
Instructions for Graduate Degree Program Applicants:

Please complete the application entirely, including your signature, and the date. Please mail, in the special envelope provided, the completed application and all supporting credentials to the Graduate Division, Albright College, 13th & Bern Streets, P.O. Box 15234, Reading, PA 19612.

All information given on the application form must be typed or neatly printed.

A non-refundable application fee of \$50.00 must accompany the application. Please do not mail cash. Your check or money order should be made payable to Albright College.

Please submit with this application, in properly sealed envelopes, official transcripts from all colleges or universities attended.

Please submit two professional reference letters in support of your application. The reference letters must come from former professors or professionals with whom you have worked. Please detach and complete your section of the Confidential Reference Letter Form before providing it to each person writing a reference letter on your behalf, along with the special envelope provided.

Please forward one official copy of the required test scores to the Graduate Division. Information about the administration of Graduate Record Examinations can be obtained from Educational Testing Service, Princeton, NJ 08540. Information about the administration of the Miller Analogies Test can be obtained from the Career Development Center at Albright College or The Psychological Corporation, Miller Analogies Test, P.O. Box 98215, Chicago, IL 60693.

Applications are accepted on a rolling basis. It is in your best interest to submit the application and supporting credentials as early as possible, in order to assure enrollment in the next semester. Contact the Graduate and Professional Division for information about enrollment dates.

Accepted applicants currently engaged in undergraduate or graduate work are required to submit a copy of their final transcript at the time such work is complete. The transcript must indicate the highest degree conferred and the date of issue. Acceptance is always contingent upon satisfactory completion of all course work in which the applicant is currently enrolled.

All information is kept in strict confidence. Information requested on gender and ethnic or national origin is requested to enable Albright College to comply with its Equal Opportunity obligations and will not be used to discriminate against any individual.

Albright College is committed to a policy of equal opportunity and does not discriminate on the basis of race, religion, sex, age, national origin, sexual orientation, veteran status, marital status or disability. This policy extends to all educational, service and employment programs of the College. Student concerns should be directed to Tiffenia Archie, Assistant Dean, 610-921-7662. Faculty, staff and student employee concerns should be directed to Lisa Yerges, Director of Human Resources / Affirmative Action Coordinator, at 610-921-7629.

Program of Study

Please check the graduate program desired:

Education (M.S. or M.A.)

Please check the concentration desired:

- General Education (including Secondary Education content areas)
- Elementary Education
- Special Education
- Early Childhood Education
- Teacher Certification

Please check certification desired:

- Early Childhood Education Teacher Certification (N-3)
- Elementary Education Teacher Certification (K-6)
- Special Education Teacher Certification (K-12)
- Secondary Education Teacher Certification (French, German, Latin, Spanish, Art, English, Math, Social Studies, Biology, Chemistry, Physics and General Science)
Content area _____
- Not seeking certification

Please check the term you wish to enroll:

- Fall (August)
- Spring (January)
- Summer

Please check the degree status for which you are applying:

- Full time degree program
- Part time degree program
- Non-degree status

(Non-degree status applicants need only complete the next section and verify receipt of a baccalaureate degree.)

Educational Credentials

Have you previously attended or applied to Albright College? _____

If yes, when? _____

List in chronological order all colleges and universities at which you have taken a course, including professional schools. International students must list all schools attended, including elementary and secondary.

Name & Location	Month & Year of Attendance	Major/Degree Received or Expected & Date

The applicant is responsible for collecting official transcripts from all colleges and universities attended (including Albright) in sealed envelopes. These must be forwarded with the application to the Graduate Division.

Official Test Information

Have you taken the:

Graduate Record Examination (GRE) Y N Date taken _____

Verbal Score _____ Quantitative Score _____

Miller Analogies Test (MAT) Y N Date taken _____ Score _____

If you are an international student, have you taken the:

TOEFL Y N Date taken _____ Score _____

Confidential References

Give names and addresses of the two individuals to whom you have submitted confidential reference letter forms.

Name _____

Address _____

Name _____

Address _____

Professional History

Beginning with your most recent employment, list your work experience including service in the armed forces, Peace Corps, etc. Do not list part-time or summer employment unless it is relevant. Please attach a copy of your current resume (optional).

Employer	Location	Dates of Employment	Position Held	Telephone #

Do you have tuition remission at work? Full Part None

Do we have your permission to verify employment? Yes No

Present Teaching Certificates, if applicable _____

State of Issue _____

Please provide a copy of your present certification credentials.

Additional History

How did you hear about the Graduate Program at Albright College?

- | | | |
|--|------------------------------------|--|
| <input type="checkbox"/> Alumni | <input type="checkbox"/> Newspaper | <input type="checkbox"/> TV |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Mail | <input type="checkbox"/> Area Resident |
| <input type="checkbox"/> Friend/Relative | <input type="checkbox"/> Internet | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fair | <input type="checkbox"/> Radio | |

Certification of Accuracy

To the best of my knowledge, the above information is true. I agree, that if accepted, I will comply with the rules and regulations of Albright College. I authorize you to use my social security number for student identification and records.

Signature

Date