



THE SCHOOL
OF EDUCATION

Application for Admission

Graduate Division





Office of Graduate Admissions
Queens campus
8000 Utopia Parkway
Newman Hall, Room 106
Queens, NY 11439
graded@stjohns.edu

Staten Island campus
300 Howard Avenue
Kelleher Center
Staten Island, NY 10301
gradedstatenisland@stjohns.edu

Graduate Division
The School of Education

Dear Applicant:

We are delighted to learn of your interest in the Graduate Division of The School of Education at St. John's University. Enclosed please find the information that you requested.

The School of Education at St. John's University is designed to prepare you to meet the challenges of education. We offer carefully designed programs and opportunities to prepare you for teaching at all levels and in many content areas as well as programs in counseling, administration, supervision and leadership roles in schools and other educational organizations. We provide a nurturing environment so that you can pursue both personal enhancement and professional advancement in your career.

Enclosed you will find all the pertinent materials needed for your application. Please follow the enclosed instructions carefully. This will ensure that your application is given a complete and thorough evaluation. If you should require further assistance or information, please contact Kelly K. Ronayne, Assistant Dean at the Office of Graduate Admissions for The School of Education at (718) 990-2304 or at graded@stjohns.edu. Staten Island applicants should contact Steven S. Kuntz, Associate Dean, at (718) 390-4506 or at kuntzs@stjohns.edu.

We look forward to receiving your application and hope that the Graduate Division of The School of Education will play a significant role in helping you achieve your goals as a critical thinker and a career-minded individual.

Sincerely,

A handwritten signature in black ink that reads "Jerrold Ross".

Jerrold Ross
Dean



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Requirements for Graduate Applicants

- Fill out the application in its entirety. Be sure to sign the application form.
- Personal Statement** – Please submit on the enclosed form or on a separate sheet of paper a typewritten personal statement describing your purpose in pursuing a graduate degree. Mention any matters you deem relevant to your ability to pursue a successful graduate education.
- Enclose with the application a non-refundable application fee of \$40 made payable to St. John's University.
- Recommendations** – Letters of Recommendation are needed only for the following programs:
 1. Counseling
 2. Professional Diploma
 3. Doctoral Degrees
 Please submit two letters of recommendation with your application.
- Graduate Assistantships/Doctoral Fellowships** – Complete the enclosed form if you are considering full-time status and wish to be considered for an assistantship or fellowship.
- Mail the completed application forms, personal statement, letters of recommendation, assistantship/fellowship form (if necessary) and application fee payment in the envelope provided to the following address:
St. John's University
Graduate Division of The School of Education
Office of Graduate Admissions

Queens campus 8000 Utopia Parkway Newman Hall, Room 106 Queens, NY 11439	Staten Island campus 300 Howard Avenue Kelleher Center Staten Island, NY 10301
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- Arrange for official transcripts from all colleges/universities you have attended to be forwarded to the address above.
- Catholic Scholarship** – St. John's University awards two tuition-free scholarships for the master's degree to graduates of Catholic colleges or universities who have expressed a determination to enter the teaching profession and who have completed an undergraduate major or minor in education.
 Procedures – Submit:
 1. The application for the Catholic Scholarship filled out in its entirety
 2. Transcripts of all undergraduate work
 3. Your resumé
 4. Two letters of reference
 Please note: the letters should support your service to your college, community and activities.
 Deadline – April 1 of each year. Students will be notified by April 15.
- GRE Examinations** (required for a doctoral degree only) – Have official examination scores forwarded directly from the Educational Testing Service (ETS) to St. John's University (code 2799 for Queens campus; code 2845 for Staten Island campus). A photocopy may be submitted with your application for preliminary review.
- Completed applications for counseling programs are due:
 - April 1 for the summer and fall semesters
 - November 1 for the spring semester
- The deadline for doctoral programs is April 15.
- Retain copies of all admission correspondence for your records – applications and all credentials and other materials submitted in support thereof become the property of St. John's University and will not be returned. Include your social security number on any information submitted in connection with your application.



