

Application for Admission to Graduate Study

Inside this publication you'll find:

Instructions for applying, including information about deadlines and admission tests, and information for international students pages 2 - 6

An application form pages A - C*

Teacher and Special Education Cover Sheet page D

Personal Disclosure Form page E

Forms for letters of recommendation pages F - H

Massachusetts residency status rules pages 7 - 8

*Pages A through H are detachable and can be found between pages 6 and 7.



Graduate Admissions Application Instructions

Completing and Returning the Application Form

We are pleased that you are interested in pursuing graduate study at the University of Massachusetts Boston. To apply, please use the application form that you will find on two detachable sheets in this booklet (pages A-C); alternatively, you may submit an on-line application, in which case you will omit pages A-C (only) from your application packet. Please also use the detachable forms for letters of recommendation that appear in this booklet (pages F-H). If you are applying to any Teacher Education or Special Education program, please also include the form on page D.

Please note that the application form is to be used only by applicants who wish to enter the University as matriculated graduate students. Do not use the form if you wish to enter an undergraduate program, to take courses as a non-degree-seeking student, or to seek readmission to the University; contact the Office of Graduate Admissions for further clarification.

Be sure to read all the following instructions with care before you fill out the form, including the *Additional Instructions for All Applicants* and any *Special Instructions* that may apply to you.

Complete the form fully and accurately. If a particular question does not apply to you, put "NA" in the appropriate space. Please type, or print in black ink, and make bold check marks.

As you complete the form: When answering question 1 under *Enrollment Plans*, please refer to the list of graduate programs and tracks (right).

Under *Biographical Information*, when responding to question 1, put your legal name in the spaces marked "Last," "First," and "Middle." After "Previous," put any last name you have formerly used (e.g., a maiden or married name). If you are an international student, be sure to use your foreign address when responding to question 10. Please note that question 12 (about ethnic origin) is entirely optional: you are not required to respond. Neither your response nor your failure to respond will be used as a factor in the admission process. The University will use the information obtained through this question only for the compilation of statistics for the U.S. Department of Education and similar agencies or for its own statistical demographic profile of the student body.

Be sure to complete the Residency Information section of the application. Before you do so, read the *Rules and Regulations Governing the Residency Status of Students for Tuition Purposes*, which you will find on pages 7 and 8.

Be sure to sign the Personal Disclosure Form on page E to certify that the information you have provided about your academic and personal history is complete and accurate.

Be sure to sign the form on page C to certify that all the information you have given is complete and accurate.

Enclose the application fee (unless you have submitted the application and paid the fee online). When you mail back the form, send with it a cashier's check or money order in the amount of \$40.00 (for qualified Massachusetts residents) or \$60.00 (for all others) made payable to the University of Massachusetts Boston. Please write your social security number on the check or money order. Do not send cash. Please note that this fee cannot be refunded. If you are a non-citizen permanent resident of the United States, you must also enclose a photocopy of your alien registration card.

Please use the following address for all application forms (be sure to send *both* detachable sheets), and all statements, transcripts, and correspondence regarding admission. Send all materials to:

Office of Graduate Admissions
University of Massachusetts Boston
100 Morrissey Blvd
Boston, MA 02125-3393

