



## Application Procedures and Inventory Listing

### Education

Name: \_\_\_\_\_

<b>Application Deadline:</b>	<b>Fall Semester</b>	<b>June 15</b>
	<b>Spring Semester</b>	<b>November 1</b>
	<b>Summer Session</b>	<b>March 15</b>

**Kodály Music Education**      *Summer Session only*      **May 1**

### Inventory Listing:

Please make certain that all appropriate boxes have been checked on this form and include this inventory listing with the application materials you send to the Office of Graduate Admission.

- Signed application form
- Non-refundable \$50 application fee
- Program Selection Form
- Transcripts (**official - in sealed envelopes**)    Number of institutions attended \_\_\_\_\_
- Essay responding to question on application form
- Professional Reference (1) required for School Counseling
- WES Evaluation and Translation - *Required only for college or university studies pursued outside the United States*
- TOEFL Score Report – *Required only if English is not your native language or if you have not completed a degree program taught in English. Score cannot be more than two years old.\**
- International Student Supplemental Forms—required only if you need a student visa

\*Loyola's institution code is 5370

**Please send all required documents to:**

Office of Graduate Admission  
Loyola University Maryland  
2034 Greenspring Drive  
Timonium, MD 21093

**Note:** *No action can be taken on your application for admission until all required materials, fees, and transcripts are received.*

**On-line applications are available at [www.loyola.edu/graduate](http://www.loyola.edu/graduate)**



**Educational Background**

List **ALL** colleges/universities attended. You are **required** to submit **official transcripts from each institution**.

College/University	Attendance Dates	Degree/Certificate	Completion Date

**Student Classification** (*select one*)

First Time Loyola Graduate Applicant                       Re-applicant to Same Program  
 Former Loyola Graduate Student Returning to New Program     Non-matriculating Applicant

**Are you a certified teacher?**     Yes     No    In what state do you hold certification? \_\_\_\_\_  
 Is this certification                       Provisional     Standard     Advanced?

**Personal Essay**

On a separate sheet(s) of paper, type a concise essay describing your academic and professional achievements (other than your degree) and your aspirations and how Loyola’s graduate program in Education will help you fulfill your goals (minimum 200 words).

**For School Counseling applicants-** Please describe your career goals and objectives and their relevance to Loyola’s program in School Counseling. Please describe how you have pursued personal and professional development and your willingness to engage in self-examination.

*The following questions are optional and are used for statistical purposes only.*

Are you of Hispanic or Latino Origin?     Yes     No

What is your race? Select one or more of the following categories:

American Indian or Alaska Native \_\_\_\_\_    Black or African American \_\_\_\_\_  
 Native Hawaiian or Other Pacific Islander \_\_\_\_\_    Asian \_\_\_\_\_    White \_\_\_\_\_

**Religious Affiliation:** \_\_\_\_\_

**Certification**

I affirm that the information I have provided on this application form and all other admission application materials are complete, accurate and true to the best of my knowledge. I have authorized each college or university I have attended to release academic and personal information as related to this admission application upon request by Loyola University Maryland. I agree to submit other materials that are required for this admission application. I understand that furnishing false information on any part of this admission application may result in cancellation of admission or registration or both.

Signature \_\_\_\_\_ Date \_\_\_\_\_

LOYOLA UNIVERSITY MARYLAND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, SEX, COLOR, NATIONAL AND ETHNIC ORIGIN, AGE, RELIGION, AND DISABILITY IN THE ADMINISTRATION OF ANY OF ITS EDUCATIONAL PROGRAMS AND ACTIVITIES OR WITH RESPECT TO ADMISSION AND EMPLOYMENT. THE DESIGNATED COMPLIANCE OFFICER TO ENSURE COMPLIANCE WITH TITLE IX OF THE EDUCATION AMENDMENT(S) OF 1972, AS AMENDED, AND WITH SECTION 504 OF THE REHABILITATION ACT OF 1973, AS AMENDED, IS GEORGE CASEY, ASSISTANT VICE PRESIDENT FOR HUMAN RESOURCES, YORK ROAD, RM. 206, 410-617-2354. LOYOLA UNIVERSITY MARYLAND IS AUTHORIZED UNDER FEDERAL LAW TO ENROLL NON-IMMIGRANT, ALIEN STUDENTS

*\* All application materials, once submitted, become the property of Loyola University Maryland and cannot be returned.*



## Graduate Programs Transcript Request

**To the Applicant:** Send this form to each institution you attended. Many institutions charge a fee for official transcripts. To avoid delays, check each institution's policy in advance.

