M.A.T./M.Ed. Program
Graduate Education Degree Candidacy Application
Application for Graduate Education Degree

Thank you for your interest in Puget Sound’s School of Education. Our Master of Arts in Teaching (M.A.T.) program prepares those who hold a bachelor’s degree in the arts and sciences for Washington state teacher certification, while the Master of Education (M.Ed.) program allows students to specialize in either school counseling or mental health counseling. By completing an application, you are taking the first step toward launching a rewarding career in education.

A candidacy decision will be based on the admission committee’s assessment of the applicant’s potential as a professional in his or her chosen field. The indicators upon which this judgment is based are drawn from the material outlined below as well as performance in any courses already taken in the School of Education. Modest deficiencies in any category will be considered in context. In no instance will a candidate be considered without all evidence requested. The intention of the faculty of the School of Education is to choose the best candidates from among the applicant pool to fill a limited number of available openings. We seek students who are mature, flexible, motivated, and bright. We have also found that varied life experiences and broad educational backgrounds contribute to a student’s ultimate success.

Admission To M.A.T. Program

In order to be considered for degree candidacy, M.A.T. applicants should:

1. Complete the Graduate Admission Degree Candidacy Application (pp. 3–4).
2. Submit an official transcript indicating completion of a bachelor’s degree from an accredited college or university, plus an official transcript for any other college-level work from accredited institutions, including any postbaccalaureate coursework. All transcripts must be sent directly to University of Puget Sound by the respective college or university.
3. Send the Degree Candidacy Application Fee of $60.
4. Arrange to have two Appraisal of Applicant for Degree Candidacy forms completed and submitted. (pp. 7–10 of Application)
5. Submit an essay that states in concise terms reasons for undertaking graduate study in the major track to which admission is being sought. As appropriate, include a discussion of how professional and educational experiences to date and the proposed area of study are related to professional goals. Generally, but not exclusively, most essays are 300–500 typewritten words in length.

Application Deadlines

The application deadline for M.Ed. programs is March 1. Candidates will be considered at other times on a space-available basis. In order to be considered for admission, candidates must have all their materials, with the exception of the interview, submitted to the Office of Admission.

Application materials for the M.A.T. degree, with the exception of the optional interview and WEST results, must be submitted on or before March 1 for admission the following September. As basic skills and endorsement exams are offered on a limited basis, it is not mandatory that results be received by March 1; however, a full admission decision cannot be made without these scores. Candidates submitting materials after March 1 will be considered on a space-available basis.

Candidates who do not hold a valid Washington Certificate will be required to complete the Character and Fitness supplement as part of the application for Washington certification. This application includes a Washington State Patrol and FBI fingerprint clearance. Candidates with any previous criminal convictions, serious behavior problems, or previous license revocation must be cleared by the Office of the Superintendent of Public Instruction prior to student teaching or internships. Questions and requests for additional information should be addressed to Karen Stump, certification officer in the School of Education, 253.879.3382.

International Applicants

International candidates for either the M.A.T. or M.Ed. programs, in addition to the above, must

1. Submit minimum scores of 550 (paper based exam) or 213 (computer-based exam) from the Test of English as a Foreign Language (TOEFL), if English is a second language;
2. Satisfy visa application requirements by showing adequate financial resources to cover the anticipated period of study. This is done by completing and submitting an International Student Application, Financial Statement, and a bank certification letter documenting available funds. These forms are available from the Office of Admission.

University of Puget Sound is accredited by the Commission on Colleges of the Northwest Association of Schools and Colleges, an institutional accrediting body recognized by the United States Department of Education. The School of Education at University of Puget Sound is accredited by the Office of the Superintendent of Public Instruction for Washington state.
PERSONAL DATA

Name: ____________________________________________

Prefer to be called: ____________________________________________

Former last name(s), if any: ____________________________________________

Gender: ○ Male ○ Female

Social Security number, if any: ____________________________

Birth date: ________________

Permanent home address: ____________________________________________

Permanent home phone: ____________________________ E-mail: ________________________________________

If different from above, please give your mailing address for all admission correspondence: From: ________________ To: ________________

Mailing address: ____________________________________________

Mailing address phone: ____________________________ Cell phone: ____________________________

Graduate Record Examination taken/to be taken: Date: ________________ Sent to Puget Sound? ○ Yes ○ No

