Application for Admission
School of Graduate & Adult Education

Signature
To the best of my knowledge, the above information is true. I agree that, if accepted, I will comply with the rules and regulations of Alvernia University.

Signature  Date

Please complete in ink or type. Enclose a completed application form accompanied by a non-refundable $50 application fee mailed to Alvernia University, Philadelphia Center, 1355 West Cheltenham Avenue, Melrose Park, PA 19027. Please make check payable to Alvernia University.

Alvernia University complies with all federal, state and local nondiscrimination laws in the administration of its educational programs and services and in its employment relationships.

For Official Office Use Only
Application Fee
 pd
 not pd
 waived
Application Rec'd
Accept Date
Confirm Date

Academic Information
Please indicate the semester and year you plan to enroll
 Fall
 Spring
 Summer

Year Year Year

Expected student status:
 Full Time
 Part Time

Have you previously applied for admission to Alvernia University?
 Yes
 No

Semester/Year

Other Colleges/Universities
Please tell us about other colleges and/or universities to which you have applied, or plan to apply, for graduate admission.

Have you visited Alvernia University?
 Yes
 No

Please identify siblings, parents or close relatives who are current students or graduates of Alvernia.
Name
Years attended to
Relationship Year Year

Name
Years attended to
Relationship Year Year

How Did You Hear About Alvernia?
 Alumni
 Co-worker
 Friend
 Newspaper
 Other
 Alvernia Website
 College Fair
 Information Night
 Postcard/Mailings
 Billboard
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 Twitter/Facebook/LinkedIn

Military Information
Are you currently or have you ever served with any branch of the United States Armed Forces?
 Yes
 No

Will you be receiving Armed Forces educational benefits?
 Yes
 No

Legal Disclosure
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 Yes
 No

Are there any criminal charges pending against you?
 Yes
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Have you ever been found responsible for a disciplinary violation at any secondary school that you have attended, whether related to academic misconduct or behavioral misconduct, which resulted in probation, suspension, removal, dismissal or expulsion from the institution?
 Yes
 No

If you answered “yes” to any of these questions, please attach a separate sheet and describe the circumstances in full detail.

In the event that you are convicted, plead guilty or no contest to any crime, or are faced with any criminal charges at any time after you submit this application, you must promptly notify the Alvernia University Admissions Office in writing of such conviction, plea and/or criminal charges. The failure to notify the University shall be grounds to deny admission or dismiss you after enrollment.

Master of Education and Graduate Certification Programs
Please select one of the following areas:
 Master of Education (M.Ed.) Degree Program in:
 Educational Leadership
 Special Education
 Urban Education
 Principal Certification
 Principal Certification with M.Ed.*

*Select M.Ed. program of interest as well.
Admission Criteria

Quality of Previous Undergraduate and Graduate Work
The minimum requirements necessary for admission to Alvernia’s Graduate Education Programs include official transcripts from all institutions attended indicating that the applicant has earned an appropriate baccalaureate degree from an accredited college or university. A grade point average of 3.0 on a 4.0 scale for all previous undergraduate and graduate work is required for full acceptance.

Letters of Recommendation
Applicants to the graduate program must submit to the School of Graduate and Adult Education three letters of recommendation from persons competent to judge the applicant’s probable success in graduate school, such as professors, employers, or religious or community leaders. Applicants to the Principal Certification program must submit evaluation forms (available from Alvernia’s Graduate School) filled out by their current superintendent and principal. Applicants to the dual Master’s and Principal Certification program must submit both the three letters of recommendation and the two evaluation forms.

Praxis Scores
Applicants must submit passing scores from the Praxis I Pre-Professional Skills Tests in reading, writing and mathematics. These scores are required by the Pennsylvania Department of Education for certification, and may also be used to determine each applicant’s potential for meeting the demands of graduate coursework. Students seeking certification in Secondary Education must also submit passing Praxis II scores for the content area in which they want to become certified. Praxis scores are not required for candidates who are already certified teachers now seeking a master’s degree and no additional certifications. In such cases, other nationally standardized tests such as the Graduate Record Exam or Miller’s Analogies may be substituted for the Praxis.

Applicant’s Statement of Academic and Career Objectives
The applicant must submit a one-page statement that summarizes the value of the program of graduate study for his/her personal and professional growth and development. Describing educational and professional experiences that will serve as the foundation for graduate study is encouraged, but not required.

Additional Evidence of Potential for Success as a Graduate Student
Academic or professional awards, special certifications, samples of scholarly or creative work, completion of specialized examinations and personal interviews will also be reviewed as evidence of potential.

