



LOYOLA
UNIVERSITY MARYLAND

Graduate Programs in Education Washington Montessori Institute

Application Procedures and Inventory Listing

Name _____

Social Security Number □□□ --□□--□□□□

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 University Maryland, 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 (from **all** colleges attended)
Number of institutions attended _____
- Resume or vitae (please submit via email to graduate@loyola.edu)
- Three letters of recommendation in sealed envelopes (Professional/academic references only)
Number of recommendations enclosed _____
- Personal essay found on the application form (minimum of 200 words)
- WES evaluation (Course by Course) – **required only if college or university studies were pursued 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.**
Official scores must be sent directly from testing agency. (Loyola's institution code is 5370). **Scores cannot be more than two years old.**
- International Student Supplemental Application – **required only if you need a student visa.**

Please send all requested documents to: Office of Graduate Admission, Loyola University Maryland, 2034 Greenspring Drive, Timonium, MD 21093; Telephone: 410-617-5020 or 800-221-9107; Fax: 410-617-2002.

- 2. Program of Study (select one)**
 Master of Education
 Certificate of Advanced Study

- Concentration (select one)**
 Montessori: Primary
 Montessori: Elementary

- C. Program Start Date**
Term: Fall **Year:** 20____
 Summer

* Summer start dates are offered with Multi-Summer programs ONLY. Contact The Office of Graduate Admission for a listing of Multi-Summer options.

D. Previous Education

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

College/University/School	Location	Attendance Dates (MO/YR – MO/YR)	Major	Degree/Certificate	Completion Date (MO/YR)

E. Montessori Training

Please list ALL training courses completed or in progress. Do not include workshops.

Center/ Institute	Location	Attendance Dates (MO/YR – MO/YR)	Specialization	Diploma/Certificate	Completion Date (MO/YR)

F. Employment

Please list relevant work experience, in particular teaching and/or work with children. Include a resume with your application.

Employer	Nature of Work/Job Title	Employment Dates (MO/YR – MO/YR)

Present Position _____

Name of Company _____

Business Address _____

NUMBER AND STREET

CITY AND COUNTY

STATE (COUNTRY IF APPLICABLE)

ZIP/POSTAL CODE

Business Telephone _____ E-mail Address _____

Does your employer provide tuition reimbursement? Yes No

If yes, what is the reimbursement percentage amount? _____

G. References

Please list three professional associates. Send each a blank recommendation form and self-addressed envelope.

Name	Address	Position

H. Student Classification

Select a student classification

First Time Loyola Graduate Applicant

Former Loyola Graduate Student Returning to New Program

Re-applicant to Same Program

I. Personal Essay

Please provide a personal essay describing your academic and professional achievements and aspirations. Include in your essay responses to all the following questions:

1. What is your purpose in pursuing Montessori teacher training?
2. Why do you think you are suitable and qualified to work as a Montessori teacher?
3. What is your experience with children?
4. How will a graduate degree in Montessori Education further your professional goals?
5. What do you intend to do after completing the program?

J. 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.



LOYOLA
UNIVERSITY MARYLAND

Graduate Programs in Education
Washington Montessori Institute

Recommendation Form

To the Applicant: Complete the following items then forward this form to the individual who will provide your reference.

Applicant's Name _____
LAST FIRST MIDDLE

Address _____
NUMBER AND STREET

CITY AND COUNTY STATE (COUNTRY IF APPLICABLE) ZIP/POSTAL CODE

Social Security Number - -

I hereby release Loyola University Maryland and its agents and employees from liability in connection with investigating and evaluating my application. I further release from liability all parties providing information in good faith concerning my qualifications in connection with my application.

Applicant's Signature _____ Date _____

To the Person Completing This Form: The person named above is applying for admission to a Graduate Program in Montessori Education at Loyola University Maryland. The Admission Committee finds candid evaluations helpful in choosing from among highly qualified candidates.

Notice about confidentiality: Under Public Law 93-380, the Family Educational Rights and privacy Act, applicants for admission do not have access to their records unless and until they enroll at Loyola University Maryland. To ensure confidentiality of information within the spirit of the law, the University will use this form for the purpose of admission only. The professional reference and any other subjective supplementary statements sent on the applicant's behalf will be destroyed before his/her matriculation at Loyola. Your comments are valuable. The appraisal of the applicant will greatly assist the Admissions Committee in reaching a decision in his/her best interest.

When you complete this recommendation form, please place the form and any attachments into an envelope with your letterhead. **Sign your name across the sealed flap** of the envelope and return it to the student or mail directly to the Office of Graduate Admission, Loyola University Maryland, 2034 Greenspring Drive, Timonium, MD 21093.

PLEASE PRINT

Reference's Name _____
DR./MR./MRS./MS.

Title/Position _____

Company/Position _____

Address _____
NUMBER AND STREET

CITY AND COUNTY STATE (COUNTRY IF APPLICABLE) ZIP/POSTAL CODE

Telephone _____

E-mail Address _____

Reference

Please provide your opinion of the applicant. Describe how long and in what capacity you have known him/her. We appreciate your estimation of the applicant's aptitude for graduate study. Include remarks about scholastic achievement, character and promise of professional success. Any comments on the applicant's ability to work independently in a challenging environment or under stressful conditions would be helpful. If you have knowledge of the applicant's work with young children, please comment. You are invited to write your comments below or attach your comments to this form.

Signature _____ Date _____



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Transcript Request

To the Applicant

Two transcript requests are included in this application packet. If you attended more than two colleges or universities – undergraduate or graduate – make photocopies of this form so that you can send one to each institution you attended.

Many institutions charge a fee for official transcripts. To avoid delays, check each institution's policy in advance.

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 IF APPLICABLE) ZIP/POSTAL CODE

Social Security Number - -

Name of institution attended _____

Dates 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 Program in Montessori Education 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.