



2010

Application for
Bertolon School of Business
Graduate Programs

GRADUATE

APPLICATION PROCEDURES AND DEADLINES

We recommend that you apply no later than May 1 for fall enrollment, November 1 for spring enrollment and February 15 for summer enrollment. **Please be advised that if you are an international student or applying for a graduate assistantship then you must apply no later than February 15 for fall enrollment.** You must submit a completed application for admission and the \$50 application fee. Please be advised that applications will not be reviewed until all required materials are received. Since each program has unique application and admission time lines and requirements, please check the Web site at salemstate.edu/graduate for program-specific information.

ALL APPLICANTS MUST SUBMIT THE FOLLOWING

- A \$50 non-refundable application fee (check or money order) payable to Salem State College.
- Official transcripts from all undergraduate/graduate institutions attended. The transcripts must contain the college seal and be in a sealed college envelope.
- Official transcripts of any graduate courses taken or degrees held.
- Three **Reference for Graduate Admission** forms. Recommender may attach a letter, but must also return the provided form. Appropriate references may include:
 - Educational references from an instructor, administrator, etc.
 - Professional references from a current supervisor, coworker, etc.
- Official copy of scores from the Graduate Management Admissions Test (GMAT), taken within the last five years. Those who already hold a master's degree in a related field are exempt from this requirement. Applicants to the graduate certificate programs are also exempt.
- Official results of the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) for all students for whom English is not a first language.
- A 500- to 1,000-word, double-spaced statement of purpose addressing the following questions:
 - What factors in your personal and professional history have influenced you in the past and now lead you to seek admission to this program at Salem State College?
 - What are your long-term professional goals, and how will this program help you to meet them?
 - Is there any other information that you think would help the admissions committee evaluate your application?
- Resumé reflecting business/management/work experience.

INTERNATIONAL APPLICANTS

In addition to the information above, international students will need to provide the following information:

- A complete, official transcript documenting the award of a bachelor's degree (a photocopy is not acceptable). All transcripts from foreign universities must have an approved agency's evaluation of courses, grades, academic degrees, and grade point averages. Three approved agencies include the Center for Educational Documentation (cedevaluations.com), World Education Services, Inc. (wes.org), and North American Educational Group (naeg.org).
- Official Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score report for all students for whom English is not a first language.
- Financial documents, if you need an I-20 or DS2019.
- A copy of your passport

Date: _____

Mail To:
Admissions Application Center
Salem State College
352 Lafayette Street
Salem, MA 01970

Graduate application fee: \$50
(check or money order)
payable to: Salem State College
(all fees must be in U.S. dollars)

PERSONAL DATA

1. Name _____

Last Name
Legal First Name
Middle Name
Suffix
 - 1a. Other last name under which records may appear _____
2. Date of Birth (month / day / year) _____ / _____ / _____
(REQUIRED)
3. Social Security Number _____ / _____ / _____
(REQUIRED)
4. Gender Male Female
5. Permanent mailing address _____

Number and Street
Country

City or Town
State
ZIP
6. Local mailing address _____

Number and Street

City or Town
State
ZIP
7. Preferred telephone number _____
8. Cell number _____
9. Email address _____
(case sensitive)
10. Are you a United States veteran or on active duty? Yes No
11. Residency: Massachusetts resident Non-Massachusetts resident
12. Citizenship: I am a United States citizen
 I am a permanent resident (Please include a copy of your permanent registration card)
 I am not a U.S. citizen or permanent resident. Country of citizenship _____
Country of birth _____ Country of permanent residence _____
- 12a. If you are not a U.S. citizen or permanent resident, are you currently in the United States? Yes No
- 12b. If you are in the United States, what is your current visa type?
 F-1 F-2 J-1 J-2 B-1 B-2 Other: _____

Salem State College seeks students of all racial and ethnic groups. Your response to the following questions will assist us in our compliance with federal reporting mandates and will NOT be used in the evaluation of your application.

13. Ethnic Background (optional): Do you consider yourself Hispanic or Latino? Yes No
14. What is your racial background? (Check one or more)
 - American Indian/Alaskan Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - Black or African American
 - White
 - Cape Verdean
 - Other _____

INTENDED AREA OF STUDY

15. Select **ONE** academic program
 (use the four-letter codes listed)

PROGRAM	CODE
Graduate Business Programs	
Master of Business Administration (MBA)	MBAM
Graduate Certificate in Business	GCBM
Graduate Certificate in Financial Planning	GCFP

16. For which semester are you applying? Fall (deadline May 1) Year 20 _____
 Fall (Late application deadline August 1)
 Spring (deadline November 1)

17. Are you an international student? Yes No If yes: Fall deadline February 15

18. Are you applying for a graduate assistantship? Yes No If yes: Fall deadline February 15

19. Have you previously applied for admission to Salem State College? Yes No
 If yes: Graduate Undergraduate Semester/Year _____

20. Have you previously taken classes or earned a degree from Salem State College? Yes No
 If yes, degree (if applicable) _____ Student ID # (if known) _____

21. Number of graduate credits already earned at Salem State College, if any: _____

COLLEGE AND EMPLOYMENT HISTORY

22. Please list all colleges/universities attended since high school, whether you took a single course or earned a degree.