WEST-B (All Subtests): Date: ________________ Sent to Puget Sound? ○ Yes ○ No

WEST-E (Required for Elementary and Secondary): Date: ________________ Sent to Puget Sound? ○ Yes ○ No

Endorsement(s)

○ Secondary (grades 5–12), subject ____________________________________________

OR

○ Elementary (grades K–8), general

Any health/medical problems or limitations of which we should be aware: ____________________________________________
EDUCATIONAL EXPERIENCE

Please list all colleges and universities you have attended beginning with the college in which you are currently or were most recently enrolled. Failure to complete accurately may be considered a breach of academic honesty and may result in dismissal from the university.

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<th>SCHOOL</th>
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Have you previously attended University of Puget Sound?  ○ Yes  ○ No  Dates of attendance?

WORK/VOLUNTEER EXPERIENCE

Please list any significant experience below or attach a résumé.

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<tr>
<th>TITLE</th>
<th>EMPLOYER/COMPANY</th>
<th>CITY/STATE</th>
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DEMOGRAPHICS

○ US citizen
○ Dual US citizen
○ US permanent resident visa (Alien registration # _____________ )
○ Other citizenship (Visa type _____________________________ )
List any non-US countries of citizenship ____________________________  ____________________________

How many years have you lived in the United States? ____________

Place of birth  

First Language  

Primary language spoken at home  

OPTIONAL: The following items are optional. No information you provide will be used in a discriminatory manner.

Marital status: ____________________________

US Armed Services veteran?  ○ Yes  ○ No

1. Are you Hispanic/Latino?  ○ Yes, Hispanic or Latino (including Spain)  ○ No

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:

○ American Indian or Alaska Native (including all Original People of the Americas)

Are you enrolled?  ○ Yes  ○ No  If yes, please enter your Tribal Enrollment Number ____________________________

○ Asian (including Indian subcontinent and Philippines)

○ Black or African American (including Africa and Caribbean)

○ Native Hawaiian or Other Pacific Islander (Original Peoples)

○ White (including Middle Eastern)

SIGNATURE (REQUIRED OF ALL APPLICANTS)

My signature below indicates that all the information contained in Part One of this application is factually correct and honestly presented.

Signature: ___________________________________________ Date: __________________________

Equal Opportunity Policy
University of Puget Sound does not discriminate in education or employment on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws. This policy complies with the spirit and the letter of applicable federal, state, and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions about the policy may be referred to the university’s affirmative action officer (253.879.3991) or the Office of Civil Rights, Department of Education, Washington, D.C., 20202.

Services for Persons with Disabilities
Information on services for persons with disabilities may be obtained from Ivey West, coordinator of disabilities services, University of Puget Sound, 1500 N. Warner St. #1096, Tacoma, Washington 98416-1096. Telephone: 253.879.3395. TDD: 253.879.3399. Email: iwest@pugetsound.edu.

Return to: Office of Admission, University of Puget Sound  
1500 N. Warner St. #1062, Tacoma, Washington 98416-1062  
Telephone: 253.879.3211 or 800.396.7191  
Fax: 253.879.3993; E-mail: admission@pugetsound.edu
UNIVERSITY of PUGET SOUND
Application for Graduate Admission and Degree Candidacy Counseling Programs

PLEASE TYPE OR PRINT

I am applying for:
☐ Fall ___________________ ☐ Spring ___________________ ☐ Summer ___________________

What major track do you expect to follow at Puget Sound?
☐ Mental Health Counseling ☐ School Counseling

Do you plan to complete requirements for the Masters of Education at Puget Sound? ☐ Yes ☐ No

*Do you plan to enroll in the Certificate-only track? ☐ Yes ☐ No

*Available only to School Counseling candidates who currently hold an advanced degree in a related field.

PERSONAL DATA

Legal Name: ______________________________________________________________________________________

Prefer to be called: __________________________________________________________________________________

Former last name(s), if any: _________________________________________________________________________

Gender: ☐ Male ☐ Female

Social Security number, if any: ___________________________ Birth date: ___________________________ M/D/Y

Home address: ____________________________________________________________ E-mail: ___________________

Home phone: ___________________________ Cell phone: ___________________________

Any health/medical problems or limitations of which we should be aware: ______________________________________

DEMOGRAPHICS

☐ US citizen
☐ Dual US citizen
☐ US permanent resident visa (Alien registration # ________________________ )
☐ Other citizenship (Visa type _____________________________ )

List any non-US countries of citizenship ____________________________________________

How many years have you lived in the United States? _______________________

Place of birth ☐ City/Town ___________________________ State/Province ___________________________ Country ___________________________

First Language ____________________________

Primary language spoken at home ____________________________________________

OPTIONAL: The following items are optional. No information you provide will be used in a discriminatory manner.

