The seal of Valparaiso University is a circular emblem. It features a central torch with a flame, set against a background of a large, stylized letter 'V'. The words 'VALPARAISO UNIVERSITY' are written in a circular path around the inner edge of the seal. At the bottom of the seal, the year '1859' is prominently displayed, flanked by two small stars. The entire seal is rendered in a light gray, semi-transparent style.

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/grad**

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 have received an undergraduate or graduate degree from Valparaiso University, you are not required to submit an official transcript from Valparaiso University.

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 (including Teachers Track)	<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) or DNP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/> MS in Nursing (MSN) with a Focus in Education		<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)
<input type="checkbox"/> Certificate Programs*	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> MALS Post Graduate Certificate	<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/> Business Management Certificate	<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"/> Legal Studies & Principles Certificate	<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
_____ Social Security Number 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):

1. Are you Hispanic or Latino? Yes No
2. Are you from one or more of the following (please check all that apply):
 - American Indian or Alaskan Native Asian Black or African American
 - Native Hawaiian/Other Pacific Island White

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 admits students of any race, color, national, and ethnic origin, age, gender, disability, sexual orientation or (as qualified herein) religion, to all the rights, privileges, programs, and activities, generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, age, gender, disability, sexual orientation or (or as qualified herein) religion in administration of its educational policies, admissions, policies, scholarship and loan programs, career services and placement, and athletic and other school-administered programs. Valparaiso University is an institution committed to its Lutheran traditions. The University reserves the right to promote the teachings of the church and to exercise preferences in admissions in favor of Lutherans.

IV. EMPLOYMENT BACKGROUND (If you have professional experience, include your 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)

- | | | | |
|---|---|---|---|
| <input type="checkbox"/> College Adviser | <input type="checkbox"/> Valpo Alumni | <input type="checkbox"/> Professor | <input type="checkbox"/> Recruiter |
| <input type="checkbox"/> Relative/Friend | <input type="checkbox"/> Religious Organization | <input type="checkbox"/> Printed Material | <input type="checkbox"/> Reference Material |
| <input type="checkbox"/> Internet Site (which site) _____ | | | |
| <input type="checkbox"/> 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).

- | | | | |
|-------------------------------------|---|---|--|
| <input type="checkbox"/> Reputation | <input type="checkbox"/> Accreditation | <input type="checkbox"/> Program of Study | <input type="checkbox"/> Good Value for Cost |
| <input type="checkbox"/> Location | <input type="checkbox"/> 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
Department of Education**

Part II: Transition-to-Teaching Non-Degree Licensure Program

Specific graduate programs require applicants to submit a supplemental application form along with the basic application. In this supplemental form, you are (1) requested to provide additional information, and/or (2) provided with more specific instructions regarding information requested on the basic application form.

Name: _____

Minimum Requirements to the Transition-to-Teaching Non-Degree Licensure Program:

1. Payment of \$30 Graduate Division application fee
2. Payment of \$2,500 Transition-to-Teaching program fee (schedule provided). *This fee is in addition to the regular graduate tuition for coursework.*
3. Three letters of reference (this includes graduates of Valparaiso University) focusing on the candidate's character, ability to complete graduate coursework, and potential to be an effective teacher.
4. 300-500 Word Reflective Essay explaining reasons for wanting to become a teacher, reasons for wanting to enroll in this program rather than a degree licensure program, description of work/other professional experiences in diverse settings, knowledge/familiarity with computers and other technology, knowledge in the area(s) in which the applicant wants to be licensed, and professional dispositions related to teaching.
5. Transcripts indicating a minimum of a Bachelor's degree from an accredited university in the content area, or in a closely related content area in which the applicant wishes to be licensed.
6. Transcripts that show a minimum 3.0 GPA in the specific content area **or** evidence that **all of the following** conditions are met:
 - a. A 2.5 GPA undergraduate cumulative GPA,
 - b. A 2.5 GPA in the specific content area, and
 - c. Five years of relevant professional experience (defined as full-time employment in an education-related field (i.e. teacher aide) or in a field in which the person intends to be licensed.)
7. Proof of possession of Professional Liability Insurance (either personal insurance or insurance as a student member of AFT or NEA)
8. Valid Substitute teacher's license for the State of Indiana.
9. Documentation of a minimum of 150 clock hours of experience in a P-12 education setting. Experience must be in a school setting (e.g. volunteer at a public or parochial school, after school tutoring at a school in a formal tutoring program, substitute teaching, etc.)
10. PRAXIS I (PPST) scores of 176 in Reading, 175 in Writing, and 178 in Mathematics.