List of Graduate Programs and Tracks

Accounting (MS)
American Studies (MA)
Applied Behavior Analysis for Special Populations (Graduate Certificate)
Biology (MS)
Biology/ Environmental Biology (PhD)
Biology/ Molecular, Cellular, and Organismal Biology (PhD)
Biomedical Engineering and Technology (Multicampus PhD)
Biotechnology (Graduate Certificate)
Biotechnology and Biomedical Science (MS)
Business Administration (MBA)
Chemistry (MS)
Chemistry/ Green Chemistry (PhD)
Clinical Psychology (PhD)
Computer Science (PhD, MS)
Computer Science/Database Technology (Graduate Certificate)
Counseling/ Family Therapy (CAGS, MS)
Counseling/ Mental Health Counseling (CAGS, MS)
Counseling/ Rehabilitation Counseling (CAGS, MS)
Counseling/ School Guidance Counseling (CAGS, MEd)
Creative Writing (MFA)
Critical and Creative Thinking (MA, Graduate Certificate)
Dispute Resolution (MA, Graduate Certificate)
Education/ Higher Education Administration (EdD)
Education/ Leadership in Urban Schools (EdD)
Education: Teacher Education (Early Childhood, Elementary, Middle/Secondary) (MEd, Teacher Licensure) *Be sure to complete and include the Teacher and Special Education Application Cover Sheet (page D).*
Educational Administration (MEd)
English (MA)
Environmental Sciences (MS)
Environmental Sciences/ Environmental, Earth, and Ocean Sciences (PhD)
Family Therapy (see Counseling)
Finance
Forensic Services (Graduate Certificate)
Geographic Information Science (Graduate Certificate)
Gerontology (PhD, MS, Graduate Certificate)
Gerontology/ Management of Aging Services (MS)
Historical Archaeology (MA)
History (MA)
History/ History Teaching (MA)
Human Services (MS)
Information Technology (MS)
Instructional Design (MEd)
Instructional Technology Design (Graduate Certificate)
Instructional Technology for Educators (Graduate Certificate)
International Management
International Relations (see Public Affairs)
Latin and Classical Humanities (see Linguistics, Applied)
Linguistics, Applied (MA)
Linguistics, Applied/ Latin and Classical Humanities (MA)
Marine Sciences and Technology (Intercampus MS, PhD)
Mental Health Counseling (see Counseling)
Nursing/ BS-to-PhD (PhD)
Nursing/ Post-Master's (PhD)
Nursing/Nursing Practice (DNP)
Nursing/Adult-Gerontological Nurse Practitioner (MS, Post-Master's Graduate Certificate)
Nursing/Acute-Critical Care Clinical Nurse Specialist (MS)
Nursing/Family Nurse Practitioner (MS, Post-Master's Graduate Certificate)
Orientation and Mobility (see Special Education)
Physics, Applied (MS)
Public Affairs (MS)
Public Affairs/ International Relations (MS)
Public Policy (PhD)
Rehabilitation Counseling (see Counseling)
School Counseling (see Counseling)
School Psychology (MEd/CAGS)
Sociology, Applied (MA, BA/MA)
Spanish, Teaching of (Graduate Certificate)
Special Education (Teacher Certification, MEd)
Special Education/ Orientation and Mobility (MEd, Graduate Certificate)
Special Education/ Teaching of Students with Visual Impairments (MEd)
Women in Politics and Public Policy (Graduate Certificate)
Writing in Schools, Teaching of (Graduate Certificate)

When to Apply

Check your deadline—and apply early. Information about application deadlines appears below. Your completed application form, fee, and all required credentials must reach the University by the deadline established for the program to which you are applying. **All applicants should submit all supporting credentials at the same time as their application.** Applicants may submit their applications online (preferred) or in paper format (pages A-C). All supporting materials (transcripts, letters of reference [pages F-H], Teacher and Special Education Application Cover Sheet [page D, if applicable]) should be submitted in a single package (together with the application for those submitting the paper application). The sending of documents under separate cover will delay the processing of your application.

It is to your advantage to apply as far in advance of the deadline as possible. When the Office of Graduate Admissions has received all necessary credentials, your application will be forwarded to the appropriate graduate program committee for review. This committee's recommendation will then be submitted to the Dean of Graduate Studies for a final decision. You will be notified of this decision as soon as possible after it is made.

Application Deadlines for Most Programs

Except for the programs listed under "Special Deadlines," the following deadlines apply:

- March 1 is the priority deadline for fall semester applications. Completed applications—including all required credentials and documents—received by March 1 will be given priority consideration, and applicants will be notified of a decision by the end of April. Applications for the fall semester will continue to be considered through June 1. The deadline for spring semester applications is November 1.
- For international applicants: May 1 (for the fall semester) and October 1 (for the spring semester), except for the programs listed here with earlier deadlines. For details, see the "Special Instructions" on page 4.

Special Deadlines

For Programs Admitting Students in Fall Only

- Clinical Psychology: December 1
- Counseling: Family Therapy, Mental Health, Rehabilitation Counseling, and School Guidance: February 1
- Creative Writing: January 15
- Education (EdD)
- Higher Education Administration Track: February 1
 - Leadership in Urban Schools Track: March 15
 - Educational Administration: April 1
- Gerontology (PhD): February 1
- Nursing (PhD): February 15
- Public Affairs: March 1
- Public Policy: January 15
- School Psychology: January 2
- Women in Politics and Public Policy: June 1

For Programs Admitting Students in Fall and Spring

- Biology (PhD): January 21 (fall), October 15 (spring)
- Chemistry (PhD): January 21 (fall), October 15 (spring)
- Critical and Creative Thinking: April 1 (fall), November 1 (spring)*
- Dispute Resolution (MA, Certificate): June 1 (fall), December 1 (spring)*
- Education: Teacher Education: April 1 (fall), November 1 (spring)
- Environmental Sciences: January 21 (fall), October 15 (spring)
- Gerontology (MS): February 1 (fall), November 1 (spring)*
- Historical Archaeology: February 1 (fall), November 1 (spring)
- Instructional Design: June 1 (fall), December 1 (spring)*
- Linguistics, Applied: February 15 (fall), October 15 (spring)
- Marine Sciences and Technology (MS, PhD): Visit the program's website (www.umassmarine.net) for admissions information.
- Nursing (MS, DNP, Certificate): June 1 (fall); December 1 (spring)
- Special Education: April 1 (fall), November 1 (spring)

* Applications submitted after these deadlines will be considered on a space-available basis.

