

## APPLICATION PROCESS

General requirements for all degree programs:

- Valparaiso University Graduate School Application;
- 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;
- Two letters of recommendation;
- A reflective essay indicating the reasons for undertaking graduate study in the particular program you are applying for at Valparaiso University;
- Application fee: \$30 for US Citizens, \$50 for International Students, and \$20 for those who are applying for the JD / Masters Programs.

Some degree programs (MBA/MEM, MACS, MA-Counseling, MED/EDS, MS in IT, MSN, and JD/Masters) have additional application requirements to the general requirements. The following is the list of graduate programs that have additional requirements to the above general requirements:

Business Administration Master of Business Administration (including Accounting Specialization) & Master of Engineering Management

- Master of Business Administration Application or Master of Engineering Management
- Graduate Management Admissions Test (GMAT)
- A letter of application including a statement of professional goals. NOTE: This letter substitutes for the reflective essay required by the Graduate School
- A current resume.

Chinese Studies Master of Arts in Chinese Studies

- Valparaiso University Graduate Application and Supplemental Application form.

Community Counseling / Clinical Mental Health Counseling Master of Arts in Community Counseling / Clinical Mental Health Counseling

- Valparaiso University Graduate Application and Supplemental Application form.

Education Master of Education Initial Teaching Licensure-LEAPs

- Valparaiso University Graduate Application and Supplemental Application form.
- Two letters of recommendation from faculty or staff and one letter of recommendation from a spiritual or community advisor.
- Personal essay that articulates reasons for wanting to enter the LEAPs program including how goals are consistent with living in a community and continued spiritual development.
- Passing scores on the Pre-Professional Skills Test (PPST) in basic reading, writing, and mathematics. Minimum passing scores are 176, 172, and 175

Graduate Studies & Continuing Education - Valparaiso University  
respectively. Evidence of passing scores must be submitted at the time of application. If the applicant has not met the minimum passing score by the application deadline, consideration of the application is carried out at the discretion of the Dean of Graduate School and Director of the LEAPs program.

- Completion of an interview with LEAPs Admissions Committee.

#### Master of Education Initial Licensure Program-General Track

- Valparaiso University Graduate Application and Supplemental Application form
- Two letters of recommendation
- Passing scores on the Pre-Professional Skills Test (PPST) in basic reading, writing, and mathematics. NOTE: Minimum passing scores are 176, 172, and 175 respectively, and are necessary for obtaining Indiana teaching licensure. Evidence of passing scores must be submitted at the time of application. If the applicant has not obtained passing scores on all three subtests by the application deadline, the applicant may be allowed to enroll in one semester of coursework. If passing scores are not obtained by the end of the first semester, the student will not be allowed to undertake further coursework until passing scores in all three areas are provided to the Graduate Office.
- Essay relating graduate study to professional goals clearly stating reasons for wanting to become a teacher. NOTE: This letter substitutes for the reflective essay required by the Graduate School.

#### Master of Education / Education Specialist Program in School Psychology

- Valparaiso University Graduate Application and Supplemental Application form.
- Two letters of recommendation.
- Essay relating graduate study to professional goals. The essay should include a self-assessment of experience and education that would qualify one of undertaking work in school psychology. NOTE: This letter substitutes for the reflective essay required by the Graduate School.

#### Information Technology & Management Master of Science in Information Technology & Management

- Valparaiso University Graduate Application and Supplemental Application form.

#### Nursing Master of Science in Nursing

- Valparaiso University Graduate Application and Supplemental Application form.
- Certified transcripts from an accredited baccalaureate nursing program.
- Evidence of Indiana Registered Nurse license.

#### Master of Science in Nursing / Master of Business Administration

- Valparaiso University Graduate Application and Supplemental Application form.

- Certified transcripts of a Bachelor of Science in Nursing degree from an accredited nursing program.
- Results of the Graduate Management Admissions Test (GMAT) for admission to the MBA program.

#### Post-MSN / Doctorate in Nursing Practice

- Valparaiso University Graduate Application and Supplemental Application form.
- Letter of recommendation from three clinical peers/supervisors who attest to communication and clinical competence (VU alumni need only submit two letters of recommendation).
- Submission of a portfolio to include curriculum vita/resume that includes a description of current and past clinical practice as well as any presentations and/or publications.
- Interview with the Dean of the CON and Faculty.
- Criminal background check and drug screen will be required through VU to begin clinical courses.

JD (Law) / Master Programs JD (Law) / Master of Business Administration JD (Law) / MA in Chinese Studies JD (Law) / MALS JD (Law) / MA in Psychology JD (Law) / MS in International Commerce & Policy JD (Law) / MS in Sports Administration In addition to the application requirements for these six Masters programs, applicants are required to apply to the Law School. To learn more about the application process for the Law School, visit their website at <http://www.valpo.edu/law/admit/applyinfo.php>.

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