

VALPARAISO UNIVERSITY

APPLICATION FOR ADMISSION TO THE GRADUATE DIVISION

**Kretzmann Hall Room 116
1700 Chapel Drive
Valparaiso, Indiana 46383-6493**

**Telephone: 1.219.464.5313
Toll Free: 1.800.821.7685
Fax: 1.219.464.5381**

**Email: Graduate.Studies@valpo.edu
Website: www.valpo.edu/gce/graduate**

We welcome your application for admission to the Graduate Division of Valparaiso University. The mission of the Graduate Division is to serve the advanced learning, professional development, and personal enrichment needs of individuals nationally and internationally. The Graduate Division admits students that demonstrate the ability and motivation to succeed in an academically challenging environment.

APPLICATION PROCEDURE

To be considered for admission, ALL applicants must provide:

- This application form completed and signed.
- \$30 application fee for US Citizens (\$20 application fee for students apply to one of our Dual degree programs).
- Official transcripts of all prior undergraduate and graduate coursework.

IF YOU PLAN TO SEEK A MASTERS DEGREE OR POST-MASTERS CERTIFICATE...

Check the program to which you are applying and not the *additional* requirements:

Program	2 Letters of Recommendation	Reflective Essay	Supplemental Application	Copy of RN License	EXAM	Pre-Professional Skills Test (PPST Scores)
<input type="checkbox"/> MA in English Studies & Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> MA in Chinese Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Dual JD/MA in Chinese Studies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> MA in Liberal Studies (MALS)*	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Dual JD/MA in Liberal Studies	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> MS in International Commerce & Policy	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Dual JD/MS in International Commerce & Policy	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> MS in Sports Administration	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Dual JD/MS in Sports Administration	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> MS in Nursing (MSN)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> Post-Masters Family Nurse Practitioner (FNP)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> MS in Nursing (MSN)/MBA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> GMAT	
<input type="checkbox"/> Master of Education, LEAPs, Initial Licensure or Teaching & Learning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> GRE	<input type="checkbox"/>
<input type="checkbox"/> M.Ed/Ed.S in School Psychology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> GRE	
<input type="checkbox"/> MA in Community Counseling or Clinical Mental Health Counseling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Dual JD/Clinical Mental Health Counseling (JD/CMHC)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/> Dual JD/Psychology (JD/MA)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

*If you checked the MALS degree or MALS Post Graduate Certificate, please indicate which area of concentration you have chosen:

- English
- Ethics & Values
- Gerontology
- History
- Human Behavior & Society
- Theology/Theology & Ministry (includes Deaconess Track)
- Individualized Other (please specify topic area): _____

IF YOU ARE NOT SEEKING A DEGREE...

Check the category that applies to you and note the additional requirements:

Program	2 Letters of Recommendation	Reflective Essay	Supplemental Application	Statement from Adviser/Principal	Copy of Teaching License	Pre-Professional Skills Test (PPST Scores)
Certificate Programs*	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> MALS Post Graduate Certificate	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Certificate Program for Business Management	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Management Certificate for Counseling	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Management Certificate for Nursing	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> TESOL Certificate	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Teacher Certification, Transition-to-Teaching**, or Addition of Content Area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/> ****	<input type="checkbox"/> ***
<input type="checkbox"/> Professional Educator			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> Visiting Student				<input type="checkbox"/>		
<input type="checkbox"/> General Non-Degree Student						

** Transition-to-Teaching requires 3 Letters of Recommendation.

*** Necessary only for those individuals seeking a first-time teaching license.

**** License is required for content area applications only.

I. PERSONAL INFORMATION

Name: _____

First Name

Middle Name

Last Name

Former Name

Home Address:

Number & Street

City

State

Zip

Day Phone (circle: home or office)

Cell Phone

Fax Number

Email

Date of Birth (Month/Day/Year)

Gender: Male Female

US Citizen (including Permanent Resident): Yes No; If no, in what country are you a citizen? _____

Race (Optional):

American Indian/Alaskan

Mexican American

Hawaiian/Other

Asian

Hispanic/Latino

White/Caucasian

Black/African American

Puerto Rican

Multi-Racial

II. EDUCATIONAL BACKGROUND

College/University

Location

Dates of Attendance

Degree/Credits Earned

1. _____
2. _____
3. _____
4. _____
5. _____

NOTE: Official transcripts of all college work must be received before you will be allowed to take graduate courses at Valparaiso University.

