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# Application Package

## Applying for Admission to the Master's Degree Program

In accordance with its mission, Springfield College's School of Human Services seeks applicants who are motivated to achieve social and economic justice and who embody the principles of Humanics, community partnership, and academic excellence.

### HELP IS AVAILABLE

The campus recruitment and admissions staff at the campus you wish to attend can assist you at any step of the application process. You are encouraged to call with questions.

### COMPLETE THE PAPERWORK

This booklet contains the forms you need to complete the first steps of the admission process.

Please submit official transcripts from all colleges and universities attended. The institution may send the transcript directly to the Springfield College campus you wish to attend. Be sure to give the institution the correct address listed on the application.

When requesting transcripts, enclose a check or money order in the amount indicated by your former college to cover processing. You may need to call the registrar's office of each institution to determine the costs, which may vary.

### TRANSFER CREDITS

Transfer credits are accepted at the discretion of Springfield College. Up to six graduate credits may be transferred into our 36-credit graduate program, and nine graduate credits into our 60-credit program. Credits earned at Springfield College may be accepted by other colleges at their discretion.

### DEADLINES

Classes begin in September, January, and May. The School's deadlines for submission of completed applications are:

September Term:	August 15
January Term:	December 15
May Term:	April 15

### FINANCIAL AID

Springfield College makes admissions decisions without regard to the student's ability to pay educational expenses. In order to be eligible for financial aid, graduate students must be accepted into our degree program and be enrolled in at least six credit hours per term. Most financial aid is in the form of federal student loans. For more information, please visit our website at [www.springfieldcollege.edu/shs](http://www.springfieldcollege.edu/shs).

### HOW TO APPLY

File a Free Application for Federal Student Aid (FAFSA) at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). An application for financial assistance must be completed for each academic year. Our school code is 002211.

**For assistance through this process, contact the financial aid coordinator at your campus or Springfield College Office of Financial Aid at (413) 748-3112.**

## Applying to the Master's Degree Program

The program is intended to be completed in 16 or 24 months of full-time enrollment (36 credits in 16 months for the *Organizational Management and Leadership* or *Community Counseling Psychology* concentrations; 24 months for the *Mental Health Counseling* concentration).

Successful applicants to the master's degree program must have a bachelor's degree, five years experience in human service work, paid or volunteer, and show the ability to succeed academically.

### Admission requirements

- Completed application form
- Typed personal statement  
We want to learn more about your background experiences and future goals to ensure that our master's degree program best meets your personal, professional, and learning needs. In two to three typed, double-spaced pages, please answer ONE of the questions in Section IV.
- Typed resume (listing a minimum of five years experience in human service work, paid or volunteer)
- Professional letter of reference that relates to the personal statement (see Section V)
- Bachelor's degree from a regionally accredited institution
- Official transcripts from all colleges attended
- Interview with a faculty or staff member
- Demonstrated commitment to community service
- \$40 application fee (check or money order made out to Springfield College/SHS)

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## YOUR APPLICATION CHECKLIST

- Read application and instructions carefully.
- Complete the master's degree application form.
- Sign and date the application form.
- Attach documents (résumé, personal statement, references).
- Enclose the application fee.
- Mail or hand-deliver the application to the campus you wish to attend.
- Arrange for official transcripts to be sent to the campus (see address on back cover).
- Make an appointment for the admissions interview.

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In compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, Springfield College posts campus crime statistics for its School of Human Services campuses at <http://www.springfieldcollege.edu/homepage/dept.nsf/SHSCampusSecurityReport> and for its campus in Springfield, Mass., at <http://www.springfieldcollege.edu/home.nsf/AnnualCampusSecurityReport>.



# Master's Program Application

APPLICATION FOR ADMISSION TO  
**MASTER OF SCIENCE IN HUMAN SERVICES**

**OFFICE USE ONLY**

Fee Received \_\_\_\_\_ Site Code \_\_\_\_\_  
ID # \_\_\_\_\_

**I. GENERAL INFORMATION**

Name: \_\_\_\_\_ Application Date: \_\_\_\_\_

LAST FIRST MIDDLE INITIAL

Please indicate any other last names used: \_\_\_\_\_

Mailing Address:

STREET P.O. BOX APARTMENT NUMBER

CITY/TOWN STATE ZIP

Telephone:

( ) ( )  
HOME BUSINESS

( )  
CELL PHONE E-MAIL

Intended Term of Entry:  May/Year \_\_\_\_\_  September/Year \_\_\_\_\_  January/Year \_\_\_\_\_

Please indicate your choice of concentration. Program options vary at each campus.

Organizational Management and Leadership  Community Counseling Psychology  Mental Health Counseling

U.S. Citizen:  Yes  No

Social Security Number: \_\_\_\_\_

If not a U.S. citizen, please indicate country of present citizenship: \_\_\_\_\_

Permanent U.S. resident:  Yes  No

Alien Registration Number: \_\_\_\_\_

How did you hear about the program? \_\_\_\_\_

**II.** Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college and university communities, to describe the racial and ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions.

