



*Printed on 30% recycled paper*



**SAINT MICHAEL'S COLLEGE**

**Graduate Admission**

One Winooski Park, Box 286  
Colchester, Vermont 05439  
800.SMC.8000 • 802.654.2100  
e-mail [graduate@smcvt.edu](mailto:graduate@smcvt.edu)  
[www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

Saint Michael's College

**Application for  
Graduate Admission  
2009-2010**

GRADUATE PROGRAMS :

Administration and Management

Clinical Psychology

Education

Teaching English to Speakers of Other Languages

Theology and Pastoral Ministry

802.654.2100 ■ 800.SMC.8000 ■ [www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

# GRADUATE ADMISSION APPLICATION AND INSTRUCTIONS

This is an application for admission to the Graduate Programs at Saint Michael's College. If you wish to register for a course, a Registration Form is required. Please refer to the Graduate Course Schedule or visit our Web site at: [www.smcvt.edu/graduate](http://www.smcvt.edu/graduate) for that form.

## PROGRAM ADMISSION REQUIREMENTS:

**For All Applicants:** Each program's application requirements are slightly different. Please see the chart below to determine the materials you need for the program to which you are applying. Saint Michael's Graduate Programs adhere to a rolling admissions policy; therefore, applications are reviewed and decisions are made on an ongoing basis. However, application materials must be submitted in total and you must be registered for classes by the following dates in order to be considered a matriculated student in that term: **For fall term: September 1; For spring term: February 1; For summer term: June 1.** Otherwise, active applications are automatically deferred to the next term. For the status of your application, please contact Graduate Admission, 802.654.2251 or [graduate@smcvt.edu](mailto:graduate@smcvt.edu).

## NOTES FOR DOMESTIC (NON-INTERNATIONAL) APPLICANTS:

Submit all your application materials in one package. Recommendations, reference forms and transcripts must remain in their sealed envelopes. A return envelope is provided.

Official transcripts are to be sent, sealed and initialed, from the accredited institution directly to you. Enclose the sealed transcript in the package. To be official, the transcript must be received in its sealed envelope.

Please note that Reference Forms (if required by the program) are to be given to the evaluator you have named. The evaluator returns the form to you in a sealed envelope.

## NOTES FOR INTERNATIONAL APPLICANTS:

International applicants should follow admission procedures for the program to which they are applying; however, international applicants should request letters of recommendation and *not use* the enclosed Reference Forms. International applicants need to request these letters themselves and then ask the person writing the letter to send it or give it directly to you in a sealed envelope.

In addition, international applicants must *also* submit the items requested under "For International Applicants" in this application.

## CONTACT INFORMATION

Graduate Admission . . . . .	802.654.2251
Graduate Administration and Management . . . . .	802.654.2369
Graduate Clinical Psychology . . . . .	802.654.2206
Graduate Education . . . . .	802.654.2649
Teaching English to Speakers of Other Languages . . . . .	802.654.2300
Graduate Theology and Pastoral Ministry . . . . .	802.654.2579

e-mail [graduate@smcvt.edu](mailto:graduate@smcvt.edu)

visit [www.smcvt.edu/graduate](http://www.smcvt.edu/graduate)

	Administration & Management	Clinical Psychology	Education	TESOL	Theology & Pastoral Ministry
Completed Application	✓	✓	✓	✓	✓
Official Transcripts	✓	✓	✓	✓	✓
Reference Forms*	✓ (2)	✓ (2)*	✓ (2)*		<i>optional</i>
Letters of Recommendation	<i>optional</i>	✓ (2)	<i>optional</i>	✓ (3)	<i>optional</i>
Résumé	✓		✓		
Essay**	✓	✓	✓	✓	✓
Application Fee	✓	✓	✓	✓	✓
Interview (when file is complete)	<i>optional</i>	✓	✓	<i>optional</i>	<i>optional</i>

\* Reference Forms are included in this packet. Number of references required is in parentheses. Education Licensure applicants must include one reference from a person who has observed your work with children/adolescents in a professional setting. Clinical Psychology applicants must include one academic reference accompanied by letter of recommendation and one reference from a clinical supervisor with at least a master's degree verifying in an accompanying letter of recommendation that the applicant has completed 300 hours of effective mental health work experience (paid or volunteer).

\*\* Essay instructions are included in this packet.

**Please send all materials and application fee of \$35 to:**

Graduate Admission, Saint Michael's College  
One Winooski Park, Box 286 ■ Colchester, Vermont 05439 USA

# APPLYING FOR:

## Administration and Management

- Master of Science in Administration (MSA)
- Certificate of Advanced Management Study (CAMS, post-master's)

## Clinical Psychology

- Master of Arts (MA)
  - Are you applying for an assistantship? \_\_\_\_yes \_\_\_\_no (*must check one*)  
(Apply by including a letter of interest in the position by July 1. Open to full-time students only.)

