Wittenberg University
Education Department
P O Box 720
Springfield, OH 45501

Master of Arts in Education

CHECKLIST FOR APPLICATION

• Application Form

• Transcripts from all colleges, universities and graduate schools previously attended (Be sure to request all transcripts, including programs for which no degree was awarded.) Transcripts should be sent directly from the institution to the address above. If you attended a college or university outside the U. S. please check with the Education Department. Alert the Education Department if any transcript will be in a former name.

• Three References
   References should be from persons (colleague, instructor, employer) who are familiar with your personal, academic, and professional background; who understand your educational goals; and who can address your ability to pursue graduate study in your chosen field.

• Two Copies of Your Resume
   The resume should include both educational and professional background and any volunteer or certificate training programs.

• Application Fee
   A non-refundable fee of $40.00 in U. S. funds, payable to Wittenberg University, should accompany all applications.

• Professional Goals
   Describe on a separate piece of paper your professional goals using a story from your own teaching.

Questions regarding your application may be directed to the Education Department Office
937-327-6417 or educ_mail@wittenberg.edu

Complete and submit Application Form, next 2 pages.
APPLICATION FORM

Wittenberg University admits qualified students regardless of religion, race, sex, color, national origin, age, or disability to all rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of gender, race, religion, color, creed, disability, sexual orientation, national origin, veteran status, ancestry, or age in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other college administered programs. For further information contact the Office of Affirmative Action, Wittenberg University, Post Office Box 720, Springfield, OH, 45501

PERSONAL DATA  (Please print)

Legal Name  
(Last)_____________________________(First)_________________________(Middle)____________

Other name(s) which may appear on documentation________________________________________

Address (street, apt. #)____________________________________________________________________

City_____________________________State__________Zip________________________

Phone (work) __________________________(home)________________________________________

(Cell) __________________________E-mail____________________________________________

Date of birth_________________________Social Security Number__________________________

Sex ___ male ___ female  Country of citizenship________________________________________

Indicate your proposed entrance date:   ___ Fall   ___ Summer   Year___________

Indicate program interest:  ___ Math/Science  ___Literacy  ___Principal License & Degree

___ Principal License Courses Only  ___ Reading Endorsement Only

Would you like to receive financial aid information?   ____ Yes  ____ No

Current Occupation_________________________________________Employer________________________

Emergency Contact (name)___________________________________________________________________

Relationship_________________________________________Phone_______________________________

Three References:

1. Name_________________________Phone number________________________

2. Name_________________________Phone number________________________

3. Name_________________________Phone number________________________
TEACHING CERTIFICATES / LICENSURE EARNED

Certification(s) _______________________________________________________________

Area(s) ___________________________________________________________ State __________

EDUCATIONAL DATA

Regardless of whether you earned a degree or not, please list ALL post-secondary schools which you have attended. If additional space is required, please use a separate sheet.

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<th>Name of School</th>
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In applying for admission to Wittenberg University, I agree that, if admitted, I will abide by and follow all of the University’s policies and practices. I further certify that the information I have provided in this application packet is complete and accurate, and that all the statements and essays are my own work.

FILES MAY BE ELECTRONICALLY TRANSMITTED OR OTHERWISE DUPLICATED FOR REVIEW AND USE BY ANY AUTHORIZED WITTENBERG UNIVERSITY FACULTY.

Signature____________________________________________________ Date___________________

Please be sure to sign the above statement, or your application will not be valid, and we will have to delay its processing. If you have any questions about the application process, please call 937-327-6417.

PROFESSIONAL GOALS ESSAY

Wittenberg’s Master of Arts program is based on improving practice. Using a story from your own teaching, describe your personal goals and how you wish to improve as an instructor. The essay should be typed and not exceed 750 words. It may be entitled in any way you feel appropriate. **Be sure to include the essay with the application materials.**

FOR OFFICE USE ONLY

Date Received___________________________________________

Reviewed by____________________________________________

Date Approved__________________________________________