



Checklist for Admission to Graduate Study

William Carey University

Hattiesburg/Biloxi, Mississippi

Please use this checklist as a reminder.

Documents required for ALL programs:

- Application:** Complete the attached form and mail it with a non-refundable \$30.00 application fee.
- Official Transcripts:** Request that official transcripts of credits be sent directly to the Office of Graduate Admissions. Transcripts must be *mailed directly* from all schools attended. Hand delivered transcripts are not acceptable.
- Recommendations:** Recommendations must be completed by at least two persons familiar with the applicant's abilities, *but not family members*. The forms must be sent to the Office of Graduate Admissions. They may be either mailed to the address at the bottom or faxed to 601-318-6765.

Application Deadlines for Admission*:

Fall 2011	Aug. 15	Summer 2012	May 21
Winter 2011-12.....	Oct. 31	Fall 2012.....	Aug. 13
Spring 2012	Feb. 13		

In addition to the above documents, the following are needed for each program below:

■ **Additional documents needed for the Master of Education and Master of Arts in Teaching degree programs.**

M.Ed.

Seeking a master's degree or an add-on:

- Teacher's certificate

M.A.T.

Seeking alternate route:

- Praxis (with passing grade)
- Praxis II (with passing grades)
- Temporary License if available

■ **Additional documents needed for the Master of Music in Music Education degree program**

- Teacher's Certificate (provide a copy)
- or Praxis I (with passing grade)
- Praxis II (Music and PLT with passing grade)

■ **Additional documents needed for the Master of Business Administration degree program**

- Official GMAT scores

■ **Additional documents needed for the Master of Science in Biology degree program**

- Official GRE scores

■ **Additional documents needed for the Master of Science in Counseling Psychology program**

- GRE or
- Miller's Analogy Test (MAT)

■ **Additional documents needed for the Master of Arts in English or History degree program**

- Official GRE scores
- Critical writing sample
- 3 letters of recommendation in narrative format

■ **Additional documents needed for the Master of Science in Nursing program**

- GRE
- Unencumbered Mississippi RN license
- Current resume
- Statement of professional goals

■ **Additional documents needed for the Post Master's Nursing Program**

- Unencumbered Mississippi RN license
- Current resume
- Statement of professional goals

■ **Additional documents needed for the Master of Biomedical Science Program***

- MCAT preferred; GRE accepted
- 3 letters of recommendation in narrative format (healthcare professionals, instructors, and academic advisors)
- One-page personal statement

* Application deadline is July 1, 2012 for admission

All documentation **must** be sent to:

Graduate Admissions Office
William Carey University, Box 155
498 Tuscan Avenue
Hattiesburg, MS 39401

**For additional information,
please see our website at
www.wmcarey.edu**

If any documentation is sent to other university addresses, it could delay the review of the application.



William Carey University

Application for Graduate Admission

Office of Graduate Admissions
 WCU Box 155 • 498 Tuscan Avenue • Hattiesburg, MS 39401
 (601) 318-6774

New Admission
 Re-admission
 Nondegree
 \$30 App. Fee
 Date: _____

Please print using black ink.

Mr.
Mrs.
Name Ms. _____ last _____ first _____ middle/maiden _____ **Social Security #** _____

Present Address _____ **Present Telephone** _____

_____ city _____ state _____ county/parish _____ zip code _____ **Business Telephone** _____

E-mail Address _____ **Cellular Telephone** _____

Date of Birth ____/____/____ **Age** _____ **Place of Birth** _____ city _____ state _____

Sex: M F
Marital Status: Single Married Divorced Separated Widowed
Veteran: Yes No

Ethnic Background: 1. White 2. Black 3. Hispanic 4. Asian 5. American Indian 6. International _____

Are you a U.S. citizen? Yes No
 If no, alien registration number _____

Religious Preference: 1. Southern Baptist 2. Other Baptist 3. Methodist 4. Presbyterian 5. Catholic
 6. Lutheran 7. Other _____

If you are a Southern Baptist, please give the following information:

_____ Name of church _____ City _____ State _____

On which campus will you attend? Hattiesburg Tradition (Biloxi)

First classes will be taken: Fall 20____ Winter 20____ Spring Trimester 20____ Summer Trimester 20____

Check the appropriate concentration that you are seeking:

