GENERAL APPLICATION FOR GRADUATE ADMISSION

Part One - Personal Data

Please provide your full legal name (do not use initials).

Last Name ______________________ First Name ______________________ Middle Name ______________________

Preferred Name ______________________ Alternate Name(s) (i.e. Maiden) ______________________

Country of Birth

USA ☐ Other: ______________________

Date of Birth (MM/DD/YYYY) ______________________

Social Security Number ______________________

U.S. Permanent Resident Visa

☐ Yes  ☐ No If yes, resident alien registration number: ______________________

For International Students Only

Type of Visa held: (if appropriate) ______________________ Dates of Visa: ______________________ - ______________________

TOEFL Score (if applicable): ______________________ Test Date: ______________________

Please authorize the release of your test score from ETS to Simpson College. (School code: 1354)

Application will not be processed until we receive the above test score from ETS.


Name as it appears on your passport: ______________________

Please provide a copy of your passport with this information.

Current Address

Address Line 1 ______________________

Address Line 2 ______________________

City ______________________ State ______________________ Postal Code ______________________

Day Number ______________________ Evening Number ______________________ Cell Number ______________________

Email ______________________

Permanent Address (if different from above)

Address Line 1 ______________________

Address Line 2 ______________________

City ______________________ State ______________________ Postal Code ______________________

Please complete the application in full.

Failure to supply complete and accurate information may result in a delay in processing.
Part Two – Entrance Information

Intended program of study for graduate study:
☐ Master of Arts in Criminal Justice
☐ Master of Arts in Teaching (MAT)   ☐ Transition to Teaching (T-to-T)
MAT and T-to-T candidates—please note below which endorsements you are interested in earning;

Do you plan on attending:  ☐ Full-Time (6 or more credits)  ☐ Part-Time (5 or fewer credits)

Anticipated Start Date:  ☐ Fall  ☐ Spring  ☐ Summer  Year  _______________

Have you ever applied for admission to Simpson College before?  ☐ Yes  ☐ No

If yes, in what year did you apply:  _______  Which program:  _______________

List any tests taken in preparation for graduate school admission.  
Please note that while these exams are not required as a part of the application process, they can be considered in the event of insufficient grade point averages. Additionally, tests specific to education, while not mandatory for the application process are required during the program.

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Financial Assistance

Are you interested in Financial Assistance (US citizens only)?  ☐ Yes  ☐ No

If interested in financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.ed.gov, which authorizes the release of your application to Simpson College’s Office of Financial Assistance (Simpson’s FAFSA Code: 001887). To learn more about financial aid, please visit: http://simpson.edu/financial-aid/apply-for-financial-assistance/.

Service Corps

Are you now or have you ever been a member of a service corps?  ☐ Yes  ☐ No

If yes, please check affiliation below:
☐ US Armed Forces (please indicate which branch)
☐ Teach for America  ☐ Peace Corps  ☐ AmeriCorps or AmeriCorps VISTA
☐ Other:  __________________________

Simpson College Relationship

Has a member of your family attended Simpson College?  ☐ Yes  ☐ No

If yes, please note your family member, relationship to self and relationship to the College:

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<th>Name</th>
<th>Relationship to Applicant</th>
<th>Relationship to College</th>
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Part Three – Academic History

Below, list all colleges/universities attended (including graduate programs) starting with your most recent degree. **An official transcript is required from each institution attended.** If more space is needed, please attach an additional sheet.

**International applications:** List actual name of degree received or expected. Do not transfer or interpret in terms of American equivalent.

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<tr>
<th>Name of College/University</th>
<th>City, State, Country</th>
<th>Dates Attended</th>
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<td>Cumulative</td>
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**Date Transcript Ordered**

*Official transcripts in sealed envelopes must be received from every school before your application can be processed.*

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Part Four – References

Ask three people who have knowledge of your qualifications to write references on your behalf using the enclosed forms and/or a separate letter. **Three supporting references are required.** References may be academic, professional or a combination of both. Please list the names and addresses of your references.

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**Part Five – Personal Statement & Résumé**

Please attach your résumé and personal statement to this application. For the statement, answer the questions indicated for the appropriate program to which you are applying. These documents must be typed and double-spaced, using a 12-point font; no handwritten personal statements will be accepted.