Special Consideration of Applicant’s Potential
Alvernia will weigh the evidence submitted by each applicant to assess the candidate’s strengths and academic potential. Special consideration will be given to applicants who will enrich the diversity of the University community. Applicants to a Graduate Education Program will be admitted as described below:

Full Graduate Status: Students admitted to full graduate status must have submitted official documents demonstrating that they have earned a baccalaureate degree from an accredited college or university. These students must be fully qualified by the judgment of the Dean of the Graduate Programs. Students may opt for full-time or part-time enrollment.

Non-Degree Status: Students may enroll in a maximum of six credits to graduate courses approved by the department without being formally accepted into a certification or degree program. More than six credits will not count toward certification or a degree without admittance into the program. To enroll in a non-degree graduate course, students must have earned a baccalaureate or an advanced degree from an accredited college or university. Selected courses may be offered to fulfill Act 48 requirements but such courses may not necessarily count toward a certification or a degree program.

Retention, Completion and Degree Requirements
Students with full graduate status must respond to a written offer of admission that specifies the date of entrance into a Graduate Education Program. This admission letter will serve as a permit-to-register for courses. In most cases, students will be offered admission for a five-year period.

Progress toward completing the graduate degree will be evaluated by each student’s advisor on a regular basis. Students with full graduate status must achieve and thereafter maintain a cumulative grade point average of 3.0 or higher to be retained in the program. Students will not be allowed to participate in capstone activities unless they have achieved a cumulative grade point average of 3.0 or higher. Academic records of all graduate students will be reviewed at the end of each semester. Students will schedule two meetings with their advisor each year.

Additional Information
Students who have additional questions, or would like more information, should contact Graduate Admissions at 1.888.ALVERNIA ext. 7 (1.888.258.3764/1.215.635.4734) or philadelphia@alvernia.edu. For more information please visit our web site at www.alvernia.edu/education.

Admission Procedures (can be submitted on a rolling basis or all at once)
- Completed application form accompanied by a non-refundable $50 application fee mailed to Alvernia University, School of Graduate and Adult Education, 1355 West Cheltenham Avenue, Melrose Park, PA 19027. Please make check payable to Alvernia University.
- Official college/institution transcripts
- Three letters of recommendation (not required for Principal Certification unless applying for the M.Ed. program with Principal Certification)
- Personal Statement
- Academic or professional awards (not required, but encouraged)
- Students enrolling in the Principal Certification Program are required to submit two evaluation forms provided by Alvernia University (one by a school superintendent and one by a school principal).
Application Procedures—Master of Education and Graduate Certification Programs

Thank you for your interest in Alvernia University. We are pleased that you have decided to apply.

Alvernia University uses a rolling admission process, which means that we are constantly accepting and reviewing applications contingent on openings in specific academic programs. We prefer that you submit your application as early as possible. Applications should be completed in ink or typed, and a non-refundable $50 application fee should accompany the application.

Should you have questions about the application or our admission process, please contact the School of Graduate and Adult Education at the Philadelphia Center.

Personal Data
Name □ Miss □ Ms. □ Mrs. □ Mr.

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<th>First/Given</th>
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Maiden/Former
Nickname

Date of Birth _____ / _____ / ________ Social Security # ___________________________
Month/Day/Year

Are you a U.S. citizen or legally authorized to attend an institution of higher education in the United States? □ Yes □ No
if “no,” provide statement of explanation on separate sheet.

□ U.S. Citizen □ Permanent Resident □ Asylee/Refugee □ International

Country of Citizenship ________________________________ Additional documentation may be requested to supplement your application.

Visa type you currently hold or plan to apply for ________________________________

Address
Number/Box Street

City State Zip/Postal Code Country

Phone: Home (_____) ________ Cell (_____) __________ E-mail Address ____________________________

Employer ______________ Work Phone (_____) __________

Title/Position ______________

Optional Information

Gender □ Male □ Female

Marital Status □ Single □ Married □ Divorced □ Separated □ Widowed

Ethnic Origin Are you Hispanic/Latino? □ Yes □ No

Regardless of your answer to the previous question, please select one or more of the following ethnicities that best describe you:

□ American Indian/Alaska Native □ Asian □ White
□ Black/African American □ Native Hawaiian/ Pacific Islander

Religion □ Islam □ Jewish □ Protestant: □ Baptist □ Lutheran □ Presbyterian
□ UCC □ United Methodist
□ Other Protestant ________________________________
□ Roman Catholic
□ Other ________________________________

Educational History

College/University/Institution (List all attended) Location (City/State/Country) Dates Attended (Month/Year) Degree Earned Credits (Completed)

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Professional History

Employer Name and Address Dates Position

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