Marital status: ____________________________

US Armed Services veteran? ☐ Yes ☐ No

1. Are you Hispanic/Latino?
   ☐ Yes, Hispanic or Latino (including Spain) ☐ No

2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describe you:
   ☐ American Indian or Alaska Native (including all Original People of the Americas)
     Are you enrolled? ☐ Yes ☐ No If yes, please enter your Tribal Enrollment Number ____________________________
   ☐ Asian (including Indian subcontinent and Philippines)
   ☐ Black or African American (including Africa and Caribbean)
   ☐ Native Hawaiian or Other Pacific Islander (Original Peoples)
   ☐ White (including Middle Eastern)

Do you plan to apply for need-based financial aid through Student Financial Services? ☐ Yes ☐ No
EDUCATIONAL EXPERIENCE

Please list all colleges and universities you have attended beginning with the college in which you are currently or were most recently enrolled. Failure to complete accurately may be considered a breach of academic honesty and may result in dismissal from the university. Have you previously attended University of Puget Sound?  ❍ Yes  ❍ No  Dates of attendance?

If you have taken graduate courses at the University of Puget Sound or at other universities and want to apply them toward your degree, please list them below. To be acceptable, graduate units must form an integral part of the degree program. A maximum of 3 units of graduate credit, including all credit from Puget Sound and other institutions, may be applied toward a degree at the time candidacy is granted.

WORK/VOLUNTEER EXPERIENCE

Please list any significant experience below or attach a résumé.

SIGNATURE (REQUIRED OF ALL APPLICANTS)

My signature below indicates that all the information contained in this application is factually correct and honestly presented.

Signature: ___________________________ Date: ___________________________

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Recommended action by School of Education:

❍ No action, prerequisite course(s) needed
❍ Provincial Candidacy, conditions:

❍ Deny
❍ Candidacy

Specific Program: ___________________________  Graduate Advisor: ___________________________

Signature (Dean/Director of School): ___________________________  Date: ___________________________

Services for Persons with Disabilities

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Telephone: 253.879.3211 or 800.396.7191
Fax: 253.879.3993; E-mail: admission@pugetsound.edu
Graduate Study
Appraisal of Applicant for Degree Candidacy

PART I: TO BE COMPLETED BY THE APPLICANT

Applicant

Name: ____________________________________________________________
Address: _________________________________________________________

CITY STATE ZIP/POSTAL CODE

Social Security Number: ____________________________________________

I waive my right to see this appraisal. I do not waive my right to see this appraisal.

Signature of the Applicant

PART II: TO BE COMPLETED BY THE RESPONDENT

The applicant is seeking admission to the University of Puget Sound Graduate Program. Your thoughtful appraisal of the candidate’s abilities and potential can be most helpful in reaching a decision. All appraisal letters will be destroyed after the candidacy decision has been made and prior to the student’s enrollment in the university.

Please rate the applicant on the following scales in relation to other persons in comparable categories. With what category are you comparing this candidate (e.g., senior majors of the last five years, students in x class, elementary school teachers, secondary school teachers, etc.)?

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PROPOSED AREA OF GRADUATE STUDY

Master of Arts in Teaching:

- Elementary
- Secondary

Master of Education:

- Counseling
How long, in what connection, and how well have you known the applicant?

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Please give your candid evaluation of this applicant, particularly including observations bearing on 1) academic promise, 2) professional potential, 3) personal character, and ethics 4) interpersonal relationships.

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Do you know of any special circumstances in the applicant’s background that should be considered in evaluating the information normally used in making graduate candidacy decisions?