Please note: All application deadlines are subject to change, and individual programs in addition to those listed above may set their own deadlines and/or admit students only every other semester. The most current information about deadline dates and about individual program deadlines is available from the Office of Graduate Admissions (617.287.6401), or online at www.umb.edu/admission/graduate/deadlines.html.

Additional Requirements

Be sure to follow the *Additional Instructions for All Applicants* at the bottom of this page. These instructions deal with admission tests you may be required to take, and statements, transcripts, and letters of recommendation you must provide.

You must read the *Special Instructions* on the following pages, and respond appropriately, if:

- you are an international student;
- you wish to enter any of the following programs:

American Studies, Biology, Biotechnology and Biomedical Science, Business Administration, Clinical Psychology, Dispute Resolution (MA or Graduate Certificate), Education (EdD), Education (MEd, Teacher Licensure), Gerontology, Public Affairs, Public Policy, Special Education.

If you have questions about the application process, or about other aspects of graduate study at UMass Boston, please write or call the Office of Graduate Admissions.

Additional Instructions for All Applicants

Statement of Interests and Intent

Please write a two-part essay and submit it with your application. In part 1 (no more than 300 words), give your reasons for wishing to attend graduate school. In part 2 (at least 1,200 words), indicate your specific interests, and the kind of work you would like to do, in your intended field. Please note: Certain programs have additional or different requirements for this statement (see Special Instructions).

Use plain 8½" x 11" paper, and put your name and social security number on each page. Please type.

Admission Tests

Some of UMass Boston's graduate programs either require or recommend that applicants submit scores from such tests as the Graduate Record Examination (GRE), the Graduate Management Aptitude Test (GMAT), the Miller Analogies Test (MAT), and the Massachusetts Tests for Educator Licensure (MTEL). These programs are listed below. It is your responsibility to take the appropriate test and to have the official results sent to the Office of Graduate Admissions. Information about test registrations and about the locations of test centers is available from:

- GMAT—Graduate Management Admission Test: Pearson VUE, Attention: GMAT Program, 5601 Green Valley Drive, Suite 220, Bloomington, MN 55437, 800.717.GMAT (4628), 952.681.3680, TTY: 800.529.3590, www.mba.com or www.gmat.com
- GRE—Graduate Record Examination: Educational Testing Service, Box 6000, Princeton, NJ 08541-6000, 866.473.4373, 609.771.7670, TTY: 609.771.7714, www.gre.org/ or www.ets.org/gre
- MAT—Miller Analogies Test: Psychological Corporation, Controlled Testing Center, 555 Academic Court, San Antonio, TX 78204, 800.622.3231, www.milleranalogies.com
- MTEL—Massachusetts Tests for Educator Licensure, National Evaluation System, PO Box 660, Amherst, MA 01004-9013, 413.256.2892 or 866.565.4894, TTY: 800.439.2370, www.mtel.nesinc.com
- Massachusetts Department of Education: 781.338.6600, www.doe.mass.edu/mtel/
- TOEFL—Test of English as a Foreign Language: TOEFL Services, Educational Testing Service, PO Box 6151, Princeton, NJ 08541-6151, 877.863.3546, Outside of U.S.: 1.443.751.4862 or 609.771.7100, TTY: 609.771.7114, www.toefl.org or www.ets.org/toefl
- IELTS—International English Language Testing System: IELTS Administrator, Mt. Ida College, Miller Hall, 777 Dedham St., Newton, MA 02459, 617.244.4448, E-mail: ielts-boston@els.com, www.ielts.org or www.els.com/Centers/Boston/

Programs Requiring Submission of Test Scores

Accounting: GMAT
 Biology/Environmental Biology: GRE
 Biology/Molecular, Cellular, and Organismal Biology: GRE
 Biotechnology and Biomedical Science: GRE
 Business Administration: GMAT
 Chemistry (MS): GRE (required of applicants with degrees from foreign universities)
 Chemistry/Green Chemistry (PhD): GRE
 Clinical Psychology: GRE (general exam and psychology subject exam)
 Computer Science (MS, PhD): GRE
 Counseling: School Counseling,** Family Therapy, Mental Health, and Rehabilitation Programs: GRE or MAT*;
 Dispute Resolution (MA): GRE or MAT*
 Education (MEd) Teacher Education Licensing Tracks**
 Education (MEd) Teacher Education Non-Licensure Track: GRE
 Environmental Sciences (MS): GRE
 Environmental Sciences/Environmental, Earth, and Ocean Sciences (PhD): GRE
 Finance: GMAT
 Gerontology (PhD, MS): GRE (not required for Management of Aging Services track)
 Historical Archaeology: GRE
 Human Services: GRE or MAT*
 Information Technology: GMAT
 Instructional Design: MAT*
 International Management: GMAT
 Linguistics, Applied/Latin and Classical Humanities Track: GRE
 Nursing (PhD, MS, DNP): GRE

Public Affairs: GRE or MAT

Public Policy: GRE

School Psychology: GRE or MAT**

Sociology, Applied: GRE or MAT

Special Education Licensing Tracks: MTEL (out-of-state applicants: GRE or MAT**); Non-Licensing Track: GRE

*Test score not required if applicant holds an advanced degree from a US university. Please note that some programs require the advanced degree to be in a specific field. See program description for additional details.

