

Application Procedures and Inventory Listing

Name _____

Social Security Number - -

How To Use This Form

The Graduate Programs in Montessori Education uses a self-managed application process which gives the applicant greater control over his/her application materials. With a self-managed application process, applicants submit all materials together in one filing envelope assuring that applicants are not denied consideration because of missing documents. Loyola provides an inventory listing, transcript request and recommendation forms as well as an application-filing envelope to assist applicants in completing the application process with greater ease. **Please include this form when you submit your application.**

Completing Your Application

A completed application is one that includes the following documents:

- Completed application form, including applicant's signature
- Non-refundable fee of \$50
- Official transcripts from each college or university attended
- Resumé or vitae
- Essay responding to question on application form
- WES Evaluation (required only for International applicants who have pursued college or university study outside the United States. Official transcripts must be submitted to World Education Services (www.wes.org) for translation of grades and credits).
- TOEFL Score Report (required only if English is not your native language)
- Three recommendations (professional references only)
- International Student Supplemental Application (required only if you need a student visa)

Applicants who require a student visa to pursue the Montessori concentration at an affiliated AMI institute are required to complete two processes to qualify for SEVIS clearance. Upon admission to an affiliated AMI institute, international applicants are required complete an international student supplemental application for the specific institute to which they seek to enroll. Please contact the specific institute to which they seek to enroll. Please contact the specific AMI training center for the supplemental procedures. **In March in the year the education core is scheduled to be completed on the Baltimore campus,** international students are required to complete another supplemental application to update documents critical to the visa transfer process. Loyola will issue a new student visa for the three week period during which the Educational Core is offered. Students will be notified in writing of these requirements after committing to the summer selected to complete the degree or advanced certificate programs.

Transcripts from studies not conducted in English must be submitted with a certified English translation.