## Education

*Applicants who are applying for Vermont Educator's License must also apply for an MEd concentration, MATESOL or C.A.G.S*

- Vermont Educator's License (*check appropriate area*)
  - \_\_\_ Art:  PK-6  Grade 7-12  PK-12
  - \_\_\_ Theatre Arts: (PK-12)
  - \_\_\_ ESL:  PK-6  Grade 7-12  PK-12
  - \_\_\_ Reading/English Language Arts Specialist: (PK-12)
  - \_\_\_ School Principal
  - \_\_\_ Elementary Level (K-6)
  - \_\_\_ Educational Technology Specialist (PK-12)
  - \_\_\_ Middle Level (5-9) with content area in: \_\_\_\_\_
  - \_\_\_ Secondary Level (7-12) with content area in: \_\_\_\_\_
  - \_\_\_ Special Educator: \_\_\_\_\_ Consulting Teacher:  
 K-8  Grade 7-age 21  K-age 21
- *I am currently a licensed teacher:* \_\_\_\_yes \_\_\_\_no
- Master of Education (MEd) (*circle one of the concentrations below*)
  - Arts in Education ■ Curriculum ■ Information Technology ■ Reading ■ School Leadership ■ Special Education
- Certificate of Advanced Graduate Studies (CAGS, post-master's) (*circle one of the concentrations below*)
  - Arts in Education ■ Curriculum ■ Information Technology ■ Reading ■ School Leadership ■ Special Education

## Teaching English as a Second/Foreign Language

- Master of Arts in Teaching English to Speakers of Other Languages (MATESOL)
- MATESOL/K-12 ESL Licensure (*applicant must also select: Vermont Educator's License, ESL [PK-6, 7-12, K-12] above*)
- Graduate Certificate in TESOL (post-bachelor's)
- Peace Corps Master's International

## Theology and Pastoral Ministry

- Master of Arts in Theology and Pastoral Ministry (MA) *circle one of the concentrations below*
  - Pastoral Ministry/Spirituality ■ Religious Education ■ Scripture ■ Theology-Semantics ■ Undecided
- Graduate Certificate (post-bachelor's)
- Certificate of Advanced Specialization (CAS, post-master's)

# GRADUATE ADMISSION APPLICATION

## 1. APPLYING FOR:

Full-time  Part-time  
 Fall  Spring  Summer Year: 20\_\_\_\_\_

## 2. BIOGRAPHICAL INFORMATION

Name: \_\_\_\_\_  
(first) (middle) (last/family)

Prefer to be called: \_\_\_\_\_ Former last name(s): (if any) \_\_\_\_\_

Title: \_\_\_\_\_ (optional) Religious Community: \_\_\_\_\_ (optional)

Mailing address: \_\_\_\_\_  
(number and street)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

Permanent address: (if different) \_\_\_\_\_  
(number and street)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

Telephone: (home) \_\_\_\_\_ (work) \_\_\_\_\_

(cell) \_\_\_\_\_ E-mail: \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

Citizenship: \_\_\_\_\_ Date of birth: (optional) \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(MM) (DD) (YEAR)

SS#: \_\_\_\_\_ Gender: (optional) \_\_\_\_\_ M \_\_\_\_\_ F

Predominant ethnic origin: (optional)

- |   |  |
|---|--|
| <input type="checkbox"/> African American or Black (non-Hispanic) | <input type="checkbox"/> Latino                          |
| <input type="checkbox"/> American Indian or Alaskan Native        | <input type="checkbox"/> Multiracial                     |
| <input type="checkbox"/> Asian or Pacific Islander                | <input type="checkbox"/> White, Caucasian (non-Hispanic) |
| <input type="checkbox"/> Hispanic (including Puerto Rico)         | <input type="checkbox"/> Other: (specify) _____          |

To what other graduate programs have you applied or are you applying? (optional) \_\_\_\_\_

How did you hear of the Saint Michael's Graduate Programs? Please be as specific as possible. (optional)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. COLLEGES AND UNIVERSITIES ATTENDED

**Please note:** Official transcripts (mailed directly from the accredited institution to you) of all undergraduate and graduate work must also be submitted. The envelope must remain sealed to be official. *Please note that program directors may require foreign academic credentials to be evaluated independently.*

Institution	Location/Address	Dates From / To	Degree Received	Date Awarded or Expected

### 4. EMPLOYMENT INFORMATION

**Please note:** If a résumé is required by the graduate program to which you are applying, please attach. Clinical Psychology applicants must list mental health experience (paid or volunteer) that meets the 300 hour requirement.

