



# School of Professional and Continuing Studies Graduate Application

**Nonrefundable application fee of \$50.00 must accompany this form.**

(Checks made payable to School of Professional and Continuing Studies in U.S. funds only.)

**Program of Study** (Check one)

- Graduate Certificate in Human Resource Management<sup>1</sup>
- Master of Liberal Arts
- Master of Education in Curriculum & Instruction
- Other (Please Specify) \_\_\_\_\_
- Master in Human Resource Management
- Graduate Certificate in Educational Leadership and Policy Studies<sup>1</sup>
- Master of Education in Educational Leadership and Policy Studies

**Student Information** Unless noted, all fields are required. Please print.

\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|-\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|\_\_\_\_\_|

**UR ID/SSN**

SSN will be replaced by an ALTERNATE ID number, which will be used as your primary identification.

I would like to begin courses in:		
FALL 20____ ____	SPRING 20____ ____	SUMMER 20____ ____

**NAME** \_\_\_\_\_

LAST NAME
FIRST NAME
MIDDLE NAME OR INITIAL

**ADDRESS**

STREET \_\_\_\_\_ APT \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

**HOME PHONE** ( ) \_\_\_\_\_ **E-MAIL** \_\_\_\_\_

**PERMANENT RESIDENT OF:** Virginia City \_\_\_\_\_ Virginia County \_\_\_\_\_ Other State or Country \_\_\_\_\_

**BIRTH DATE:** \_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_|\_\_\_\_| **GENDER:**  MALE  FEMALE **US CITIZEN**  Yes  No

**IS ENGLISH YOUR NATIVE LANGUAGE?**  Yes  No

If no, or if your undergraduate instruction was not in English, have official TOEFL scores sent **directly** to the University of Richmond (School Code: 5569). If you have taken the TOEFL and requested that a score report be sent to the University of Richmond, please indicate the month and year that you took the TOEFL: \_\_\_\_\_

**ETHNICITY/RACE** (Optional)

1. Are you Hispanic/Latino?  Yes, Hispanic or Latino  No
2. Regardless of your answer to the prior question, please select one or more of the following ethnicities that best describes you:
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

**Employer Information**

**EMPLOYER** \_\_\_\_\_ **BUSINESS PHONE** \_\_\_\_\_

**ADDRESS**

STREET
SUITE/BLDG/FLOOR
CITY
STATE
ZIP CODE

**Work Experience**

List work experience from the most recent three years.

Date: From/To	Job Title	Company
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Professional Certifications and Designations**

List all professional certificates and designations you have earned (e.g. CLU, CMA, CPA, CEM, CBCP, PEM, PHR, SPHR, etc.).

\_\_\_\_\_  
\_\_\_\_\_

**M.Ed. Applicants:** Do you hold a VA teaching license?  Yes  No Endorsement Area(s): \_\_\_\_\_



# School of Professional and Continuing Studies Graduate Application

## Education Information

Names of ALL Colleges Attended	Did you graduate? Degree Earned	Your Name When You Attended
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

We **must** receive official transcripts from all colleges or universities where you have **attempted** college work. Students whose education includes work at non-U.S. colleges or universities should visit [spcs.richmond.edu/international](http://spcs.richmond.edu/international) to review requirements for international applicants. Please have official transcripts mailed directly to:  
 University of Richmond School of Professional and Continuing Studies • Attn: SPCS Admissions  
 28 Westhampton Way • University of Richmond, VA 23173

## Other Information

**Have you applied for financial aid?**  Yes  No

**Have you ever taken courses in or been accepted into any program at the University of Richmond?**  Yes  No

If yes, give dates: \_\_\_\_\_ DIVISION/SCHOOL \_\_\_\_\_

Name when you attended \_\_\_\_\_

**Have you been dismissed from a college or university within the last year?**  Yes  No

A student who is not eligible to return to another college or university may not be admitted to any SPCS program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such student must be filed in the Office of the Dean.

**Have you ever been convicted of a crime other than a minor traffic violation?**  Yes  No

If yes, please explain: \_\_\_\_\_

As of July 1, 2006, Virginia law requires all public and private two- and four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

Signature of Applicant (Required) \_\_\_\_\_ Date \_\_\_\_\_

This application, the application fee, and all required documents must be received and evaluated before an applicant can be admitted to a program. Although we do not have strict admissions deadlines, we should receive all documents by **July 1** for Fall semester admission, **November 15** for Spring semester admission or **April 15** for Summer admission to allow adequate processing time. Required documents include:

- Official university and college transcripts from all institutions where you have attempted college work.
- Official TOEFL score report (for non-U.S. citizens whose native language is not English).
- Transcript evaluation report (for applicants whose education includes work at non-U.S. colleges or universities). See [spcs.richmond.edu/degrees/admission](http://spcs.richmond.edu/degrees/admission).
- Three letters of recommendation (MLA and M.Ed. and Graduate Certificate in Educational Leadership) and a one-page statement of purpose (MLA applicants only).

**M.Ed. in Curriculum and Instruction Applicants.** All M.Ed. in Curriculum and Instruction applicants must have achieved more than the minimum passing score on national and state exams. These examinations include the Praxis I exam, the Praxis II Content Knowledge exam, the Virginia Communication and Literacy Assessment exam and the Virginia Reading Assessment exam (for elementary candidates). If tests listed were not required at the time of your initial licensure, those tests would not be required to apply. Please forward copies of your exam score reports with your application. UR should have these scores on file for all individuals who are alumni of the Teacher Licensure Program.

**M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies Applicants.** All M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies applicants must provide evidence of successful completion of Virginia's School Leaders Licensure Assessment (SLLA).

**Please return your completed application, all required documents and \$50 application fee to:**

University of Richmond School of Professional and Continuing Studies • Attn: SPCS Admissions  
 28 Westhampton Way • University of Richmond, Virginia 23173

1. Effective July 1, 2011, higher education institutions are required by the U.S. Department of Education to disclose data about certain educational programs that prepare students for gainful employment in a recognized occupation. For more information about our graduation rates, the median debt of students who completed these programs, and other important information, please visit our website at [spcs.richmond.edu/disclosure](http://spcs.richmond.edu/disclosure).