**Master of Arts in Criminal Justice**

The page limit is indicated for each question.

1. Discuss significant factors influencing your decision to pursue a Master of Arts in Criminal Justice degree. Include information regarding career goals and current and/or prior leadership experiences that will contribute to your success as a graduate student and in the criminal justice profession. (2 pages)

2. Analyze a social problem of great concern to you. Include key factors contributing to the issue, plausible solution(s), possible steps for implementation and challenges likely to surface in seeking a solution. Please indicate how a Master of Arts degree in Criminal Justice will contribute to your efforts to find a solution to the problem. (2 pages)

3. If there is anything else you would like us to know as we consider your academic history, please feel free to address that in your statement as well.

Please be sure that your résumé specifies the name of organization, kind of work, position held, dates, and full- or part-time positions and includes the following (2 pages):

1. All paid criminal justice positions held, both full- and part-time.
2. All paid positions held other than criminal justice (include military experience).
3. Volunteer and criminal justice internship experiences.

**Master of Arts in Teaching/Transition to Teaching**

Please answer the following (each answer should be between 1½ -2 pages for a total of 6-8 pages):

1. Discuss the reasons you are pursuing the Master of Arts in Teaching degree or the Transition to Teaching program. Why are you interested in becoming an educator? How have previous or current experiences influenced your decision to become a teacher?

2. What skills or talents would you bring to the teaching profession? How would these strengths enhance the education of your future students?

3. Identify educators who have influenced or inspired you. How did your experience with them shape your own development?

4. What subject or subjects would you like to teach? Address your interest and expertise in this or these subject area/s.

Please be sure that your résumé includes your educational background, employment history, and volunteer experience.
Part Six – Signature

Submit application and supporting materials and address all correspondence concerning your application to:

Continuing & Graduate Programs
Simpson College
701 North C Street
Indianola, IA 50125-1299

Should you have any questions, please contact us at adultslearn@simpson.edu or 515-961-1614.

If I am admitted/readmitted to Simpson College, I will abide by and uphold College rules and regulations to the best of my ability. I understand the failure to report accurate and complete information may result in an evaluation or withdrawal of the acceptance decision. I certify that the information given here is correct and complete.

Full Name ___________________________ Signature ___________________________ Date __________

Applicants who have been convicted of a felony are eligible for admission to Simpson College and are encouraged to review the College’s policy regarding admission which can be found in the 2013/2014 Academic College Catalog.

It is recommended that applicants who have been convicted of any crime consider that the graduate programs at Simpson College prepare candidates for the criminal justice and education fields. Employees in these professions are required to pass background checks and as such, interested applicants should consider these requirements when pursuing graduate work in criminal justice and teaching.

Simpson College encourages and gives full consideration to all applicants for admission, financial aid, and employment.

Applicants for admission to Simpson College are hereby notified that this institution does not discriminate on the basis of race, color, age, religion, sex, sexual orientation, national origin, veteran status or disability in admission or access to, or treatment in its programs and activities. Any persons having inquiries concerning Simpson College’s compliance with the regulations implementing Title VI, Title XI or Section 504 are directed to contact the Director of Human Resources, Simpson College, 701 North Street, Indianola, IA 50125-1299.
Survey Questions (Optional)

To the Applicant:
Answering the following questions is completely voluntary. Your answers will not be used in the review of your application.

What are your reasons for seeking a graduate degree?
- [ ] Academic/Scholarly Career
- [ ] Nonacademic Career
- [ ] Personal Enrichment
- [ ] Enhance Current Career
- [ ] Other: ____________________________

How did you hear about our graduate programs? *(check all that apply)*
- [ ] Simpson Alumni
- [ ] School Advisor
- [ ] Graduate School Fair
- [ ] Professor
- [ ] Family/Friend
- [ ] Recruitment Visit
- [ ] Graduate School Book (i.e. Peterson’s)
- [ ] Professional Organization/Conferences
- [ ] Advertisement
- [ ] Print Materials
- [ ] Web Search
- [ ] Radio
- [ ] Brochure
- [ ] Google
- [ ] Newspaper Article
- [ ] Postcard
- [ ] Yahoo
- [ ] Billboard
- [ ] Letter
- [ ] Other: ____________________________
- [ ] TV Commercial

Are you applying to other graduate schools?  [ ] Yes  [ ] No

If yes, please list:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

If you are a U.S. citizen or Permanent Resident, please note your ethnicity.

