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.Ed. Programs

1. Complete the Graduate Admission Degree Candidacy Application (pp. 5–6).
2. Send the Degree Candidacy Application Fee of $60.
3. 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.
4. Arrange to have scores from the Graduate Records Examination Graduate Aptitude Test (GRE) forwarded from the Educational Testing Service.
5. Arrange to have two Appraisal of Applicant for Degree Candidacy forms completed and submitted. (pp. 7–10 of Application)
6. Candidates should arrange to have a personal interview and develop a proposed course of study with one or more members of the counseling faculty.
7. 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.

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 scores from the Graduate Records Examination Graduate Aptitude Test (GRE) forwarded from the Educational Testing Service.
5. Arrange to have scores from the Washington Educator Skills Test-Basic (WEST-B) sent from Pearson Education, Inc. (www.west.nesinc.com). The WEST-B measures reading, mathematics, and writing skills and is based on the basic skills and understanding required for teaching program applicants. Applicants residing out-of-state may substitute either a Praxis I or CBEST with approval from the School of Education.
6. All candidates seeking an endorsement to a new or existing Washington teacher certificate will be required to take the WEST-E assessments and meet the minimum passing scores(s) for their chosen endorsement area. The tests will be required for entry into our Master of Arts in Teaching program.
7. Arrange to have two Appraisal of Applicant for Degree Candidacy forms completed and submitted (pp. 7–10 of Application).
8. Interviews for M.A.T. candidates may be requested by the student or by the School of Education Admission Committee.
9. Complete and submit, in one document, full-paragraph responses to each of the following statements about teaching. The document should be typewritten with a recommended total length of 300–500 words.
   a) Discuss your reasons for wanting to teach. Include how previous work, or personal or education-related experiences have influenced your decision to become a teacher.
   b) Discuss the capacities you bring to working with students.
   c) Think about teaching in your life. Who has influenced you positively or negatively? Describe the attributes of that teaching.

M.A.T. applicants for secondary certificates are presumed to have met content-area requirements in their teaching endorsements of choice. Incomplete preparation could extend the period of study before applicants are accepted to degree candidacy.

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.
UNIVERSITY of PUGET SOUND
Application for Graduate Admission and Degree Candidacy
Master of Arts in Teaching
PLEASE TYPE OR PRINT

I am applying for academic year: ________________

PERSONAL DATA

Name: ___________________________________________  LAST  FIRST  MIDDLE (COMPLETE)  JR. ETC.

Prefer to be called: ____________________________________________________________  (NICKNAME)

Former last name(s), if any: ____________________________  ○ Male  ○ Female

Social Security number, if any: [ ] [ ] [ ] - [ ] [ ] - [ ] [ ]  Birth date: ____________________________  MONTH/DAY/YEAR

Permanent home address: ________________________________________________________
  NUMBER AND STREET
  ________________________________________________________________
  CITY OR TOWN  STATE  ZIP/POSTAL CODE  COUNTRY

Permanent home phone: ____________________________  E-mail: ____________________________
  (AREA CODE) NUMBER

If different from above, please give your mailing address for all admission correspondence: From: ____________________________ To: ____________________________
  MONTH/DAY/YEAR  MONTH/DAY/YEAR

Mailing address: ______________________________________________________________
  NUMBER AND STREET
  ________________________________________________________________
  CITY OR TOWN  STATE  ZIP/POSTAL CODE  COUNTRY

Mailing address phone: ____________________________  Cell phone: ____________________________
  (AREA CODE) NUMBER  (AREA CODE) NUMBER

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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<tr>
<th>SCHOOL</th>
<th>CITY, STATE, ZIP/POSTAL CODE</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.

<table>
<thead>
<tr>
<th>TITLE</th>
<th>EMPLOYER/COMPANY</th>
<th>CITY/STATE</th>
<th>DATES OF EMPLOYMENT/SERVICE</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

<table>
<thead>
<tr>
<th>CITY/TOWN</th>
<th>STATE/PROVINCE</th>
<th>COUNTRY</th>
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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.

TelephoneNumber: 253.879.3395. TDD: 253.879.3399. E-mail: 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

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: ___________________________________________________________________________

❖ Male ❖ Female

Social Security number, if any ___________ Birth date: ______/_____/______

Home address: ___________________________________________________________________________

Home phone: ___________ E-mail: ___________________________________________________________________________

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 ___________________________________________________________________________

First Language ___________________________________________________________________________

Primary language spoken at home ___________________________________________________________________________

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

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)
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: ___________________________

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.

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
UNIVERSITY of PUGET SOUND
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                                              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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<tr>
<th>CHARACTERISTIC</th>
<th>LOWEST 25%</th>
<th>MIDDLE 50%</th>
<th>HIGHEST 25%</th>
<th>NO BASIS FOR JUDGMENT</th>
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<td>WEAK</td>
<td>BELOW AVERAGE</td>
<td>ABOVE AVERAGE</td>
<td>VERY GOOD</td>
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<td>Problem-solving, Eagerness to Learn</td>
<td>0–24%</td>
<td>25–49%</td>
<td>50–74%</td>
<td>75–89%</td>
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<td>Independence, Self Reliance</td>
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<td>Effectiveness of Written and Oral Communication</td>
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(over)
How long, in what connection, and how well have you known the applicant?

____________________________________________________________________________________________________________
____________________________________________________________________________________________________________
____________________________________________________________________________________________________________

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.
**PROPOSED AREA OF GRADUATE STUDY**

<table>
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<tr>
<th>Master of Arts in Teaching:</th>
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<td>______ Counseling</td>
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**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**

**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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Tacoma, WA 98416-1062

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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
School of Education (fax).................................................. 253.879.3926

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 .......................................................................... 253.879.3317
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

Application Part One University of Puget Sound