

To the Applicant: Complete the information below and send it to the Registrar of each university or college you have attended. Duplicate as needed.

Please print or type.

Social Security Number _____

Title	Name: Last	First	Middle	Maiden
_____	_____	_____	_____	_____
Institution	Dates of Attendance		Degree	Graduation Year
_____	_____		_____	_____

I authorize the release of my academic transcript to Emory & Henry College Office of Admissions:

Signature _____ Date _____

To the Registrar: The person named above is applying for admission to graduate studies at Emory & Henry College. Please enclose this form and one copy of the applicant's transcript in an official university envelope. If the applicant's transcript cannot be forwarded, please indicate the reason*. Send the materials promptly to:

Office of Graduate Studies
Emory & Henry College
Post Office Box 10
Emory, VA 24327

For further information, please call 276.944.6133.

*Reason cannot be sent: _____

Signature of Registrar _____ Date _____

Applicant: Fill in the section below and give this form to the individuals you have chosen to recommend you for our graduate program. Ask each individual to complete this form and mail it to us. An additional letter of recommendation may also accompany this form. Please indicate whether you will waive your legal right of access to this form and any accompanying letter.

Please print or type.

Social Security Number _____

Title _____ Name: Last _____ First _____ Middle _____ Maiden _____

Mailing Address _____

City _____ State _____ Zip _____ Country _____

I do I do not waive the right of access to this form and any accompanying letter.

Signature _____ Date _____

Reference: You have been asked to supply a recommendation to our graduate program for the individual named above. Our admission committee will review your evaluation carefully as we make our decision. Your recommendation will be treated as confidential, unless the applicant has retained his/her right of access to it (see above).

1. Please rate the applicant using the following chart. Compare the applicant to other people you know who have successfully completed graduate work.

Area of Evaluation	Outstanding	Good	Average	Poor	Unable to rate
Enthusiasm					
Ability to work well with others					
Dependability					
Promptness and thoroughness					
Initiative					
Ability to do research					
Academic promise to do graduate work					
Communication Skills (written)					
Communication Skills (oral)					

2. How long have you known the applicant? _____ In what capacity? _____

3. Please make any additional statements about the applicant that you feel are appropriate (attach a separate sheet if necessary). _____

Signature of reference _____ Date _____

Name of reference (please print) _____ Position _____ Institution/Business _____

Please mail to: Admissions Office, M.A. in Education Program, Emory & Henry College, PO Box 10, Emory, VA 24327. 276.944.6133

Application Procedure at Emory & Henry College

1. Complete student section (typed or neatly printed in ink) and sign it. Send the form along with the \$30 application fee and essay to: Office of Admissions, PO Box 10, Emory & Henry College, Emory, VA 24327-0010. Phone: 800-848-5493 or 276-944-6133 (fax) 276-944-6935.
2. All applicants are required to have official transcripts for all undergraduate and graduate work and a copy of recent scores (within the last five years) from the Graduate Record Exam (GRE) submitted directly to the Office of Admissions. (Applicants must hold a degree from an accredited undergraduate institution with a minimum overall GPA of 2.75 and 3.0 in the major.)
3. Applicants must submit three letters of reference from professors familiar with the applicant's academic performance and promise for graduate work and/or from principals or supervisors familiar with the applicant's skill as a teacher.
4. Please submit a personal essay of at least two pages, handwritten or the equivalent, about one educational experience that has been important to you, commenting on your values, relationships and plans as you describe this experience. Your essay should be on a separate sheet of paper with your name clearly indicated at the top.

Student Section: Personal Information

Status: Have you previously applied for admission to E&H? Yes: list semester and year _____ No

Expected Date of Entrance: 20__ FALL (August) SPRING (January) SUMMER (May)

Social Security Number _____ (Area Code) Home Phone _____ (Area Code) Work Phone _____ Email Address _____

Last Name _____ First Name _____ Middle Name _____ (Jr./III/etc.) _____ Preferred Name _____

Date of Birth (Month/Day/Year) _____ Place of Birth (City/State) _____ Current County of Residence _____

Mailing Address/Rural Route/PO Box _____ City _____ State _____ Zip _____

Permanent Address (if different from above) _____ City _____ State _____ Zip _____

Optional: Racial/Ethnic Identification: White Black Hispanic American Indian
 Asian or Pacific Islander Other _____

Citizenship Status: US Citizen Resident Alien Green Card International Student _____
(specify country)

Gender: Male Female

Current Employment: Are you currently employed? Yes No

Place of Employment _____ Job Title _____

References: Please list below the references who you have contacted to send us a letter of reference.

Name	Home Phone	Work Phone
Name	Home Phone	Work Phone
Name	Home Phone	Work Phone

Academic Information:

Have you taken: Praxis I ____ Date NTE ____ Date GRE ____ Date TOFEL ____ Date

Are you currently enrolled at any college? Yes No

List all colleges attended. (Continue on extra sheet if more space is needed.)

Name	Location	Dates Attended	Degree

Are you eligible for readmission at your last college? Yes No

Honors, Extracurricular and Community Activities: Please provide appropriate dates or years for all items. You may enclose a separate sheet of activities and honors if you like.

Honors and Professional Activities _____

Hobbies and Special Interests _____

Teaching Experience: List below the schools in which you taught during the completion of your teacher program.

School	Location	Dates	Grade

Are you currently employed by a school system? Yes No

If you answer yes, please list below the school(s) in which you are or have been employed.

School	Location	Dates	Grade

To the best of my knowledge, the information provided in this application is complete and accurate. By my signature, I pledge that all work presented here is my own.

Signature _____ Date _____