**Applicants may submit MTEL test results during the application process (in addition to other test results noted). Applicants who do not submit MTEL test results at this time will be required, if admitted, to submit the scores prior to the end of their first semester.

Programs Recommending Submission of Test Scores

American Studies: GRE

Chemistry (MS): GRE

Creative Writing (MFA): GRE

Critical and Creative Thinking: GRE or MAT

Educational Administration: GRE or MAT

Education (EdD)

Education/Higher Education Administration: GRE or MAT

Education/Leadership in Urban Schools: GRE or MAT

English: GRE

History (History and Teaching History Tracks): GRE

Physics, Applied: GRE

Note: In accordance with provisions of the General Laws of Massachusetts, Graduate Studies policy permits residents or Massachusetts who have been diagnosed as developmentally disabled (including those with specific language disabilities, such as dyslexia, but not including those whose sole disability is blindness) to request a waiver of the requirement to submit GRE, GMAT, or MAT scores. To qualify for a waiver, an applicant must submit documentation validating his or her disability. A graduate program may require an *alternative mode of assessment* (e.g., a *writing sample*) in lieu of the standardized test score. For information, contact the Office of Graduate Admissions.

Transcripts

You must request an official transcript of your academic work from each college or university you have attended as either an undergraduate or a graduate student. The transcript(s) must demonstrate (a) a minimum cumulative grade point average in undergraduate work of 2.75 and (b) either a four-year bachelor's degree from an accredited US college or university, or a degree which is in all respects equivalent. Please note: Transcripts issued directly to students are acceptable if they are received in the sending institution's original sealed envelope.

Letters of Recommendation

Your application must be supported by three letters of recommendation from persons who have worked closely with you in an academic, professional, or community service setting. These letters should include specific information about your abilities and performance. The letters should not be written by your friends or family members. Normally, at least one letter should be from a faculty member at an institution where you have been enrolled who can attest to your potential for advanced academic work. It is strongly suggested that the three letters comment on differing aspects of your abilities and performance, and that they be current, directly addressing your present ability to do graduate work. Each person recommending you should use one of the forms in this booklet, place it in a sealed envelope, sign his/her name across the seal, and mail it directly to you to be submitted with your application packet.

Special Instructions for International Applicants

If you are an international student—that is, neither a citizen nor a permanent resident of the United States—you must meet the regular admission requirements of the University and must also meet the requirements listed below.

a. Your completed application form, your \$60 application fee, and all supporting materials must reach the Office of Graduate Admissions by May 1 (for fall semester admissions) or October 1 (for spring semester admissions). Please note: **Some programs specify earlier deadlines; see the information on page 3.** The application fee must be submitted by cashier's check or money order, payable in U.S. currency and made out to UMass Boston. Personal checks cannot be accepted.

Minimum score requirements are as follows:

TOEFL		IELTS	
Paper-based	Computer-based	Internet-based	Minimum Recommended Score
600	250	100	6.5 College of Management
550	213	79	5.5 Most Programs

- b.** Official transcripts of your academic record must be sent to the Office of Graduate Admissions together with English translations validated by an official public translator.
- c.** You must submit evidence that you have completed a university-level degree program which is the equivalent of a US bachelor's degree program. Acceptable evidence includes official copies of diplomas, certificates, and notification of final examination results.
- d.** International applicants are required to take either the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System exam (IELTS). Contact information for the TOEFL and IELTS is available on p. 4 under "Admission Tests."
- Applicants who have received at least 4 years of education (including their undergraduate program) in Australia, Canada (except Quebec), England, Ireland, Kenya, New Zealand, Scotland, Singa-

pore, United States, or Wales are exempt from submitting a TOEFL or IELTS score report. All others are required to submit official score reports.

For information about the test, write to: TOEFL Program, Box 899, Princeton, NJ 08540, USA.

- e.** You must complete a Declaration and Certification of Finances form. This form will be sent to you as soon as your application is received, or you may download it from our website (www.umb.edu). Accurate answers to all questions on the form must show that the funds available to you during your full period of study are at least equal to the estimated costs of attending UMass Boston and living in the Boston area during that period. You will be expected to pay the non-resident tuition rate throughout your enrollment at the University.