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Queens campus
8000 Utopia Parkway
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**Application Checklist
(International)**

Staten Island campus
300 Howard Avenue
Kelleher Center
Staten Island, NY 10301
gradedstatenisland@stjohns.edu

Any questions related to Immigration or Visa status – e-mail: mcgowank@stjohns.edu
Any questions related to program – e-mail: graded@stjohns.edu (for the Queens campus)
gradedstatenisland@stjohns.edu (for the Staten Island campus)

Additional Requirements for International Students

All international students must follow the requirements for graduate applicants outlined at the beginning of the application. In addition, international students must also note the following:

- Application Deadline** – All students living outside of the United States who require a student visa must provide completed applications (including all supporting materials) by June 1 for the fall semester and November 1 for the spring semester. However, applicants must first adhere to any specific deadlines for their intended program of study as noted in the graduate bulletin provided.
- TOEFL Examinations** – Applicants whose native language is not English and who have not attended a postsecondary institution in which English is the language of instruction must take the Test of English as a Foreign Language (TOEFL) and have official results sent directly to St. John's University (code 2799 for Queens campus; code 2845 for Staten Island campus). You may enclose a photocopy of these results with your application for a preliminary review. For applications and information regarding this test, contact TOEFL/TSE Services, Educational Testing Service, Box 6151, Princeton, NJ 08541-6151; telephone (609) 771-7100.
- English as a Second Language** – All international applicants must take a University-sponsored English placement examination prior to the start of their academic studies at St. John's. Students requiring additional English language support are considered for the University's full-time Intensive English Program (IEP) or part-time English as a Second Language (ESL) classes. Information regarding this test is given at the International Student Orientation Day prior to the start of each semester.
- Foreign Academic Records** – Undergraduate transcripts/marksheets for all years of study, including degree conferral (diploma), are required. All records must be original or copies of the original certified by an official of the school issuing that record. All documents in languages other than English must be accompanied by official certified English translations.
- Student Visa/Status** – Students who need a Form I-20 to obtain an F-1 student visa should refer to the University brochure, "How to Get Your Form I-20," which is available in the International Student Services Office. Carefully follow the instructions and submit the following documents with your admission materials:
 1. Application for a Form I-20
 2. Sponsor's Affidavit(s) of Support
 3. Proof of Income and Bank Statement

Students who need a Form IAP-66 to obtain a J-1 exchange visa should contact the International Student Services Office directly for the packet, "How to Get Your Form IAP-66" and submit the documentation noted above.

If you need help or have questions regarding your student visa, contact the International Student Services Office, phone: (718) 990-6083, fax: (718) 990-2070, e-mail: mcgowank@stjohns.edu.



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Applying for

- Fall Year _____
- Spring Queens campus Distance Learning
- Summer Staten Island campus
- Please check here if you have applied or are expecting any grants or scholarships through the Department of Education.
- If your background is not in Education, but you are seeking to enter teaching through our accelerated program, please check here.
- Please check here if you are interested in housing.

Personal Information
 (Please print or type.)

Name _____
 Last (Family) First (Given) Middle Initial

Social Security # - -

If previous educational records are in another name, please indicate below: (Please provide legal documentation of name change.)

Name _____
 Last (Family) First (Given) Middle Initial

Local Address _____
 Number and Street Apt. # Until _____

City _____ State _____ Zip _____

E-mail _____

Tel (_____) _____ Work (_____) _____
 Area Code Area Code

Fax (_____) _____ Cell (_____) _____
 Area Code Area Code

Permanent Address _____
 Number and Street Apt. #

City _____ State _____ Zip _____

Country _____

E-mail _____

Home Phone (_____) _____ Business Phone (_____) _____
 Area Code Area Code

- Citizenship: U.S. Citizen Non-Citizen
 U.S. Permanent Resident, Alien Registration # _____
 Visa Type/Non-Immigrant Status _____
 Year and Month Entered the U.S. _____
 Country of Citizenship _____

Are you planning to enter the U.S. on an F-1 visa in order to study at St. John's University? Yes No

If you are an accepted student who has entered the U.S. on a B-1, B-2 or F-2 visa, or on an undocumented status, St. John's University cannot allow you to register for class until your visa status is changed to F-1 (International students with permission to enter the U.S. for academic purposes only.)

Assistantships/Fellowships

If you wish to be considered for a Catholic Scholarship, Graduate Assistantship or Doctoral Fellowship, a form is provided in the application packet.