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Name of Respondent: ________________________________________________________  Phone Number: ________________________________

Signature of Respondent: _____________________________________________________  Title: ________________________________________

Organization: _______________________________________________________________  Date: ________________________________________

Please return directly to:  Office of Admission  Telephone: 253.879.3211 or 800.396.7191
University of Puget Sound  Fax: 253.879.3993
1500 N. Warner St. #1062  E-mail: admission@pugetsound.edu
Tacoma, WA  98416-1062

Prompt completion of this form will be appreciated by both the applicant and the university because a candidacy decision cannot be made until your recommendation is received. Thank you for your cooperation.
Graduate Study
Appraisal of Applicant for Degree Candidacy

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Applicant
Name: ____________________________________________
Address: _________________________________________

CITY    STATE    ZIP/POSTAL CODE

Social Security Number: ________________________________

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Signature of the Applicant ___________________________  Signature of the Applicant ___________________________

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<td>25–49%</td>
<td>50–74%</td>
<td>75–89%</td>
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TELEPHONE DIRECTORY

The address of University of Puget Sound is:
University of Puget Sound
1500 N. Warner St.
Tacoma, WA 98416 USA
Telephone: 253.879.3100

The School of Education is located in Howarth Hall.
School of Education ............................................................253.879.3375
Certification ........................................................................... 253.879.3382
Counseling Program ........................................................... 253.879.3344

CAMPUS MAP

1 Alcorn Arboretum (E-2)
2 Anderson/Langdon Residence Hall (E-3)
3 Baker Stadium/Peyton Field/Shotwell Track
4 Baseball Diamond (A-2)
5 Ceramics Building (E-4)
6 Communications House (D-4)
7 Community Involvement and Action Center (C-4)
8 Copy Services (D-4)
9 East Athletic Field (A-3)
10 Expeditionary (C-3)
11 Facilities Services (A-3)
12 Harned Hall/Oppenheimer Café (D-1)
13 Harrington Residence Hall (E-3)
14 Howarth Hall (D-3)
15 Human Resources (C-3)
16 Jones Circle (D-3)
17 Jones Hall/Norton Clapp Theatre (D-3)
18 Karien Quad (D-2)
19 Kilworth Memorial Chapel (E-2)
20 Kittredge Hall and Art Gallery (D-4)
21 Langlow House (C-4)
22 Library, Collins Memorial (C-4)
23 Lower Baker Field (C-2)
24 McIntrye Hall (D-3)
25 Memorial Fieldhouse/Pamplin Sports Center (B-3)
26 Music Building/Schneebeck Concert Hall (E-2)
27 President’s House (E-2)
28 Regester Residence Hall (C-3)
29 Schiff Residence Hall (E-3)

30 Sculpture Building (E-4)
31 Security Services (D-4)
32 Seward Residence Hall (C-3)
33 Smith Residence Hall (E-3)
34 Softball Field (B-3)
35 South Hall (C-3)
36 Student Activities (D-4)
37 Student Diversity Center (D-4)
38 Tennis Pavilion (A-2)
39 Theme House Row (C-3)
40 Thompson Hall (D-2)
41 Todd Field (C-2)
42 Todd/Phibbs Residence Hall (D-3)
43 Trimble Residence Hall/Trimble Forum (D-3)
44 Union Avenue Residences (D-1)
45 University Residence Hall (E-3)
46 Wallace Pool (C-2)
47 Warner Gymnasium (C-2)
48 Wheelock Student Center/Diversions Café/The Cellar/Rasmussen Rotunda (D-4)
49 Wyatt Hall (C-2)

Listed below are offices to which inquiries of various types may be directed:

Admission ................................................................. 253.879.3211
Academic and Career Advising Services .......... 253.879.3250
Associated Students .................................................. 253.879.3600
Bookstore ..................................................................... 253.879.3604
Dean of Students ......................................................... 253.879.3360
Learning Center ......................................................... 253.879.3395
Library .......................................................................... 253.879.3669
Registrar ........................................................................ 253.879.3217
Student Employment .................................................. 253.879.3161
Student Financial Services ................................. 253.879.3214
Summer Session ......................................................... 253.879.3207
Transcripts/Evaluations .............................................. 253.879.3219
Transcripts/Records ..................................................... 253.879.3530
Tuition/Fees/Payment of Bills ................................... 253.879.3221

LEGEND

Parking for persons with disabilities
Entrance(s) and all or most floors wheelchair accessible
Entrance(s) and one level wheelchair accessible
Men’s and women’s restrooms wheelchair accessible
Resident student parking
General parking
Faculty/Staff parking
Visitor parking