Special Instructions for Applicants to Individual Programs

If you wish to enter the American Studies Program, you must submit, in addition to your statement of interests and intent, a writing sample, demonstrating analytic ability in fields relevant to American Studies (historical, literary, or social analysis). When possible, this writing sample should demonstrate the use of primary sources. An applicant for whom this kind of sample is not readily accessible should speak with the program director about a substitute.

If you wish to enter the Biology Program or the Biotechnology and Biomedical Science Program, you must provide, in your statement of interests and intent, the name of the faculty member you wish to have as your thesis director.

If you wish to enter the Business Administration (MBA) Program, you must provide, in your statement of interests and intent, a description of your preparation for graduate study in business administration. You must also submit a copy of your résumé.

If you wish to enter the Clinical Psychology Program, you must submit additional material, as described below. Please note that the biographical sketch and statement of interests and goals described here are to be submitted in place of the statement of interests and intent referred to in the *Additional Instructions for All Applicants* section above. Please type or word-process all material on plain white 8½" x 11" paper, together with your application form. Be sure that your name and social security number appear on each page you submit.

Supplemental information about your academic record:

- Please visit the program's web site for an updated list of faculty interests, which may be described as representing three broad approaches to clinical problems: (a), developmental, (b) cultural, and (c) biopsychosocial. On a separate page, please
 - list up to three faculty members you would like to work with,
 - indicate which of the broad areas (a, b, or c) best describe(s) your own research interests, and
 - summarize these interests in no more than two sentences.
- Please compute a grade point average for the last 60 semester hours (i.e., the last half, or last two full-time equivalent years) of your undergraduate work. Include a list of course titles and grades for all courses you took during this period.
- Please list all the college-level psychology courses you have taken at any time, the institutions at which you took them, and the grades you received. Please also compute a separate grade point average for these psychology courses.
- Please list all special honors or awards you have received for academic achievement and explain why they were awarded.

Biographical sketch and statement of interests and goals:

Please provide an essay of about 1,000 words. It should include a brief autobiographical sketch, and should also address the following:

- What are your career objectives? How will a PhD in clinical psychology advance those objectives? In what ways does the UMass Boston Clinical Psychology Program address your particular academic, career, and personal goals? What do you foresee as your primary activity five years after receiving your PhD degree?

- What professional and academic experiences, and what experiences in the rest of your life have especially prepared you for the challenges of graduate school and for a career in clinical psychology?
- What personal strengths do you bring to your graduate level studies? What personal limitations or hurdles must you address in order to complete graduate school?
- What research relevant to the Clinical Psychology Program are you interested in pursuing at UMass Boston? What research experiences of yours have prepared you for research work in the Clinical Psychology Program? How would you describe your interests in relation to the specific faculty members you listed above?
- Are there any aspects of your application that you would like to expand on or explain?

A résumé or curriculum vitae.

Important additional information:

About test scores: The Clinical Psychology Program requires applicants to submit scores on the general aptitude (verbal, quantitative, and analytic) and advanced psychology sections of the Graduate Record Examination (GRE).

About deadlines: All applications for admission to the Clinical Psychology Program must be received by December 1. The program admits students only for the fall semester of each year.

If you wish to enter the Graduate Certificate Program in Dispute Resolution, please write essays answering the following two questions, in place of the statement of interests and intent:

- Have you found yourself in the role of negotiator or mediator in your present or recent employment? (100-200 words.)
- How will the Dispute Resolution Program fit into and help you with your employment? (250-500 words.)

Under *Activities and Work Experience* on the application form, please include your job title, the name of your employer, and a one-sentence description of your duties.

In place of letters of recommendation, please provide the names, working titles, and phone numbers of three people familiar with your recent work who could provide a reference on your behalf.

Please submit a copy of your résumé, if you have one.

If you wish to enter the MA Program in Dispute Resolution, in place of the statement of interest and intent, please write three essays, on separate sheets of paper, addressing the following topics:

- Outline the development of your interest in dispute resolution, leading to your decision to apply to the program. (500-1000 words.)
- Describe one or more specific experiences you have had with conflict. What was your role? What were your rewards and frustrations? (500-1000 words.)
- How will you apply the skills, knowledge, and perspective acquired through the program in your current and/or future employment? (500-1000 words.)

Please submit a copy of your résumé.

If you wish to enter the Higher Education Administration Track or the Leadership in Urban Schools Track of the EdD Program in Education, you must submit an admission portfolio consisting of the material described below. Please type or word-process all material on plain white 8 1/2" x 11" paper, together with your application form. Be sure that your name and social security number appear on each page you submit.

A *résumé* or *curriculum vitae* indicating, in part, that you have substantial experience in a higher education institution, an elementary or secondary school, or the equivalent.