College/University (Use Full Name)	City/State (Required)	Dates Attended	Degree/Diploma	Year Received
Current/ most recent				
Next most recent				
Next most recent				
Next most recent				

* Official transcripts from all undergraduate/graduate institutions attended must be submitted with application.

23. Employment

Current Employer _____ Position _____

Address _____
Number and Street

City or Town _____ State _____ ZIP _____ Country _____

Work Phone: _____ May we contact you at work: Yes No

TESTING INFORMATION

24. I took or plan to take the following admission exams. Please note that official tests scores must be received in order for your file to be complete.

Graduate Management Admissions Test (GMAT)

Date _____ / _____
Month Year

Exempt, already hold a master's or other post-baccalaureate degree in a related field

25. Required for applicants for whom English is not a first language

Test of English as a Foreign Language (TOEFL)

Date _____ / _____
Month Year

OR

International English Language Testing System (IELTS)

Date _____ / _____
Month Year

Please be advised that test results may take 2-4 weeks to be received by the college.

REFERENCES

Please list three persons to whom you will send the **Reference for Graduate Admission** forms. (Due by the application deadlines.)

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

Name _____ Title _____

Address _____

ADDITIONAL INFORMATION

How did you learn about the Bertolon School of Business graduate programs at Salem State College? Check all that apply.

- Alumna/us Current student Colleague
- Information session/Open house College graduate fair
- Newspaper Radio
- Salem State Web site Other Web site _____
- Other _____

Why have you selected the Bertolon School of Business?

Please list other schools to which you are applying/considering _____

PERSONAL VERIFICATION STATEMENT

I certify that the information provided in this application is accurate and complete and there is no misrepresentation of material, including supporting documents and credentials. I further understand that by submitting this application, I agree to abide by the academic and professional standards of my program and Salem State College. Should there be any change in the substance of the information given here, I will immediately notify the Office of Graduate Admissions.

Signature of Applicant _____ Date _____

PROGRAM
Master of Arts (MA)
English
History
Master of Arts in Teaching (MAT)
<i>Art Initial</i>
<i>Art Professional</i>
Biology
Chemistry
English
English as a Second Language
English as a Second Language <i>Non Licensure</i>
History
Mathematics
Middle School General Science
Middle School Math
Middle School Math <i>Initial</i>
Spanish <i>Elementary Initial</i>
Spanish <i>Secondary Initial</i>
Spanish <i>Elementary Professional</i>
Spanish <i>Secondary Professional</i>
MA/MAT Dual Degree
English
Master of Education (MEd)
Bilingual Education
Early Childhood Education <i>Initial</i>
Early Childhood Education <i>Professional</i>
Educational Leadership
Elementary Education <i>Initial</i>
Elementary Education <i>Professional</i>
Higher Education in Student Affairs
Library Media Studies
Middle School Education Humanities
Middle School Education Math/Science
Middle School Education <i>Professional</i>
Physical Education
Reading
School Business Officer
School Counseling
Secondary Education <i>Initial</i>
Secondary Education <i>Professional</i>
Special Education <i>Initial</i>
Special Education <i>Professional</i>
Technology in Education

PROGRAM
Master of Science (MS)
Counseling & Psychological Services
Geo-Information Science
Industrial/Organizational Psychology
Mathematics
Criminal Justice
Graduate Occupational Therapy Program
Bachelor of Science/Master of Science (BS/MS) in Occupational Therapy
Graduate Certificates
CAGS in Education
School Adjustment Counseling
Advanced Professional Studies in Counseling
Geo-Information Science
Teaching English as a Second Language
IT Fluencies
Graduate Certificates – Licensure Only Programs
Early Childhood Education
Elementary Education <i>Initial</i>
Elementary Education <i>Professional</i>
Fast Track Mathematics
Fast Track Science
Middle School Education Humanities
Middle School Education Math/Science
Reading
School Counseling
Secondary Education
Special Education <i>Initial</i>
Special Education <i>Professional</i>
Graduate Business Programs
Master of Business Administration (MBA)
Graduate Certificate in Business
Graduate Certificate in Financial Planning
Graduate Nursing Programs
Master of Science in Nursing (MSN)
RN/MSN
MSN/MBA
Direct Entry/MSN
Graduate Certificate in Nursing Education
Graduate Social Work Program
Master of Social Work (MSW)

Please note – There may be prerequisites for the program that you have chosen. Please see program Web site for specific information.



Salem | STATE
COLLEGE
School of Graduate Studies
352 Lafayette Street
Salem, Massachusetts 01970

salemstate.edu/mba
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