____
3. Tourist _____

Country of Citizenship _____

TOEFL Test Date _____ (see note on page 4)

_____ Male _____ Handicapped
_____ Female _____ Disabled Veteran
_____ Vietnam Era Vet

- _____ 1. Non-Resident Alien
- _____ 2. Black Non-Hispanic
- _____ 3. American Indian / Alaskan Native
- _____ 4. Asian or Pacific Islander
- _____ 5. Hispanic American
- _____ 6. White, Non-Hispanic
- _____ 7. Other
- _____ 8. Cape Verdean

Date of Birth: _____/_____/_____
Mo Day Yr

6. Will you be applying for Financial Aid?: _____Yes _____No

7. Previous College Training: List in chronological order. Include Associate's, Bachelor's and any college credit to be considered for transfer into the program. If you attended Westfield State College, indicate whether you were a Day Division or Continuing Education student

Institution Location Dates Attended Total Credits Degree Awarded

Institution Location Dates Attended Total Credits Degree Awarded

Institution Location Dates Attended Total Credits Degree Awarded

8. Undergraduate Major _____ Minor _____

Grade Point Average (based on a 4.0 scale): _____ Average in Major Field _____

9. List courses for which you wish to receive graduate transfer credit (*Maximum 6 credits*):

Institution	Course	Grade	Dates	Credits

Institution	Course	Grade	Dates	Credits

10. Proposed area of study: Please check one:

Master of Public Administration _____

Master of Arts

- _____ English (must submit literary essay)
- _____ Applied Behavior Analysis (*deadline 3/31*)*
- _____ Psychology: Mental Health Counseling (*deadline 3/31*)*

Master of Science

- _____ Accountancy
- _____ Criminal Justice (I plan to attend at: _____ Westfield _____ Framingham)
- Homeland Security Certificate Option: _____
- Applicants to both Master's Program and Certificate submit one \$30 Fee*

Master of Social Work _____ (*deadline 2/1*)*

Initial Licensure Degree Programs (*Appropriate for students without licensure*)

Master of Arts

- _____ English with Initial Teacher Licensure
- _____ 5–8 _____ 9–12 (*must submit literary essay*)
- _____ Psychology: School Guidance Counseling (*deadline 3/31*)*
- _____ PreK–8 _____ 5–12

School Principal

- _____ Elementary
- _____ Middle
- _____ Secondary

Master of Education

- _____ Early Childhood Education
- _____ Elementary Education
- _____ Moderate Disabilities
- _____ PreK–8 _____ 5–12
- Secondary Education
- _____ Biology _____ History
- _____ Chemistry _____ Mathematics
- _____ General Science

Specialist Licensure Master of Education Program

_____ Reading Specialist (*Candidates must possess initial licensure in Early Childhood, Elementary or Moderate Disabilities*)

Professional Licensure Degree Programs

(*Appropriate for teachers holding Initial Massachusetts Teacher Licensure*)

- _____ Early Childhood Education
- _____ Elementary Education
- _____ English (Master of Arts)** _____ 5–8 _____ 9–12
- _____ Physical Education _____ PreK–8 _____ 5–12
- _____ Moderate Disabilities _____ PreK–8 _____ 5–12

School Principal

- _____ Elementary _____ Middle _____ Secondary

Secondary Education

- _____ Biology _____ Chemistry _____ General Science
- _____ Mathematics _____ History

Concentrations

*Non-licensure Programs***

Master of Education

Appropriate for students with baccalaureate degrees:

- _____ History
- _____ Vocational Education

Master of Education

Appropriate for teachers already holding Professional Massachusetts Teacher Licensure:

- _____ Early Childhood Education _____ Secondary Education
- _____ Educational Administration _____ Special Education
- _____ Elementary Education

*Late applications may be considered.

**Candidates without licensure, but with appropriate experience in school settings, may be considered for admission.

***May apply for professional licensure directly to the Massachusetts Department of Elementary and Secondary Education (DESE).

11. If you possess a classroom teaching certificate, please attach a copy of your certificate and complete the following. Otherwise, skip to #11.

In which state(s) are you certified to teach? _____ Level(s) _____

Specialization(s) _____

Please indicate precise number of years of teaching experience in role covered by the certificate (s): _____

12. Test Score Requirements: Graduate Record Examination (GRE), or Miller Analogies Test (MAT), Graduate Management Admission Test (GMAT); scores older than five years will not be accepted.