Transcripts:

An official transcript of all previous academic work, graduate and undergraduate, demonstrating particularly that the applicant has earned a master's degree or equivalent from a college or university of recognizing standing.

A *statement of about 1,500 words* describing your background and career aspirations, with an emphasis on the kinds of changes in education you are interested in bringing about. *Your statement should specifically focus either on higher education, if you are applying to the Higher Education Administration track; or on elementary and secondary education, if you are applying to the Leadership in Urban Schools track.* A critical situation in which you were involved, as well as your role in the situation, should be described. This statement is to be submitted in place of the statement of interests and intent referred to in the *Additional Instructions for All Applicants* section above.

Letters of Recommendation:

Three letters, including one from an employer and at least one from a colleague, describing and giving evidenced of your potential as an initiator and implementer of educational reform.

Employer Agreement Form (for applicants to the Higher Education track only):

A completed Employer Agreement Form, showing year by year how you and your employer will arrange your work life to permit you to meet the program's requirements (including a full day on campus every Friday during semesters leading up to the qualifying exam).

Please Note:

All applications for admission to the Higher Education Administration Track must be received by February 1 of the year in which the applicant wishes to enroll.

All applications for admission to the Leadership in Urban Schools Track must be received by March 15 of the year in which the applicant wishes to enroll.

If you wish to enter the Teacher Education Program, you should submit in place of the statement of interests and intent a written statement of about 1,500 words demonstrating writing proficiency and including the following information: a) your specific goals; b) if you are seeking licensure, your reasons for wanting to become a teacher at the specific level or in the specific field for which licensure is being sought; c) relevant aspects of your background; d) your philosophy of education, and thoughts about contemporary schools and current movements in education.

Applicants who do not submit MTEL results during the application process will be required, if admitted, to submit the scores prior to the end of their first semester.

You should also complete and submit the Teacher and Special Education Application Cover Sheet (page D).

If you wish to enter the PhD Program in Gerontology, please write, in place of the statement of interests and intent, an essay of no more than 1,500 words, addressing the following:

1. What is the basis for your interest in a PhD in gerontology?
2. How have your previous academic, occupational, or volunteer experiences prepared you for doctoral studies in gerontology?
3. What are your current major research and policy interests in gerontology?
4. In what ways do you expect that a PhD in gerontology will be useful to you?

Please also submit a copy of your *résumé*.

If you wish to enter the Public Affairs Program, you must submit a copy of your *résumé* along with your statement of interest and intent.

If you wish to enter the Public Policy Program, you should submit the essays described below, as well as a completed application form and the credentials and letters of recommendation described in the general application instructions. Please note: These essays are to be submitted in place of the statement of interests and intent referred to in the *Additional Instructions for All Applicants* section above.

Please type or word-process all responses to the requests below and submit them on plain white 8 1/2" x 11" paper, together with your application form. Be sure your name and social security number appear on each page you submit.

Biographical Sketch:

Please provide a biographical sketch of yourself. This statement should be no longer than 1,200 words.

Statement of Interests and Goals:

Please provide a statement about your interests in public policy. This statement should be no longer than 1,200 words. It must include, in essay form, responses to the following questions.

1. What are your career objectives? How will a PhD in public policy advance those objectives? In what ways does the UMass Boston Public Policy Program address your particular academic, career, and personal goals? What do you see as your primary activity five years after receiving your PhD degree?
2. What professional, personal, and academic experiences have especially equipped you for the challenges of graduate school? What personal strengths will you bring to your graduate-level studies? What personal limitations or hurdles do you anticipate you must address in order to complete graduate school?
3. What research and public policy issues are you interested in pursuing at UMass Boston? What research and public policy experiences have prepared you for research in the Public Policy Program and a career in public policy?

Please feel free to include any other information about yourself that might be helpful to the admissions committee.

If you wish to enter the Special Education Program, you must submit, in addition to your statement of interests and intent, a writing sample, indicating your ability to write in a clear, professional manner. This sample may be in the form of a previously written term paper or a narrative report on a student evaluation based on the use of formal/informal tests.

You should also complete and submit the Teacher and Special Education Application Cover Sheet (page D).

Academic Background

1. Please list in chronological order every institution of higher education you have attended, indicating dates of attendance. Indicate any degrees or certificates earned or expected, and give dates earned or expected. Be sure to include any institution you have attended as a non-degree-seeking student. If you have ever attended UMass Boston and/or Boston State College, be sure to indicate this. Use an additional sheet if necessary (print your name and Social Security number on this sheet).