I am interested in: Elementary Education Secondary Education

If you are interested in Secondary Education, the following requirement must be met prior to applying for the Transition-to-Teaching Non-Degree Licensure Program.

1. Passing PRAXIS II score in the content area in which teaching license will be obtained. If passing score is not obtained, additional content area coursework at the undergraduate level will be required.

SEND ALL APPLICATION INFORMATION TO: OFFICE OF GRADUATE STUDIES, KRETZMANN HALL, SUITE 116, VALPARAISO UNIVERSITY, VALPARAISO IN 46383. Upon receipt of all admission materials, the Committee on Admissions for the graduate education programs 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.

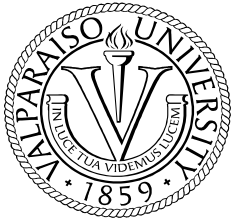
Signature: _____

Date: _____

How to Become a Substitute Teacher

1. Contact the **School Corporation** for which you wish to substitute. To obtain an **Indiana School Directory**, contact the Indiana Department of Education's Division of Publications.
2. The school corporation will indicate whether or not you meet the guidelines outlined in its substitute teacher program plans. NOTE: *If you hold a professional standard or reciprocal license, you do not need a substitute certificate to serve as a substitute teacher.*
3. If you meet the requirements, submit a request for the **limited criminal history** report from the Indiana State Police. When you receive the report, submit it to the school corporation.
4. Complete an application for substitute teaching, provided by the school corporation, and submit it to the school.
5. School corporations recommend individuals who meet their standards to the IPSB for the Substitute Teacher's Certificate.
6. For additional information, refer to the Indiana Professional Standards Board webpage at

<http://www.state.in.us/psb/>



VALPARAISO UNIVERSITY

GRADUATE DIVISION

PROGRAMS IN EDUCATION

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): _____

Applicant's Address (print): _____

Applied for Program in:

Mild Disabilities (includes LD, MiMH, & ED)
School Psychology

Teaching & Learning
Transition-to-Teaching

Initial Teaching Licensure
Adding a Content Area

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 comment.**

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

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

	Excellent	Above Average	Average	Fair	Weak	Cannot Assess
Self reliance						
Leadership qualities						
Emotional stability						
Motivation for Graduate Study						
Decision-making ability						
Ethical and moral standards						
Professional promise						
Dependability						
Oral expressive ability						
Written expressive ability						
General knowledge						

	Excellent	Above Average	Average	Fair	Weak	Cannot Assess
Rank among other candidates for graduate degrees						
Mastery in major field						
Effectiveness in the classroom						
Creativity or originality in the classroom						
Ability to motivate students						
Ability to work with others						

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.)

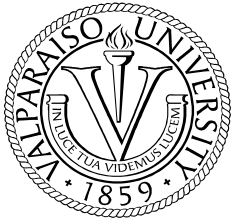
If you have questions about this form or other matters that you wish to discuss, feel free to contact the Dean of Graduate Studies (219-464-5313; 800-821-7685).

Signature: _____ Date: _____

Title: _____ Institution: _____

Address: _____

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



VALPARAISO UNIVERSITY

GRADUATE DIVISION

PROGRAMS IN EDUCATION

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Teaching & Learning
Transition-to-Teaching

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Adding a Content Area

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

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

	Excellent	Above Average	Average	Fair	Weak	Cannot Assess
Self reliance						
Leadership qualities						
Emotional stability						
Motivation for Graduate Study						
Decision-making ability						
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Ability to work with others						

VI. 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.)

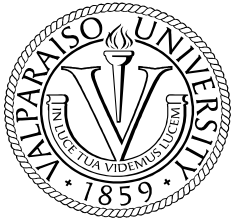
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Signature: _____ Date: _____

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Address: _____

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



VALPARAISO UNIVERSITY

GRADUATE DIVISION

PROGRAMS IN EDUCATION

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

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

	Excellent	Above Average	Average	Fair	Weak	Cannot Assess
Self reliance						
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L. I recommend this candidate highly. _____
 I recommend without reservation. _____
 I recommend with reservation. _____
 I do not recommend this candidate. _____

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Signature: _____ Date: _____

Title: _____ Institution: _____

Address: _____

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