Educational Background

Have you ever applied to or enrolled at St. John's University before? Yes No

If "Yes," please fill in dates and degree program:

	Applied	Enrolled
Undergraduate	_____	_____
Graduate	_____	_____

Please list in chronological order ALL colleges and universities attended, including professional schools.

Name and Location of Institution	School Code	Months and Years of Attendance	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Assistantships/Fellowships

If you have received fellowships, scholarships or other academic honors, please indicate and give dates:

Fellowships, Scholarships or Honors

Dates

If you wish to be considered for a graduate award, check the appropriate box or boxes:

- Fellowship _____
- Assistantship _____
- Other (Specify) _____

"I, the undersigned, hereby apply for admission to St. John's University. If accepted, I agree to abide by the rules and regulations of the University, including those set forth in the University bulletins. All information contained herein is, to the best of my knowledge, true and complete. I understand that I am subject to rejection or expulsion should any statement be omitted or falsified."

Signature _____ Date _____

Consistent with the University's mission as a Catholic, Vincentian and Metropolitan institution of higher education, the University abides by all applicable federal, state and local laws which prohibit discrimination on the basis of race, color, national or ethnic origin, religion, age, sex (including sexual harassment), sexual orientation, marital status, handicap or disability in admitting students to its programs or in administering its educational policies, scholarships and loan programs, athletics and other institutionally administered programs or activities generally made available to students at the University. In accordance with these laws, the University also prohibits retaliation against anyone who has complained about discrimination or otherwise exercised rights guaranteed under these laws. In addition, the University continually strives to fulfill its educational goals by maintaining a fair, humane, responsible and nondiscriminatory environment for all students and employees. All University policies, practices and procedures are administered in a manner which preserves its rights and identity as a Catholic and Vincentian institution of higher education.

Please type or write your recommendation on this page or on a separate sheet.

Please give your candid evaluation of this applicant. Please include your observations bearing upon character, academic ability and potential for success in graduate studies, research and problem-solving.

Signature

Recommender's Signature

Date

Instructions for Returning Recommendation

Please place this recommendation in an envelope, seal and sign across the seal. Return it to the applicant as soon as possible. The applicant will submit the sealed envelope containing your recommendation as part of the admission application. Thank you for your assistance.



Office of Graduate Admissions
Queens campus
 8000 Utopia Parkway
 Newman Hall, Room 106
 Queens, NY 11439
 graded@stjohns.edu

Recommendation Form
 (Only for Professional Diplomas,
 Doctoral Programs and Counseling Programs)
Staten Island campus
 300 Howard Avenue
 Kelleher Center
 Staten Island, NY 10301
 gradedstatenidland@stjohns.edu

To the Applicant

(Please print or type)

Applicant's Name _____
Last (Family) First (Given) Middle Initial

Applicant's Social Security # - -

Applicant's Address _____
Number and Street Apt. #

City State Zip

E-mail _____

Home Phone (Area Code) _____ Business Phone (Area Code) _____

I hereby waive my right of access to this recommendation. _____
Signature Date

I do not waive my right of access to this recommendation. _____
Signature Date

To the Recommender

Recommender _____

Title _____

Recommender's Address _____
Number and Street Apt. #

City State Zip

E-mail _____

Home Phone (Area Code) _____ Business Phone (Area Code) _____

How long have you known the applicant? Less than 1 yr. 1-2 yrs. 2-3 yrs. 3-5 yrs. More than 5 yrs.

What is the nature of your relationship with the applicant? _____

Applicant Rating

Please rate the applicant on the following scales.

	Below average (Low 50%)	Satisfactory (Top 50%)	Good (Top 25%)	Excellent (Top 10%)	Exceptional (Top 2%)	Not Applicable
Integrity	_____	_____	_____	_____	_____	_____
Academic Ability	_____	_____	_____	_____	_____	_____
Judgment, Maturity	_____	_____	_____	_____	_____	_____
Initiative, Motivation	_____	_____	_____	_____	_____	_____
Thoroughness, Perseverance	_____	_____	_____	_____	_____	_____
Communications: Oral skills	_____	_____	_____	_____	_____	_____
Communications: Written skills	_____	_____	_____	_____	_____	_____

Overall Evaluation

What is your overall evaluation of this applicant? (Please check appropriate designation.)