List recognitions, awards, or scholarships that you have received, or co-curricular or community/civic activities in which you have been involved.

Have you ever been dismissed or placed on academic probation at Valparaiso University or another academic institution?

No Yes; If yes, please explain fully on a separate sheet.

III. EDUCATIONAL BACKGROUND

A. Anticipated year/term to begin: 20_____

August (Fall)

January (Spring)

May (Summer)

B. Full or part-time plans:

Full (9 or more credits)

Part (8 or fewer credits)

C. Expected course schedule:

Day

Evening

Both

If you are seeking a degree or a certificate, in how many years or semesters do you plan to complete the program?*

* NOTE: Most programs require completion within 5 years of admission.

Valparaiso University does not unlawfully discriminate on the basis of gender, disability, race, color, age, national origin or ancestry in the admission of students nor in its hiring and employment practices.

IV. EMPLOYMENT BACKGROUND (If you have professional experience, include you resume with this application.)

Name: _____

Job Title/Description: _____

Work Phone Number: (_____) _____

Work Address: _____

May we contact you at work? Yes Prefer Not

Will you receive employer reimbursement? Yes No Don't Know

Have you ever been convicted of a felony? No Yes; If yes, please explain fully on a separate sheet.

NOTE: Some states have restrictions on licensing or professionally credentialing an individual with a criminal record.

V. SELECTION OF VALPARAISO UNIVERSITY

How did you learn about Valparaiso University? (check all that apply)

- College Adviser Valpo Alumni Professor Recruiter
- Relative/Friend Religious Organization Printed Material Reference Material
- Internet Site (which site) _____
- Other (please specify) _____

Please list other graduate schools you are considering or to which you are applying:

Order the factor(s) (1 = most important) that will affect your choice for graduate school (rank all that apply).

- Reputation Accreditation Program of Study Good Value for Cost
- Location Other (please specify) _____

VI. REFLECTIVE ESSAY

All applicants, except professional educators, visiting students, and general non-degree students, are required to submit a two-page personal statement or reflective essay indicating their purpose for undertaking graduate study and how this study relates to their professional and personal goals. This statement must be typed double-spaced on separate sheets and submitted with the application materials. Please note that the supplemental application for some degree programs provides further instructions for the personal statement.

The decision for admission to the Graduate Division is not final until all required application materials have been received. Applicants granted conditional permission to register for classes may not be allowed to continue their coursework if they do not satisfy the admission requirements.

"I submit this application as a true and complete statement of facts for your consideration."

Signature of Applicant Required _____
Date

DO NOT WRITE BELOW THIS LINE. OFFICE USE ONLY.

APPLICATION APPROVED: _____ SENT TO COMMITTEE: _____

APPLICATION DENIED: _____ DEAN'S SIGNATURE: _____

APPLICATION FEE RECEIVED: _____ DATE: _____

VALPARAISO UNIVERSITY GRADUATE DIVISION

PART II: SUPPLEMENTAL APPLICATION FORM FOR MA CHINESE STUDIES PROGRAM

I. PERSONAL INFORMATION

Name: _____

First Name
Middle Name
Last Name
Former Name

II. DECLARATION OF LANGUAGE PROFICIENCY

List all Chinese language courses, seminars and immersion programs completed:

Course	Name of program/sponsor	Dates	Grade/Credit/Proficiency/Certificate
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List Chinese language experience you have acquired through family/relatives and indicate below specific proficiencies.

III. SCHOLARSHIP ESSAY (submitted in addition to the general application essay)

If you are interested in applying for a scholarship, a research assistantship or a teaching assistantship, please write a short essay (200 word maximum, typed, double-spaced & attached) explaining your qualifications and need. Scholarships are outright grants whereas assistantships involve about 10 hrs/week working with program faculty; students employed full time would generally not be eligible for this latter award. A single essay will suffice for either award, but if you have a preference or limitation regarding either one, indicate so in your essay. Helpful information might include (but need not be limited to) any special skills or experiences you have, particular goals not mentioned in your general essay, research projects you have carried out, and so on.