Institution _____
 City, State _____ Attended From (Mo./Yr.) _____ To (Mo./Yr.) _____
 Degree or Certificate _____ Earned (Mo./Yr.) _____ Expected (Mo./Yr.) _____

Institution _____
 City, State _____ Attended From (Mo./Yr.) _____ To (Mo./Yr.) _____
 Degree or Certificate _____ Earned (Mo./Yr.) _____ Expected (Mo./Yr.) _____

Institution _____
 City, State _____ Attended From (Mo./Yr.) _____ To (Mo./Yr.) _____
 Degree or Certificate _____ Earned (Mo./Yr.) _____ Expected (Mo./Yr.) _____

2. If you have previously sought admission to a UMass Boston graduate program, indicate the program and the semester for which you applied (e.g., fall, 1997). _____

3. Please list any undergraduate- and graduate-level courses in which you are now enrolled. If none, so state.

Name of Institution	Course Title	Course Number	Date Course Ends	Credit Value (specify unit)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

4. If you have taken or plan to take any of the following tests, indicate the month and year below.

GRE (General) _____ GRE (Subject) _____ Miller Analogies Test _____
 GMAT _____ TOEFL _____ MTEL _____
 IELTS _____ Other (Specify) _____

5. Please give the names of at least three people whom you have asked to forward letters of recommendation in support of your application.

Activities and Work Experience

1. Please indicate chronologically all activities (other than attending college) that have occupied you within the last five years. Include employment, military service, etc. If you have been a teacher, indicate subjects, grades, years taught. Use an additional sheet if necessary (print your name and Social Security number on this sheet).

Activity	Location	From (Mo./Yr.)	To (Mo./Yr.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Teacher and Special Education Application Cover Sheet

To the applicant: Please fill out this form if you are applying to any program in Teacher Education or Special Education, and include it in your application packet.

1. Applicant's Name

Last (Family)	
First (Given)	
Middle	
Previous	

2. Applicant's Social Security Number _____

3. Proposed Program of Study:

Teacher Education

- MEd Track without Licensure
- MEd Track with Initial Licensure: Early Childhood Education
- MEd Track with Initial Licensure: Elementary Education
- MEd Track with Initial Licensure: Middle/Secondary Education
- Graduate Certificate with Initial Licensure: Middle/Secondary Education
- MEd Track with Professional Licensure: Elementary Education
- Post-Master's Certificate with Professional Licensure: Elementary Education
- MEd Track with Professional Licensure: Middle/Secondary Education

Projected license or discipline in which licensure is sought (list at least one):

1. _____

2. _____

- Post-Master's Certificate with Professional Licensure: Middle/Secondary Education

Projected license or discipline in which licensure is sought (list at least one):

1. _____

2. _____

Special Education

- MEd Track without Licensure
- MEd Track with Initial Licensure
- MEd Track with Professional Licensure
- Post-Master's Certificate with Professional Licensure
- MEd Track in Teaching of Students with Visual Impairments
- MEd Track in Orientation and Mobility
- Graduate Certificate: Orientation and Mobility

**Office of Graduate Admissions
Personal Disclosure Form**

Please complete and return this form to the address at the bottom of the page. Please type or print in black ink.

Name Last _____

First _____

Middle _____

Social Security Number _____

Admissions Student ID _____

Program of Study _____ Semester/Year _____

Personal Disclosure Questions:	
1. Have you ever been found responsible for a disciplinary violation at an educational institution that you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you ever been convicted of a felony or other crime?	<input type="checkbox"/> Yes <input type="checkbox"/> No

If you answered "Yes" to either or both questions, please submit a separate sheet that gives the approximate date of each incident and explains the circumstances. Mail directly to the Director of Graduate Admissions and mark the envelope "Confidential."

We will carefully review the circumstances surrounding your situation. A "Yes" answer does **NOT** necessarily disqualify you from consideration for admission to the University of Massachusetts Boston.

I certify that the information I have provided above about my academic and personal history is accurate and complete. Failure to disclose any required information could result in the denial of admission or retroactive administrative withdrawal from the University without refund or course credits.

Signature: _____ Date: _____

Please complete and return this form to:

Office of Graduate Admissions
 University of Massachusetts Boston
 100 Morrissey Blvd.
 Boston, MA 02125-3393

Letter of Recommendation for Graduate Admission

To the applicant: Please provide the information requested in this section of this form (please type or print in black ink), sign the form, and give it to a person well acquainted with your academic abilities who has agreed to recommend you for admission to the graduate program of your choice.

Applicant's name	Last (Family)	
	First (Given)	
	Middle	

Applicant's Social Security number _____

Applicant's address _____

Proposed program of study _____

Person providing recommendation (Please print name.) _____

- I waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at the University of Massachusetts Boston.
- I do not wish to waive this right. Rather, I wish to retain the right to view this letter in my file at the University of Massachusetts Boston.