Below average (Low 50%)
 Satisfactory (Top 50%)
 Good (Top 25%)
 Excellent (Top 10%)
 Exceptional (Top 2%)

Please type or write your recommendation on this page or on a separate sheet.

Please give your candid evaluation of this applicant. Please include your observations bearing upon character, academic ability and potential for success in graduate studies, research and problem-solving.

Signature

Recommender's Signature

Date

Instructions for Returning Recommendation

Please place this recommendation in an envelope, seal and sign across the seal. Return it to the applicant as soon as possible. The applicant will submit the sealed envelope containing your recommendation as part of the admission application. Thank you for your assistance.



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Type of Assistance [] Graduate Assistantship [] Doctoral Fellowship
Proposed Major _____ Department _____

Applying for [] Fall [] Spring [] Summer _____ Year

Personal Information
(Please print or type)

This portion of the form must be completed.

Name _____
Last (Family) First (Given) Middle Initial

Applicant's Social Security # [] [] [] - [] [] - [] [] [] []

Present Address _____
Number and Street Apt. #

City State Zip Country

E-mail (required) _____

Tel () _____ Area Code Work () _____ Area Code
Fax () _____ Area Code Cell () _____ Area Code

CITIZENSHIP: [] U.S. Citizen
[] Non-Citizen
[] U.S. Permanent Resident, Alien Registration # _____
[] Visa Type/Non-Immigrant Status _____
Year and Month Entered the U.S. _____
Country of Citizenship _____

Important note for international students: U.S. Law requires that you must hold F-1 or J-1 status in order to be eligible for Assistantship/Fellowship at St. John's University.

Name and location of College/University from which you graduated:
Name _____
Location _____ Date of Graduation _____

Table with 6 columns: Name, Dates of Attendance, Major, Major GPA, Cum GPA, Degree Received. Includes header row and two blank rows for data entry.

Background Information

Please arrange for official GRE exam results to be sent to the Office of Graduate Admissions from the Educational Testing Service (ETS).

Date of Exam(s) _____

Have you been awarded an assistantship/fellowship previously? _____
When? _____ Where? _____ Type _____

List any other financial or scholarship assistance received _____

Please Note: Graduate Assistants and Doctoral Fellows, by the terms of their contract with the University, are prohibited from any other employment.

Background Information

Extracurricular activities: _____

In what department do you propose to conduct your graduate work? _____

Please list any foreign language in which you are fluent. _____

Please include any other information that might be useful in assessing your application. _____

Please rank your level of competence with computers/technology.

- Excellent Very Good Good Fair Poor

List all programs with which you are familiar. _____

Please describe any previous research experience:

Experience	Location	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature

Applicant's Name (Please print or type) _____

Signature _____ Date _____

St. John's University abides by all applicable federal, state and local laws which prohibit discrimination on the basis of race, color, national or ethnic origin, religion, age, sex (including sexual harassment), sexual orientation, marital status, handicap or disability in admitting students to its programs or in administering its educational policies, scholarships and loan programs, athletics and other institutionally administered programs or activities generally made available to students at the University.

Please do not write below

Chair's Recommendation

Date _____ Chair's Signature _____



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Catholic Scholarship
 Deadline: April 1 for following fall semester
 Please see application checklist for criteria and eligibility.

Staten Island campus
 300 Howard Avenue
 Kelleher Center
 Staten Island, NY 10301
 gradedstateniland@stjohns.edu

Applying for Fall Year _____

Campus Preference Queens campus Staten Island campus Distance Learning

8000 Utopia Parkway 300 Howard Avenue
 Queens, NY 11439 Staten Island, NY 10301

Personal Information (Please print or type) Name _____
 Last (Family) First (Given) Middle Initial

Social Security # - -

If previous educational records are in another name, please indicate below: (Please provide legal documentation of name change.)

Name _____
 Last (Family) First (Given) Middle Initial

Local Address _____
 Number and Street Apt. #

City State Zip

E-mail _____

Tel () _____
 Area Code Work () _____
 Area Code Area Code

Fax () _____
 Area Code Cell () _____
 Area Code Area Code

Permanent Address _____
 Number and Street Apt. #

City State Zip

Country _____

E-mail _____

Home Phone () _____
 Area Code Business Phone () _____
 Area Code

Citizenship: U.S. Citizen
 Non-Citizen
 U.S. Permanent Resident, Alien Registration # _____
 Visa Type/Non-Immigrant Status _____
 Year and Month Entered the U.S. _____
 Country of Citizenship _____

Are you planning to enter the U.S. on an F-1 visa in order to study at St. John's University?