IV. AVAILABILITY FOR SUMMER

Please indicate when your Spring semester ends and you are available to begin the Summer Immersion Program.

Date: _____

Note: Please refer to page 2 of the application to review the list of required materials.

"I submit this application as a true and complete statement of facts for your consideration."

Signature of Applicant Required

Date

Valparaiso University does not unlawfully discriminate on the basis of gender, disability, race, color, age, national origin or ancestry in the admission of students nor in its hiring and employment practices.

SEND ALL APPLICATION INFORMATION TO: THE OFFICE OF GRADUATE STUDIES, KRETZMANN HALL, ROOM 116, VALPARAISO UNIVERSITY, VALPARAISO, IN 46383. Upon receipt of all admission materials, the Committee on Admissions for the graduate program will review the file. The applicant will be notified in writing of the committee's decision. Questions should be addressed to the Office of Graduate Studies at 219.464.5313 or 1.800.821.7685.

Master of Arts In Chinese Studies

Office of Graduate and Continuing Education

Valparaiso University

Kretzmann Hall, Room 116

Valparaiso, IN 46383

Tel: 1-800-821-7685, 219-464-5313

Email: Graduate.Studies@valpo.edu

www.valpo.edu/gce/macs

Application for Scholarships & Assistantships

1. Introduction:

The **Master of Arts in Chinese Studies (MACS) program** offers a number of types of financial assistance in addition to federal loans for qualified applicants:

- a) MACS/Starr Scholarship. Four scholarships up to \$2,500/year are offered each year.
- b) Teaching assistantship. Two teaching assistantships up to \$3,000/year are offered each year. Recipients of the teaching assistantship will assist with various assignments including tutoring undergraduate students enrolled in lower level of Chinese classes. The normal workload is 15 hours per week.
- c) Research assistantship. Four research assistantships up to \$1,500/year are offered each year. Recipients of the research assistantship will work with individual VU faculty members on a variety of assignments. The normal workload is 8 hours per week.
- d) Office manager. Two positions available through the Chinese and Japanese Studies Program. Office managers are paid based on hourly wages. The normal word load is about 20 hours per week.

2. Tuition and Fees for the 2007-2008 Academic Year:

Graduate Tuition: \$420 per credit hour (2007-2008 tuition)

Parking: \$90 per year (fall and spring semesters)

General Fees for All Students: \$65 per semester

Application Fee to MACS program: \$30.00 US students; \$50.00 International students

(unless student is referred by a Professor who notifies us of his or her referral – the fee will then be waived)

3. Eligibility

To be eligible for the awards listed above, you will need to:

- a) File the **Free Application for Federal Student Aid (FAFSA)** to be considered for some of the financial aid such as the MACS/Starr scholarship, and
- b) Be formally enrolled at least half time in the MACS program.

4. How to Apply?

Complete the program application form (apply online at www.valpo.edu/gce/forms/main.php) along with this form, and submit them to the Office of Graduate Studies at the listed address immediately.

Master of Arts in Chinese Studies

Application Form for Scholarships & Assistantships

NAME _____

SCHOOL and DEPARTMENT PRESENTLY ATTENDING or N/A IF UNAFFILIATED _____

MAILING ADDRESS _____

CITY _____

STATE _____

ZIP _____

SOCIAL SECURITY # _____

PHONE NUMBER _____

List scholarships or fellowships you have received in the past:

Identify which type of awards that you are applying for (You can choose up to three types of awards while only one will be awarded if you are eligible. Please rank your preferences, e. g., 1, 2, 3):

MACS/Starr Scholarship: ____

Teaching Assistantship: ____

Research Assistantship: ____

Office Manager: ____

List any scholarships, fellowships, or grants other than those offered by MACS that you have or plan to apply for the 2007-2008 academic year:

List grants or loans, which you have applied for or received for 2007-08:

ANTICIPATED SOURCES OF SUPPORT

Family/Personal Income/Savings _____

Scholarship/grant _____

Loans available _____

Other sources (itemize) _____

TOTAL _____

LIABILITIES

Debt _____

Educational Loans _____

TOTAL _____

I certify that the above information is complete and true to my knowledge and I realize that any false statement will disqualify me for scholarship aid from the Master of Arts in Chinese Studies program.