Employer	Location/Address	Dates From / To	Position

*continued...(over)*

**5. FOR INTERNATIONAL STUDENTS ONLY. ALL OTHERS GO TO #6.**

Complete name: *(as it appears on your passport)* \_\_\_\_\_  
(first) (middle) (last)

Country of birth: \_\_\_\_\_ Country of Citizenship: \_\_\_\_\_

Date of birth: *(optional)* \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
(MM) (DD) (YEAR)

TOEFL    IELTS    MELAB    CAE    APIEL *(for non-native speakers of English)* \_\_\_\_\_  
(test score)

*Official score reports must be sent from the testing agency directly to Saint Michael's College Graduate Admission. The following test minimum is required:*

TEST	MINIMUM SCORE
TOEFL (Test of English as a Foreign Language)	550 (213 computer-based; 80 IB)
IELTS (International English Language Testing System)	6.0-6.5
MELAB (Michigan English Language Assessment Battery)	77-82
CAE (Certificate in Advanced English) /CPE (Certificate of Proficiency in English)	C
APIEL (Advanced Placement International English Language)	3

Please fill out the following affidavit and supply documentation (such as a bank statement or financial certification from employer). This is required for issuance of immigration documents (I-20 form).

I certify that I will have all necessary funds available to me for the period of study for which I have applied and for subsequent periods of study.

I will have \$ \_\_\_\_\_ for the period of study of: \_\_\_\_\_  
(weeks/months/years)

X \_\_\_\_\_  
(Signature of applicant) (Date)

X \_\_\_\_\_  
(Signature of person guaranteeing support) (Date)

PRINT Name: *(of person guaranteeing support)* \_\_\_\_\_

PRINT Address: *(of person guaranteeing support)* \_\_\_\_\_  
(street/unit #)

\_\_\_\_\_  
(city) (state/province) (country) (zip/postal code)

Telephone *(home)*: \_\_\_\_\_ *(work/cell)*: \_\_\_\_\_

**6. SIGN AND DATE THIS FORM AND ENCLOSE AN APPLICATION FEE OF \$35.**

*The undersigned further agrees that the candidate, if accepted, will abide by all the rules and regulations governing the student body at Saint Michael's College. I understand that withholding information requested on this application or providing false information or materials will make me ineligible for admission to the College or subject to dismissal. With this in mind, I certify that the information provided and my application materials are true and complete.*

X \_\_\_\_\_  
(Applicant's signature) (date)

*Saint Michael's College is committed to affirmative action and equal opportunity. It does not discriminate against students, employees, or applicants for admission or for employment on the basis of race, color, gender, gender identity, age, ethnicity, religion, sexual orientation, disability, or physical characteristics. Saint Michael's College complies with VSA Title 16 Sec.176 (l) (c) (1) (C) which states credits earned at the school are transferable only at the discretion of the receiving school.*



**TO THE APPLICANT:** Please complete evaluator information on this side only. Give this form to your evaluator.

**TO THE EVALUATOR:** Please complete reverse side and return this form to the applicant in a sealed envelope.

**NOTE:** This form is **NOT** to be used by international or MATESOL applicants. Those applicants must request letters of recommendation from persons who can speak directly to the applicant's academic potential in a master's level program. Letters of recommendation must be sent or given directly to the applicant in a sealed envelope and submitted with the application.

- APPLICATION FOR:**
- Administration & Management       Education
- Clinical Psychology *(form must be accompanied by a letter of recommendation)*

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(number and street) (unit #)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

**EVALUATOR:**

Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Organization or Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(number and street) (unit #)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

Telephone: \_\_\_\_\_ E-mail: *(if available)* \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

**TO THE APPLICANT:** This recommendation will become part of your admissions files. It will not be disclosed to any unauthorized person without your consent. If you matriculate at Saint Michael's College, you will be accorded access to its contents under the Family Educational Rights and Privacy Act of 1974, unless you voluntarily waive your right of access. Please check one of the spaces and sign the statement below:

*I have read the information above and hereby (waive \_\_\_\_\_ do not waive \_\_\_\_\_) my right of access to this document.*

X \_\_\_\_\_  
(Applicant's signature) (date)

**TO THE EVALUATOR:** Complete the rating scale below by placing a check mark in the appropriate box to the right of each attribute. (Persons familiar with applicants for graduate study should interpret the rating scale as relating to the total population of such a group.)