Name: \_\_\_\_\_  
LAST FIRST MIDDLE

Mailing Address: \_\_\_\_\_  
NUMBER AND STREET

\_\_\_\_\_  
CITY STATE COUNTRY ZIP/POSTAL CODE

Name of institution attended: \_\_\_\_\_

Date of enrollment: From \_\_\_\_\_ To \_\_\_\_\_  
MONTH/YEAR MONTH/YEAR

Former and/or other name(s) while attending this institution: \_\_\_\_\_

I hereby authorize the release of my transcript to Loyola University Maryland.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To the Registrar:** The person submitting this form is applying to the Graduate Programs at Loyola University Maryland. The Office of Graduate Admission at Loyola requests that you attach a copy of the applicant's official academic record to this form and insert the materials into the envelope provided by the student or an envelope used for official correspondence. Seal the envelope and **sign across the flap** to ensure confidentiality. Thank you for your assistance. Return the sealed envelope to the applicant or mail directly to the **Office of Graduate Admission at Loyola University Maryland, 2034 Greenspring Drive, Timonium, MD 21093**



**Application for Admission: Part 2 Program Selection Form**

Name \_\_\_\_\_

**1. Program Selection**

(Select one option)

**Educational Leadership**

- Master of Education
- Master of Arts in Education (thesis required)
- Post-master's: Certificate of Advanced Study in School Management  
Select One Option:  General or  Principal Certification
- Post-master's: Certificate of Advanced Study in Education  
Select One Option:  General or  Principal Certification
- Principal Certification – 18 credit post-master's course cluster

**Curriculum and Instruction**

- Master of Arts in Education (thesis required)  
Select One Option:  General  Literacy  
 Educational Leadership  Educational Technology  
 Liberal Studies  Special Education
- Master of Education (no thesis required)  
Select One Option:  Math Cohort\*  Science Cohort\*  
\*check with department for availability
- Post-master's Certificate of Advanced Study in Education

**Educational Technology**

- Master of Education
- Master of Arts in Education (thesis required)

**Kodály Music Education**

- Master of Education
- Post-master's Certificate of Advanced Study in Education

**Literacy**

- Master of Education - Reading Specialist
- Master of Education – Reading Teacher
- Post-master's Certificate of Advanced Study in Education  
Select one Option:  Reading Specialist  
 Reading Teacher

**School Counseling**

- Master of Education
- Master of Arts in Education (thesis required)
- Post-master's Certificate of Advanced Study in Education

**Special Education**

- Master of Education  
Select One Option:  Early Childhood (Birth-8 years)  
 Elementary/Middle (grades 1-8)  
 Secondary (grades 6-12)
- Post-master's Certificate of Advanced Study in Education  
Select One Option :  Early Childhood (Birth-8 years)  
 Elementary/Middle (grades 1-8)  
 Secondary (grades 6-12)

**Teacher Education**

- Master of Arts in Teaching  
Select One Option
- Biology (grades 7-12)  English (grades 7-12)
- Chemistry (grades 7-12)  Mathematics (grades 7-12)
- Earth Science (grades 7-12)  Physics (grades 7-12)
- Elementary/Middle (grades 1-6)  Social Studies (grades 7-12)

**Special Student- Non degree**

- Non-degree Course Option (bachelor's degree required)



## Background Information

### Professional Relationship with Applicant:

How long have you known this applicant? Dates: from \_\_\_\_\_ to \_\_\_\_\_ length of time \_\_\_\_\_

\_\_\_ Student under my supervision

\_\_\_ Teacher under my supervision

\_\_\_ Employee under my supervision

\_\_\_ Other

If applicant is a former employee, please state his/her reason for leaving: \_\_\_\_\_

## Evaluation

Please comment on whatever you think is important about the applicant, including a description of professional, academic and/or personal characteristics.

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### Ratings: Professional School Counselor Qualification Characteristics

**Meets others with ease:** Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Exhibits tact in difficult situations:** Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Shows strong leadership skills:** Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Demonstrates a sense of humor and flexibility in dealing with others:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Initiates new ideas or concepts in achieving a comprehensive program of professional services:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Is competent and could implement new developments:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Exhibits maturity in working with students, parents and others:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Is conscientious and dependable:** Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Demonstrates mature judgment and a high degree of professionalism:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

#### **Is well liked by others who seek this person's assistance willingly:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Organizes plans for implementing professional goals on both long range and a daily basis:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Shows evidence of a willingness to continue their professional growth:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Is trusted by others:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Demonstrates emotional maturity:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**Communicates clearly and effectively both orally and in writing:**

Almost Always \_\_\_\_\_ Most of the time \_\_\_\_\_ Sometimes \_\_\_\_\_ Rarely \_\_\_\_\_ No Basis \_\_\_\_\_

**How would you evaluate this person as a prospective professional school counselor?**

- \_\_\_ A most desirable future professional school counselor
- \_\_\_ A desirable future professional school counselor
- \_\_\_ An acceptable future professional school counselor
- \_\_\_ Not desired as a future professional school counselor

Signature: \_\_\_\_\_ Date \_\_\_\_\_