Do you consider yourself to be Hispanic/Latino?

Yes  
 No

In addition, select one or more of the following racial categories to describe yourself.

American Indian or Alaska Native  Asian  
 Black or African American  Native Hawaiian or Pacific Islander  
 White  Other \_\_\_\_\_

Gender:  Male  Female

Date of Birth: \_\_\_\_\_ Place of Birth: \_\_\_\_\_

Languages: Spoken: \_\_\_\_\_

Written: \_\_\_\_\_

### III. PRIOR EDUCATION

Undergraduate College or University: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Major Field: \_\_\_\_\_ Degree: \_\_\_\_\_

Graduate College or University: \_\_\_\_\_

Graduation Date: \_\_\_\_\_ Major Field: \_\_\_\_\_ Degree: \_\_\_\_\_

Please list other collegiate institutions attended and dates of attendance:

College: \_\_\_\_\_ Date: \_\_\_\_\_

College: \_\_\_\_\_ Date: \_\_\_\_\_

Current Employer: \_\_\_\_\_ Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

### IV. PERSONAL STATEMENT

We want to learn more about your background experiences and future goals to ensure that our master's degree program best meets your personal, professional, and learning needs. In two to three typed, double-spaced pages, please answer ONE of the following questions.

A. What are your personal, professional, and learning goals, and how might the master's degree program help you achieve these goals?

B. Describe a single work experience which has had a significant impact on how you think about yourself and human services.

In what ways has this experience influenced what you hope to gain from the master's degree program?

C. What lessons have you learned from your life and work experiences? How do these lessons shape your learning goals for the master's degree program?

### V. LETTER OF REFERENCE

Please include a **professional** letter of reference that speaks directly to the question you have answered in your personal statement.

### VI. CERTIFICATION

By my signature below, I certify that the information contained in this application is true and complete, to the best of my knowledge. As a prospective graduate student, I consent to the usage of any photographic likeness of, video footage of, or statement by me in the event Springfield College should wish to use them in any publication or advertisement.

**Falsification of any information on this application and its supporting credentials may make the candidate ineligible for admission or subject to later separation if enrollment is affected.**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**THIS APPLICATION IS INCOMPLETE UNLESS SIGNED.**

**A \$40 nonrefundable application fee must accompany this application. Please make check or money order payable to Springfield College/SHS.**

Return application and have official transcripts sent to the campus you wish to attend. Please note that transfer credits are accepted at the discretion of Springfield College and credits earned in this program will be accepted by other colleges at their discretion. Credit transfer policies may vary.

#### SCHOOL OF HUMAN SERVICES CAMPUS ADDRESSES:

**HOUSTON CAMPUS**  
Springfield College  
2122 East Governors Circle  
Houston, TX 77092  
(713) 681-1120 or (866) 252-8801  
Fax: (713) 682-2366  
shshouston@spfldcol.edu

**SPRINGFIELD CAMPUS**  
School of Human Services  
263 Alden Street  
Springfield, MA 01109  
(413) 748-3204 or (800) 727-0004  
Fax: (413) 748-3236  
shspringfield@spfldcol.edu

**WILMINGTON CAMPUS**  
Springfield College  
1007 Orange Street, Suite 500  
Wilmington, DE 19801  
(302) 658-5720 or (800) 506-9270  
Fax: (302) 658-5756  
shswilmington@spfldcol.edu

**BOSTON CAMPUS**  
Springfield College  
The Schrafft Center  
529 Main Street, Suite 1M4  
Boston, MA 02129  
(617) 242-3361 or (866) 272-9056  
Fax: (617) 242-3025  
shsboston@spfldcol.edu

**MANCHESTER CAMPUS**  
Springfield College  
500 Commercial Street  
Manchester, NH 03101  
(603) 666-5700 or (800) 727-0504  
Fax: (603) 666-5705  
shsmanchester@spfldcol.edu

**ST. JOHNSBURY CAMPUS**  
Springfield College  
347 Emerson Falls Road, Suite 2  
St. Johnsbury, VT 05819  
(802) 748-5402 or (800) 441-1812  
Fax: (802) 748-5719  
shsstjohnsbury@spfldcol.edu

**CHARLESTON CAMPUS**  
Springfield College  
4390 Belle Oaks Drive, Suite 200  
North Charleston, SC 29405  
(843) 554-7244 or (866) 272-6004  
Fax: (843) 554-7723  
shscharleston@spfldcol.edu

**MILWAUKEE CAMPUS**  
Springfield College  
744 North 4th Street, Suite 300  
Milwaukee, WI 53203  
(414) 276-2300 or (866) 271-2983  
Fax: (414) 277-8370  
shsmilwaukee@spfldcol.edu

**TAMPA BAY CAMPUS**  
Springfield College  
225 West Busch Boulevard  
Tampa, FL 33612  
(813) 936-2800 or (800) 724-2778  
Fax: (813) 933-1980  
shstampa@spfldcol.edu