Master of Education—M.Ed.	Master of Science—M.S.	Master of Business Administration—M.B.A. ()
Alternate Route (MAT) – Elementary ()	Biology (Hattiesburg only) ()	Master of Music in Music Education—M.M. () (Hattiesburg only)
Alternate Route (MAT) – Secondary ()	Licensure/Certification only () (also check area below)	
Field _____ ()	Counseling Psychology:	Master of Science in Nursing—M.S.N. () Post Master's Program in Nursing ()
Elementary Education ()	Gerontology ()	
Secondary Education ()	Christian Counseling ()	Master of Biomedical Science—M.B.S. () (Hattiesburg only)
Career and Technical Education (CTE) ()	Counseling (LPC) ()	
Hattiesburg Only:	Child/Adolescent Counseling ()	Master of Arts—M.A. in English () in History () (Hattiesburg only for both)
Biology ()	School Counseling ()	
English ()	School Psychometrics ()	
Mathematics ()	Tradition Only:	
Social Sciences ()	Organizational Counseling ()	
Gifted ()		
Mild/Moderate Disabilities ()		
Tradition Only:		
Art Education ()		

COLLEGES ATTENDED

Please list all colleges, including William Carey. **An official transcript from each college attended is required.** Failure to list complete and accurate information at the time the application is submitted could result in the **cancellation** of your enrollment.

Name and Location of Institutions Attended (most recent first)	Dates of Attendance		Degree Granted	Name While In Attendance
	(From)	(To)		

Have you ever been suspended from a college or university? No Yes

If yes, give college/university, date and explanation. _____

Have you taken the National Teachers Examination or Praxis? No Yes

Are you licensed to teach in Mississippi? No Yes **Endorsements** _____

Have you taken the TOEFL exam? No Yes, date of test _____ Score _____

Have you taken the GRE? No Yes, date of test _____ Verbal score _____ Quantitative Score _____

Have you taken the MAT? No Yes, date of test _____ Score _____

Have you taken the GMAT? No Yes, date of test _____ Score _____

Have you taken the MCAT? No Yes, date of test _____ Score: BS _____ PS _____ VR _____

What was your overall undergraduate grade point average? _____

Do you propose to transfer graduate credit? No Yes (Not applicable for the M.B.S. program)

If yes, check the current William Carey University graduate catalog and contact your advisor for approval for such work.

I understand that state licensure will be denied to persons who have been convicted of a felony. No Yes

List employment activities since graduating from high school:

Employer	Location	Type of Work	Date

One official transcript must be *mailed directly from each institution attended* before final action may be taken on this application.

I hereby affirm that to the best of my knowledge all information furnished on this form is correct and accurate.

Name of Applicant

Date

In compliance with federal law, including provisions of Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, and the bylaws of the university, William Carey University does not discriminate against any person on the basis of race, color, national or ethnic origin, sex, age, gender, or disability in admissions or in the administration of its education policies, scholarships, loan programs, athletic and other school-administered rights, privileges, programs, and activities generally accorded or made available to students at the school.



Confidential Report from Applicant's Reference

Graduate Admissions William Carey University

Hattiesburg/Biloxi, Mississippi

Mr.
Ms.
Mrs. _____ is applying for admission to graduate study at
(Student, please print your full name.)

William Carey University in the field of _____

Please fill out this form and return it to:

Graduate Office
William Carey University, Box 155
498 Tuscan Avenue
Hattiesburg, MS 39401 or fax to: (601) 318-6765 (no cover sheet required)

- How long have you known this applicant? _____ Years _____ Months
- In what capacity have you known the applicant? (Can not be a family member.) _____
- In your opinion, what is the applicant's success potential in graduate work?
 Definitely master's level Probably master's level
 Probably below master's level Do not feel qualified to judge
- Do you feel that this applicant's dedication, ability, and sincerity of purpose will enable him/her to complete graduate work at this institution? If not, please explain. _____

- Is this applicant the kind of person you would employ in either a school or other capacity? _____

<i>Please check the level you feel best describes the applicant</i>						
	Poor	Fair	Average	Good	Excellent	Cannot Judge
1. Academic ability						
2. Analytical thinker						
3. Research aptitude						
4. Originality and creativity						
5. Judgment and common sense						
6. Leadership ability						
7. Cooperativeness						
8. Moral attitudes and ideals						
9. Emotional stability						
10. Health						

Signature of respondent _____ Title or position _____

Typed or printed name _____ Phone number _____



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3. In your opinion, what is the applicant's success potential in graduate work?
 () Definitely master's level () Probably master's level
 () Probably below master's level () Do not feel qualified to judge
4. Do you feel that this applicant's dedication, ability, and sincerity of purpose will enable him/her to complete graduate work at this institution? If not, please explain. _____

5. Is this applicant the kind of person you would employ in either a school or other capacity? _____

<i>Please check the level you feel best describes the applicant</i>						
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Signature of respondent _____ Title or position _____

Typed or printed name _____ Phone number _____