Signature: _____

Date: _____



**VALPARAISO UNIVERSITY
GRADUATE DIVISION**

RECOMMENDATION FORM

APPLICANT: Please complete this section and give this form to the person making the recommendation, together with a stamped, pre-addressed envelope.

Applicant's Name (print): _____

Academic Program (print): _____

Recommender's Name (print): _____

The Family Education Rights and Privacy Act (20 U.S.C. 1232g) provides you with a right of future access to this recommendation once enrolled as a student. The Act also allows you to waive the right to access, but prohibits the Office of Graduate Studies from requiring you to waive this right as a condition of admission or review and evaluation of an application for admission. If you waive your right to inspect this document, have your recommender enclosed the recommendation in a business envelope, seal, and sign across the back flap before returning it to you or the Office of Graduate Studies.

Please select one of the following options and sign: I hereby waive do not waive my right.

Signature _____ Date _____

To the Person Completing this Recommendation Form:

The above named person has applied for admission to Graduate Studies at Valparaiso University. Your comments and candid evaluation will greatly assist the Office of Graduate Studies in deciding the extent to which the applicant will benefit from and contribute to the Graduate Program. Please send to: **Office of Graduate Studies, Valparaiso University, Valparaiso, Indiana 46383. We sincerely appreciate the time that you take to provide us with your comments.**

I. How long have you known the applicant and in what capacity?

II. Please rate the applicant's abilities in comparison with others you have known at comparable stages of their careers.

	Outstanding	Above Average	Average	Below Average	Cannot Assess
Academic Potential					
Motivation for Graduate Study					
Independence of Thought					
Judgment/Maturity					
Creativity/Resourcefulness					
Character					
Ability to Work with Others					
Oral Communication					
Written Communication					

III. We would appreciate additional comments. Please use the spaces below or separate sheet(s) of paper.

A. Please describe what you consider to be the candidate's greatest strengths.

B. Please describe areas in which the candidate would benefit from improvement.

C. Additional observations about the candidate that could have a bearing on the candidate's ability to succeed in graduate study at Valparaiso University.

D. I recommend this candidate highly. _____
I recommend without reservation. _____
I recommend with reservation. _____
I do not recommend this candidate. _____

(Please indicate, if possible, the nature of your reservations. Use a separate sheet of paper if necessary.)

If you have questions about this form or other matters that you wish to discuss, feel free to contact the Dean of Graduate Studies (219-464-5313; 800-821-7685).

Signature: _____ Date: _____

Title: _____ Institution: _____

Address: _____

_____ Phone: (____) _____ (____) _____
City State Zip Work Home



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II. Please rate the applicant's abilities in comparison with others you have known at comparable stages of their careers.

	Outstanding	Above Average	Average	Below Average	Cannot Assess
Academic Potential					
Motivation for Graduate Study					
Independence of Thought					
Judgment/Maturity					
Creativity/Resourcefulness					
Character					
Ability to Work with Others					
Oral Communication					
Written Communication					

III. We would appreciate additional comments. Please use the spaces below or separate sheet(s) of paper.

E. Please describe what you consider to be the candidate's greatest strengths.

F. Please describe areas in which the candidate would benefit from improvement.

G. Additional observations about the candidate that could have a bearing on the candidate's ability to succeed in graduate study at Valparaiso University.

H. I recommend this candidate highly. _____
I recommend without reservation. _____
I recommend with reservation. _____
I do not recommend this candidate. _____

(Please indicate, if possible, the nature of your reservations. Use a separate sheet of paper if necessary.)

If you have questions about this form or other matters that you wish to discuss, feel free to contact the Dean of Graduate Studies (219-464-5313; 800-821-7685).

Signature: _____ Date: _____

Title: _____ Institution: _____

Address: _____

City State Zip Phone: (____) _____ (____) _____
Work Home