



School of Continuing Studies Graduate Application

Education Information

Names of ALL Colleges Attended	Did you graduate? Degree Earned	Your Name When You Attended
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____
_____	<input type="checkbox"/> Yes <input type="checkbox"/> No	_____

We **must** receive official transcripts from all colleges or universities where you have **attempted** college work. Students whose education includes work at non-U.S. colleges or universities should contact the Director of Student Services to determine if an evaluation of the academic record by an independent credential evaluation service is required. Please have official transcripts mailed directly to:

University of Richmond School of Continuing Studies • Attn: SCS Admissions
28 Westhampton Way • University of Richmond, VA 23173

Non-U.S. Citizens

If you are not a U.S. citizen, in addition to this application form you must:

- Provide a photocopy of your U.S. Visa and financial certification form. (The financial certification form is available from the Office of International Education at the University of Richmond.)
- Have official TOEFL scores (for international students whose native language is not English) sent **directly** to the University of Richmond (School Code: 5569). If you have taken the TOEFL and requested that a score report be sent to the University of Richmond, please indicate the month and year that you took the TOEFL: _____

Other Information

Have you applied for financial aid? Yes No

Have you ever taken courses in or been accepted into any program at the University of Richmond? Yes No

If yes, give dates: _____ DIVISION/SCHOOL _____

Name when you attended _____

Have you been dismissed from a college or university within the last year? Yes No

A student who is not eligible to return to another college or university may not be admitted to any SCS program, even with unclassified status, until a minimum of one semester has elapsed. Official transcripts from all institutions previously attended by such student must be filed in the Office of the Dean.

Have you ever been convicted of a crime other than a minor traffic violation? Yes No

If yes, please explain: _____

As of July 1, 2006, Virginia law requires all public and private two-and-four-year institutions of higher education to electronically transmit information about applicants accepted for enrollment at each institution to the State Police for comparison to the Virginia Criminal Information Network and National Crime Information Center Convicted Sexual Offender Registry. If the University is notified that an admitted student has committed a sex offense, the admitted student is subject to the admission being revoked.

Signature of Applicant (Required)

Date

This application, the application fee, all required documents must be received and evaluated before an applicant can be admitted to a program. Although we do not have strict admissions deadlines, we should received all documents by **July 15** for Fall semester admission, **October 15** for Spring semester admission or **March 15** for Summer admission (not available for M.Ed. applicants) to allow adequate processing time. Required documents include:

- Official university and college transcripts from all institutions where you have attempted college work.
- Official TOEFL score report (for non-U.S. citizens whose native language is not English)
- Transcript evaluation report (for applicants whose education includes work at non-U.S. colleges or universities)
- Three letters of recommendation (MLA and M.Ed. and Graduate Certificate in Educational Leadership) and a one-page statement of purpose (MLA applicants only)

M.Ed. in Curriculum and Instruction Applicants. All M.Ed. in Curriculum and Instruction applicants must have achieved more than the minimum passing score on national and state exams. These examinations include the Praxis I exam, the Praxis II Content Knowledge exam, the Virginia Communication and Literacy Assessment exam and the Virginia Reading Assessment exam (for elementary candidates). If tests listed were not required at the time of your initial licensure, those tests would not be required to apply. Please forward copies of your exam score reports with your application. UR should have these scores on file for all individuals who are alumni of the Teacher Licensure Program. **M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies Applicants.** All M.Ed. and Graduate Certificate in Educational Leadership and Policy Studies applicants must provide evidence of successful completion of Virginia's School Leaders Licensure Assessment (SLLA).

Please return your completed application, all required documents and \$50 application fee to:

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28 Westhampton Way
Attn: SCS Admissions
University of Richmond, Virginia 23173