<b>ATTRIBUTE</b>	<b>Outstanding</b> (Top 2%)	<b>Superior</b> (Top 10%)	<b>Good</b> (Top 3rd)	<b>Fair</b> (Mid 3rd)	<b>Poor</b> (Bottom 3rd)	<b>Unable to Judge</b>
Academic Ability						
Professional Competence						
Leadership Ability or Potential						
Self-Confidence						
Creativity/Originality						
Judgment/Common Sense						
Social or Interpersonal Competence						
Ability in Written Expression						
Motivation Toward Community Service						

**SUMMARY EVALUATION:**

- \_\_\_\_\_ I **strongly recommend** this applicant for admission and feel that he/she has the capability to perform at a superior level.
- \_\_\_\_\_ I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- \_\_\_\_\_ I feel that the applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- \_\_\_\_\_ I **do not recommend** this applicant for admission.

X \_\_\_\_\_  
*(Evaluator’s signature)*
*(date)*

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



**TO THE APPLICANT:** Please complete evaluator information on this side only. Give this form to your evaluator.

**TO THE EVALUATOR:** Please complete reverse side and return this form to the applicant in a sealed envelope.

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- APPLICATION FOR:**
- Administration & Management       Education
- Clinical Psychology *(form must be accompanied by a letter of recommendation)*

**APPLICANT:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(number and street) (unit #)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

**EVALUATOR:**

Name: \_\_\_\_\_

Position or Title: \_\_\_\_\_

Organization or Business: \_\_\_\_\_

Address: \_\_\_\_\_  
(number and street) (unit #)

\_\_\_\_\_ (city) (state/province) (country) (zip/postal code)

Telephone: \_\_\_\_\_ E-mail: *(if available)* \_\_\_\_\_ @ \_\_\_\_\_ . \_\_\_\_\_

**TO THE APPLICANT:** This recommendation will become part of your admissions files. It will not be disclosed to any unauthorized person without your consent. If you matriculate at Saint Michael's College, you will be accorded access to its contents under the Family Educational Rights and Privacy Act of 1974, unless you voluntarily waive your right of access. Please check one of the spaces and sign the statement below:

*I have read the information above and hereby (waive \_\_\_\_\_ do not waive \_\_\_\_\_) my right of access to this document.*

X \_\_\_\_\_  
(Applicant's signature) (date)

**TO THE EVALUATOR:** Complete the rating scale below by placing a check mark in the appropriate box to the right of each attribute. (Persons familiar with applicants for graduate study should interpret the rating scale as relating to the total population of such a group.)

<b>ATTRIBUTE</b>	<b>Outstanding</b> (Top 2%)	<b>Superior</b> (Top 10%)	<b>Good</b> (Top 3rd)	<b>Fair</b> (Mid 3rd)	<b>Poor</b> (Bottom 3rd)	<b>Unable to Judge</b>
<b>Academic Ability</b>						
<b>Professional Competence</b>						
<b>Leadership Ability or Potential</b>						
<b>Self-Confidence</b>						
<b>Creativity/Originality</b>						
<b>Judgment/Common Sense</b>						
<b>Social or Interpersonal Competence</b>						
<b>Ability in Written Expression</b>						
<b>Motivation Toward Community Service</b>						

**SUMMARY EVALUATION:**

- \_\_\_\_\_ I **strongly recommend** this applicant for admission and feel that he/she has the capability to perform at a superior level.
- \_\_\_\_\_ I recommend this applicant for admission and feel his/her performance should be comparable to that of most graduate students.
- \_\_\_\_\_ I feel that the applicant’s qualifications are marginal, but if admitted, the applicant would greatly benefit from study in the program.
- \_\_\_\_\_ I **do not recommend** this applicant for admission.

X \_\_\_\_\_  
*(Evaluator’s signature)*
*(date)*

Additional Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

# **ESSAY INSTRUCTIONS**

## **Administration and Management**

Submit a one-page essay describing your education and career background and reasons for desiring a degree or certificate in the Graduate Administration and Management program. The essay should also include four to seven personal, specific goals that will be achieved as a result of matriculation in the program.

## **Clinical Psychology**

Submit a three-to-five page (double-spaced), autobiographical essay describing how you became interested in a career in professional psychology, including those pivotal personal experiences as a student, intern, client or observer of the mental health system. This essay serves not only as a writing sample, but also to convey who you are as a person and how you see our program as compatible with your personal and professional goals.

## **Education**

Submit a one-to-two-page essay describing a significant experience that has influenced your life. Discuss how this experience shapes your thinking about yourself as an educator. Be specific and descriptive.

## **Teaching English to Speakers of Other Languages**

Submit a one-to-two-page essay describing your educational career objectives with particular emphasis on the following: personal and career goals, relevant employment experience, why you wish to study at Saint Michael's College, and your ability and commitment to undertake graduate-level education at this time.

## **Theology and Pastoral Ministry**

Describe your educational and ministry background and reasons for desiring a degree or certificate in the Graduate Theology program. The essay should also include specific goals you seek to achieve as a result of matriculation in the program.

***Please send all materials and application fee of \$35 to:***



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