Yes No

If you are an accepted student who has entered the U.S. on a B-1, B-2 or F-2 visa, or on an undocumented status, St. John's University cannot allow you to register for class until your visa status is changed to F-1 (International students with permission to enter the U.S. for academic purposes only.)

Educational Background

Have you ever applied to or enrolled at St. John's University before?
If "Yes," please fill in dates and degree program:

Yes No

Applied

Enrolled

Undergraduate	_____	_____
Graduate	_____	_____

Please list in chronological order ALL colleges and universities attended, including professional schools.

Name and Location of Institution	School Code	Months and Years of Attendance	
		From	To
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Major	Degree Received or Expected	Date
_____	_____	_____
_____	_____	_____
_____	_____	_____

If you have received fellowships, scholarships or other academic honors please indicate and give dates: _____

Degree and Program for Which You Are Applying

Graduate Division—The School of Education

Queens campus

Master's Degree Programs (M.S.)

___ Adolescent Education

- Biology 7-12
- English 7-12
- Mathematics 7-12
- Social Studies 7-12
- Spanish 7-12

___ Childhood Education (1-6)

Content area _____

___ Early Childhood Education (B-2)

Content area _____

___ School Building Leadership

___ School Counselor

___ School Counselor with Bilingual Extension

___ Teaching Children w/Disabilities in Childhood Education

___ Teaching English to Speakers of Other Languages (T.E.S.O.L.)

___ Teaching Literacy B-6*

___ Teaching Literacy 5-12*

Staten Island campus

Master's Degree Programs (M.S.)

___ Childhood Education (1-6)

Content Area _____

___ School Building Leadership

___ School Counselor

___ Teaching Literacy B-6*

___ Teaching Literacy 5-12*

Distance Learning

Master's Degree Programs (M.S.)

___ School Building Leadership

- * To be considered for this program, you must possess one of the following:
- 1.) Bachelor's degree in education with appropriate certification or license
 - 2.) Two or more years full-time teaching experience



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Applying for

Form with checkboxes for Fall, Spring, Summer, Full Time, Part Time and a blank space for Year.

Proposed Major

Blank line for entering the proposed major.

Personal Information

(Please print or type)

Name form with fields for Last (Family), First (Given), and Middle Initial.

Applicant's Social Security # form with nine boxes for digits and hyphens.

Purpose / Direction

The Personal Statement provides you with an opportunity to discuss the talents, experiences and goals that qualify you for acceptance for graduate study at St. John's University. In preparing your statement, please realize that the Graduate Admissions Committee is seeking evidence of your qualifications and aptitude, as well as your ability to communicate clearly and professionally. You should incorporate the following in your statement:

- Your reason for pursuing graduate study at St. John's University
• Your personal background
• Your academic background
• Your work experience
• Your future plans
• Other information that may be of special interest and importance to the Graduate Admissions Committee

Instructions

The Personal Statement should be double-spaced and typewritten. You may use the reverse side of this form or attach a separate sheet. Please be sure to sign and date the bottom of your statement.

**Personal Statement
should be typewritten
and double-spaced
on this page or on a
separate sheet.**

Signature

Applicant's name (please print or type)

Signature

Date



ST. JOHN'S UNIVERSITY IS CATHOLIC, VINCENTIAN, AND METROPOLITAN.

