



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
- Three recommendations (professional references only)
- Essay responding to questions on application form
- WES Evaluation is 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)
- International Student Supplemental Application (required only if you need a student visa)

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

Inventory Listing

This section should be used as a guide to help you complete the application process. Before sealing the filing envelope to send your application documents to Loyola College, make certain that all appropriate boxes have been checked on this form. Remember to include the inventory listing with the application packet you send to The Office of Graduate Admission.

- Application Form – make certain it includes your signature
- Non-refundable \$50 application fee
- Transcripts in unopened envelopes
Number of institutions attended _____
- Resumé or vitae
- Recommendations in sealed envelopes
Number of recommendations enclosed _____
- Personal essay
- WES evaluation – **required only if college or university studies were pursued outside the United States.**
- TOEFL Score Report – **required only if English is not your native language** (send unofficial scores with application, if available—official scores must be sent directly from testing agency. Loyola's institution code is 5370).
- International Student Supplemental Application – **required only if you need a student visa.**

Please send all requested documents to: Office of Graduate Admission, Loyola College in Maryland, 4501 North Charles Street, Baltimore, MD 21210-2699; Telephone: 410-617-5020 or 800-221-9107; Fax: 410-617-2002. Please use the application-filing envelope provided. Indicate **Montessori Education** in the "Program Name" box.