Please complete the appropriate statement:

I have taken the GRE on _____ (date); scores sent to Westfield State College.

I have taken the MAT on _____ (date); scores sent to Westfield State College.

I am planning to take the GMAT GRE MAT on _____ (date); scores will be sent to Westfield State College.

Note: Initial Licensure and School Principal Candidates must submit a copy of Communication and Literacy Skills Test results. The Division of Graduate and Continuing Education does not receive MTEL scores directly from the Massachusetts Department of Education.

OFFICIAL COPY OF TEST SCORES MUST BE RECEIVED BY WESTFIELD STATE BEFORE AN APPLICATION IS COMPLETE.

13. Honors or other special recognition of high scholarship or professional endeavors (honor societies, leadership roles in community organizations, publications, etc.)

14. Disciplinary and Criminal Information

Have you ever been placed on probation or suspended for disciplinary reasons? ____ yes ____ no

In the case of transfer students, have you ever been refused admission to a college or university for disciplinary reasons? ____ yes ____ no

If you answered yes to either question, enclose an explanation on a separate sheet. The college's dean of students, or the high school guidance counselor, as appropriate, also must submit a letter of explanation. Your application will be considered incomplete without this information.

Have you ever been convicted of a felony? ____ yes ____ no

If you answered yes, enclose on a separate sheet an explanation of the circumstances leading to criminal conviction. Your application will be considered incomplete without this information.

15. REFERENCES: List three professional references.^ Reference forms are enclosed.

1. _____
Name Position Address

2. _____
Name Position Address

3. _____
Name Position Address

[^]Students may not resubmit references from another program, although you may request references from the same individuals.

16. Please complete and attach a narrative statement of your professional goals and reasons for wanting to pursue the concentration that you have selected.

17. Please Note: All Criminal Justice Majors and Licensure Candidates must submit proof of immunization including Hepatitis B.

18. To be completed by Master's of Social Work applicants:

Important Notice: Students intending to begin this program with the next cohort starting each September, must have all application materials submitted by Feb 1st.

Identify Program you are applying for and option for completion of the program:

Please list Liberal Arts core courses taken in each area
(if unsure, please leave blank):

____ Traditional program

Social Science:

____ Advanced standing program: Applicants must have a BSW from a CSWE accredited program. Applicants need to have one of their letters of reference from their BSW Program Director. A letter from their Field Placement Supervisor is highly recommended.

American Government:

____ Part-time option

Human Biology:

____ Full-time option

Applicants need to submit a personal statement that describes:

- 1) reason for interest in entering the field of social work
- 2) assessment of personal strengths and limitations
- 3) examination of life experiences and relationship of these experiences to career choice. Discuss here evidence of your commitment to aiding people who are oppressed and/or members of vulnerable populations (good examples are prior work, civic or volunteer experiences)
- 4) assessment of personal values and congruence of these beliefs with the profession's value system

Please visit the MSW website for more details: <http://www.wsc.ma.edu/socialwork/prog-msw.htm>

OFFICIAL TRANSCRIPTS FROM EACH SCHOOL LISTED IN SECTIONS 7 & 9 MUST BE SENT DIRECTLY FROM THE SCHOOL OR COLLEGE IN A SEALED ENVELOPE TO:

WESTFIELD STATE COLLEGE
DIVISION OF GRADUATE AND CONTINUING EDUCATION
ATTN: ADMISSIONS
WESTFIELD, MA 01086

All application materials are the property of the Division of Graduate and Continuing Education and can not be returned to you or submitted to other parties for any other use.

I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge.

Signature

Date

ADMISSION APPLICATION CHECKLIST

- A check or money order for \$30.00 payable to Westfield State College is enclosed.
- Official transcripts from each school listed have been sent directly from the school or college in a sealed envelope, or will be forwarded.
- Submitted Proof of Residency (Massachusetts residents only).
- Narrative Statement
- Three Professional References
- Official scores of either the MAT, GRE, or GMAT test as applicable
- Where applicable, a copy of Classroom Teacher Licensure
- Where applicable, a copy of a passing scores in Communication and Literacy Skills portions of the Massachusetts Educators Certification Test
- Proof of immunization including Hepatitis B
(All Criminal Justice Majors and Licensure Candidates)



Division of Graduate and Continuing Education
577 Western Avenue
P.O. Box 1630
Westfield, MA 01086-1630

(413) 572-8020

dgceadmissions@wsc.ma.edu

GoBackNow.com