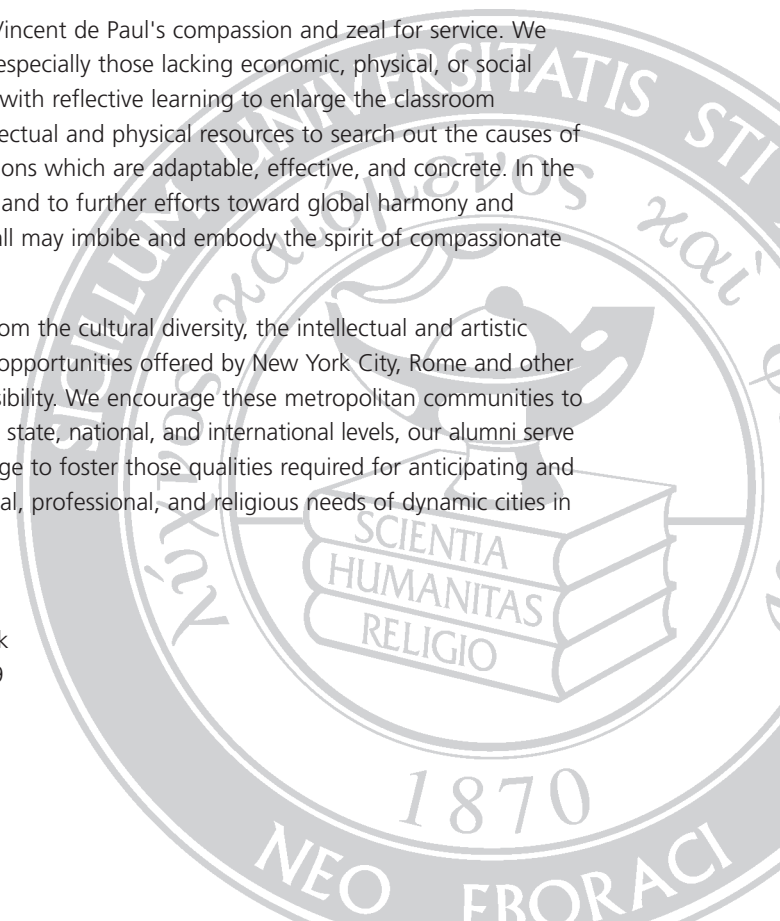
As a University, we commit ourselves to academic excellence and the pursuit of wisdom which flows from free inquiry, religious values and human experience. We strive to preserve and enhance an atmosphere in which scholarly research, imaginative methodology and an enthusiastic quest for truth serve as the basis of a vital teaching, learning process and the development of lifelong learning. Our core curriculum in the liberal arts and sciences aims to enrich lives as well as professions and serves to unify the undergraduate experience. Graduate and professional schools express our commitment to research, rigorous teaching standards, and innovative application of knowledge. We aim not only to be excellent professionals with an ability to analyze and articulate clearly what is, but also to develop the ethical and aesthetic values to imagine and help realize what might be.

St. John's is a Catholic university, founded in 1870 in response to an invitation of the first Bishop of Brooklyn, John Loughlin, to provide the youth of the city with an intellectual and moral education. We embrace the Judeo-Christian ideals of respect for the rights and dignity of every person, and each individual's responsibility for the world in which we live. We commit ourselves to create a climate patterned on the life and teaching of Jesus Christ as embodied in the traditions and practices of the Roman Catholic Church. Our community which comprises members of many faiths, strives for an openness which is "wholly directed to all that is true, all that deserves respect, all that is honest, pure, admirable, decent, virtuous, or worthy of praise" (Philippians 4:8). Thus, the University is a place where the church reflects upon itself and the world as it engages in dialogue with other religious traditions.

St. John's is a Vincentian university, inspired by St. Vincent de Paul's compassion and zeal for service. We strive to provide excellent education for all people, especially those lacking economic, physical, or social advantages. Community service programs combine with reflective learning to enlarge the classroom experience. Wherever possible, we devote our intellectual and physical resources to search out the causes of poverty and social injustice, and to encourage solutions which are adaptable, effective, and concrete. In the Vincentian tradition we seek to foster a world view and to further efforts toward global harmony and development, by creating an atmosphere in which all may imbibe and embody the spirit of compassionate concern for others so characteristic of Vincent.

St. John's is a metropolitan university. We benefit from the cultural diversity, the intellectual and artistic resources, and the unique professional educational opportunities offered by New York City, Rome and other international cities. With this richness comes responsibility. We encourage these metropolitan communities to use our resources to serve their needs. On the local, state, national, and international levels, our alumni serve as effective leaders and responsible citizens. We pledge to foster those qualities required for anticipating and responding to the educational, ethical, cultural, social, professional, and religious needs of dynamic cities in a dynamic world.

Mission Statement of St. John's University, New York
Approved by the Board of Trustees, March 15, 1999





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www.stjohns.edu