Are you Hispanic or Latino?  [ ] Yes  [ ] No
- [ ] Yes
- [ ] No
- [ ] American Indian or Alaskan Native
- [ ] Native Hawaiian or Pacific Islander
- [ ] Asian
- [ ] White
- [ ] Black or African-American
- [ ] Race and ethnicity unknown (for US only)
- [ ] Hispanic/Latino
- [ ] Nonresident alien (NRA)
- [ ] Multi-Racial
- [ ] Other (please specify): ____________________________

Thank you for taking the time to complete this survey.
Applicant’s Letter of Recommendation (Page 1 of 2)

To the Applicant:
This form should be given to a faculty member who is able to comment on your qualifications for graduate study. If you have been away from an academic institution for some time, this form may be given to another individual who is able to comment on your academic qualifications. For the convenience of the person completing this form, you should include a stamped envelope addressed to:

Continuing & Graduate Programs
Simpson College
701 North C Street
Indianola, IA 50125-1299

This person must return this completed reference directly to the College for it to be included with your application packet.

Please type or print.

Applicant Name:

<table>
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<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Middle Name</th>
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Name of Reference:

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<th>Last Name</th>
<th>First Name</th>
<th>Title</th>
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</table>

Intended program of study for graduate study:

☐ Master of Arts in Criminal Justice  ☐ Master of Arts in Teaching  ☐ Transition to Teaching

Do you plan on attending:  ☐ Full-Time  ☐ Part-Time

Starting Date:  ☐ Fall  ☐ Spring  ☐ Summer  Year: _________

Under the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), which gives the students the right to inspect and review their educational records, students may waive their right to see specific confidential statements and letters of recommendation. In the belief that applicants, and the person from whom the evaluation is requested, may wish to preserve the confidentiality of those evaluations; we are giving you an opportunity to sign one of the following statements. If neither statement is signed, the right to examine this letter is automatically retained.

A. I waive my right to examine this letter.

B. I do not waive my right to examine this letter.

Student Signature

To the Referrer:
This form is submitted to you for an opinion of the applicant’s qualifications for graduate work. Please be candid in your assessment of the candidate. If the applicant has signed statement (B) or if the applicant has signed neither statement (A) or (B), this letter will be available for the applicant’s examination should the candidate enroll at Simpson College.

Please note that you may attach a separate letter to this form, if you prefer.

Your statements should be mailed directly to Simpson College at the address listed above.

Since the College’s decision cannot be made until references have been received, we would appreciate a reply at your earliest convenience. Thank you for your cooperation and attention.
Applicant’s Letter of Reference (Page 2 of 2)

To the Referrer:

1. How long have you known the applicant?  

2. In what capacity have you known the applicant? (please check the appropriate boxes)  
   - Professor/Instructor  - Academic Advisor  - Field Instructor  
   - Research Supervisor  - Supervisor  - Personal  
   - Other

3. Please rate the applicant relative to other students, employees, or people interested in either Criminal Justice (MACJ applicants) or Teaching (MAT/T-to-T applicants) whom you have known. Please indicate your evaluation by placing a check mark in the appropriate category.

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<th>Characteristic</th>
<th>Outstanding (top 5%)</th>
<th>Very Good (top 10%)</th>
<th>Good (top 25%)</th>
<th>Average (top 50%)</th>
<th>Below Average (lower 50%)</th>
<th>Not Observed</th>
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<td>Intellectual ability</td>
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4. I would:
   - [ ] Recommend  - [ ] Recommend with reservation (explain below)  - [ ] Do not recommend (explain below)

5. Please assess the applicant’s academic and professional promise (feel free to attach a separate letter).

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Signature __________________________  Name __________________________  Date ____________

Position __________________________  Organization __________________________

Address __________________________  City, State  Postal Code __________________________

Email Address __________________________