Signature of applicant _____ Date _____

To the recommender: Please comment in detail regarding the applicant's potential for graduate study and your basis for judgment. We are particularly interested in your assessment of this applicant's a) capacity and motivation for carrying on advanced study and research, b) creative talent, c) ability to speak and write English clearly, and d) promise for a successful career. We are also interested in the applicant's potential for work as a teaching or research assistant. Use the opposite side of this page if necessary, or a separate sheet headed with the applicant's name and Social Security number. Because the University of Massachusetts Boston is in compliance with Section 504 of the Rehabilitation Act of 1973, we ask you to avoid referring directly or indirectly to any disability the applicant may have.

Please mail the completed form to the applicant or to the address below:

Office of Graduate Admissions
 University of Massachusetts Boston
 100 Morrissey Blvd.
 Boston, MA 02125-3393
 Phone: 617 287-6400
 Fax: 617 287-6236

Recommender's signature _____ Date _____

Please print name _____

Title/Position _____

Institution/Organization and address _____

Rules and Regulations Governing the Residency Status of Students for Tuition Purposes

I. Definitions

- 1. Academic Period**—a term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority.
- 2. Continuous Attendance**—enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.
- 3. Emancipated Person**—a person who has attained the age of 18 years and is financially independent of his or her parents, or if under 18 years of age, (a) whose parents have entirely surrendered the right to the care, custody and earnings of such person and who no longer are under any legal obligation to support or maintain such person; or (b) a person who is legally married; or (c) a person who has no parent. If none of the aforesaid definitions applies, said person shall be deemed an “unemancipated person.”
- 4. Parent**
 - a. the person’s father and mother, jointly;
 - b. if the person’s father is deceased, the person’s mother; if the person’s mother is deceased, the person’s father;
 - c. if a legal guardian has been appointed by a court having jurisdiction, the legal guardian;
 - d. if either the father or mother is living and no legal guardian has been appointed, the person who then stands *in loco parentis* to the person;
 - e. if the father and mother are divorced, separated, or unmarried, the parent who has been awarded legal custody of the person; or, if legal custody has not been awarded, the parent with whom the person lives. With respect to any adopted student, the word “adoptive” should be inserted before the words “father” and “mother” wherever used.
- 5. Reside, residency or resident**— shall refer to domicile, i.e., a person’s true, fixed, and permanent home or place of habitation, where he or she intends to remain permanently.

II. Classification

- 1.** For the purpose of assessing tuition and fees, each student shall be classified as a “Massachusetts resident” or a “Non-Massachusetts resident.” A person shall be classified as a Massachusetts resident if he or she (or the parent of an unemancipated student) shall have resided in the Commonwealth of Massachusetts for purposes other than attending an educational institution for twelve months immediately preceding the student’s entry or re-entry as a student.
- Physical presence for this entire twelve-month period need not be required as long as the conduct of the individual, taken in total, manifests an intention to make Massachusetts his or her permanent dwelling place.

III. Determination of Residency

- 1. Proof of Residency**
 - a. Each case will be decided on the basis of all facts submitted with qualitative rather than quantitative emphasis. A number of factors are required to determine the intention of the person to maintain permanent residency in Massachusetts. No single index is decisive. The burden of proof rests on the student seeking classification as a Massachusetts resident.
 - b. The following shall be primary indicia of residency:
 1. For unemancipated persons, the residency of parents, having custody, within Massachusetts;
 2. Certified copies of federal and state income tax returns;
 3. Permanent employment in a position not normally filled by a student;
 4. Reliance on Massachusetts sources for financial support;
 5. Former residency in Massachusetts and maintenance of significant connections there while absent.
 - c. The following shall be secondary indicia of residency, to be considered of less weight than the indicia listed above in subsection b:
 1. Continuous physical presence in Massachusetts during periods when not an enrolled student;
 2. Military home of record;
 3. All other material of whatever kind or source which may have a bearing on determining residency.
- 2. Proof of Emancipation**

A student asserting that he or she is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

 - a. Birth certificate or any other legal document that shows place and date of birth;
 - b. Legal guardianship papers—court appointment and termination must be submitted;
 - c. Statement of the person, his or her parent(s), guardian(s), or others certifying no financial support;
 - d. Certified copies of federal and state income tax returns filed by the person and his or her parent(s);
 - e. Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claim of emancipation.

IV. Appeals

Any student or applicant who is unwilling to accept the initial ruling relative to his or her residency classification may file a "Residency Reclassification Form."

Any student or applicant who is unwilling to accept the ruling relative to his or her residency reclassification may submit an appeal to the University's Residency Appeal Committee. The decision by this committee is final and may not be appealed further.

In any case where the Admissions Office is unable to make an initial determination based on the evidence submitted, the applicant may be required to submit a "Residency Reclassification Form" to the Admissions Office for its review before being finally classified as a resident or a non-resident.

V. Penalties

Misrepresentation in or omission from any evidence submitted with respect to any fact, which if correctly or completely stated would be grounds to deny classification as a Massachusetts resident, shall be cause for exclusion or expulsion from or other disciplinary action by the University.