



University of Saint Mary Online Processing Center  
650 S. Cherry Street, Suite 700, Denver, CO 80246  
Website: [www.saintmaryonline.com](http://www.saintmaryonline.com)

### **APPLICATION FOR GRADUATE ADMISSION MASTER OF ARTS IN TEACHING**

Successful completion of the following requirements is necessary for admission.

- Graduate application
- Applicant must be a licensed teacher or must be currently in the classroom or must have previously taught for at least one academic year.
- Minimum college grade point average (GPA) of 2.75 on a 4.0 scale
- Submission of the following documents
  - Employment Verification
  - 2 References Forms: One letter must be from your principal or immediate supervisor. The forms should be signed and dated.
  - Academic Honesty Agreement
  - Supplemental Admission Application
  - Submit essay on your philosophy of teaching and learning. Essay must be submitted to your Program Manager via electronic copy.
- Official transcripts from all previous institutions
- Must have Bachelor's degree from a regionally accredited institution.
- International Applicants and Applicants Educated Outside the United States:
  - All coursework taken from a college/university outside of the U.S. must be evaluated by an organization specializing in foreign credential evaluation (e.g. Educational Credential Evaluators at [www.ece.org](http://www.ece.org) or World Education Services at [www.wes.org](http://www.wes.org)). USM must receive the transcript evaluation results and the official transcripts from the college/university
  - Submit Official Scores for the Test of English as a Foreign Language (TOEFL).
    - ✓ International students are required to submit official TOEFL. The code for the university is 6630. Photocopies of score reports will not be accepted.
    - ✓ More information about this test can be found at [www.toefl.org](http://www.toefl.org).

- ✓ International Students are required to submit a completed financial declaration form. International transcripts must be evaluated by a transcript evaluation service. We recommend WES ([www.wes.org](http://www.wes.org)) or ECE ([www.ece.org](http://www.ece.org)).

### ***Transfer Credit***

The M.A.T. degree program is designed so that each course builds upon the teachings of the preceding courses. Due to the sequential nature of this curriculum, no transfer credit from other graduate programs can be accepted.

### **Tuition and Fees**

Tuition and fees are based on the current catalog available online at [www.stmary.edu](http://www.stmary.edu). Tuition and fees are subject to change.

**APPLICANT INFORMATION**

**Section 1: Personal**

Items marked with an \* are required.

Name:    Last\*                      First\*                      Middle

Preferred Name:

Maiden:

Date of Birth (mm/dd/yyyy):\*

Citizenship:

Permanent Address Line 1: \*

Permanent Address Line 2:

Permanent City: \*

Permanent Country (if outside United States):

Permanent State:\*

KS Residents Only – County:

Permanent Zip Code:\*

Permanent Phone Number:\*                      (Format: 123-456-7890)

Mobile/cell phone:                      (Format: 123-456-7890)

Email address:\*                      (format: abc@123.com)

Gender:     Male     Female

Social Security Number:

Religious Affiliation:

Ethnicity:     Hispanic/Latino     Not Hispanic/Latino

Race:     American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Is your father/mother an alumnus of our school? \*     Yes     No

Is your father/mother an employee of our school? \*  Yes  No

Marital Status:  Divorced  Married  Separated  Single  Unknown  Widowed

Have you ever been convicted of a felony? \*  Yes  No

If so, please explain the circumstances of your felony conviction:

List employers, most recent first, and positions relevant to the degree sought.

Employer	Address	Position	From (mm/yyyy)		To (mm/yyyy)	

### **Section 2: Enrollment**

Anticipated Date of Entrance: (mm/yyyy)

Enrollment Status:  Full Time  Part Time

Have you previously applied to USM?  Yes  No

Were you previously enrolled at USM?  Yes  No

How did you hear about USM?

If referred by current student, please name student

Will you be requesting Financial Aid?  Yes  No

Are you receiving Veteran's benefits?  Yes  No

What is the highest degree you've earned?  Associate's  RN Diploma  Bachelor's

Master's  Doctorate  Other

