

FITCHBURG STATE COLLEGE

GRADUATE APPLICATION FOR ADMISSIONS

Graduate Studies at Fitchburg State College

Graduate education at Fitchburg State College will help you achieve your academic and career goals at an affordable cost and at locations convenient for you. The college offers traditional and online full and part-time graduate degree programs, professional certificate programs, and lifelong learning opportunities in the most competitive professional and academic fields.

Fitchburg State's graduate programs are well-respected throughout the region and our alumni enjoy successful careers in a wide variety of professions. Our faculty are actively involved and accomplished in their respective fields and committed to bringing those studies alive.

MASTER'S DEGREES

- Master of Arts in Biology, English, and History
- Master of Arts in Teaching in Biology, English, and History
- Master of Business Administration
- Master of Education in Arts Education, Curriculum and Teaching, Early Childhood Education, Educational Leadership and Management, Elementary Education, Middle School Education, Occupational Education, Science Education, Secondary Education, Special Education, and Technology Education.
- Master of Science in Applied Communication, Computer Science, Counseling, and Nursing

ADVANCED PROFESSIONAL DEGREES

Certificates of Advanced Graduate Study (CAGS) are designed for those with an appropriate master's degree who wish to attain greater competency.

- CAGS in Educational Leadership and Management
- CAGS in Interdisciplinary Studies

Graduate level certificate programs are offered in a variety of professional concentrations including Not-for-Profit Management, Forensic Nursing, Fine Arts Director, and Applied Communication. Some of these programs run on a cohort basis and require a minimum enrollment to commence. All graduate certificate programs require bachelor's degrees; some require master's degrees; or other certification/licensure pre-requisites.

Admissions

Admission to Fitchburg State College is competitive and reflects a high standard of academic excellence. In addition to having a bachelor's degree from an accredited four-year institution, you must also meet the appropriate academic department criteria to be eligible for admissions consideration. Please refer to the relevant program descriptions in the Fitchburg State College Graduate Program Catalog (available online at www.fsc.edu).

To apply for admission to a graduate program, please submit all relevant items in the Graduate Application Checklist. Once your application file is complete, it will be reviewed by the appropriate departmental committee which makes its recommendation to the dean. You will be notified in writing of the final decision, on average two to four weeks after your application file becomes complete.

Application Mailing Address

The application and all supporting documents should be sent to:

The Admissions Office
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420

Graduate Application Checklist

- Graduate Application for Admission
- Non-refundable application fee: \$25 for U.S. citizens or permanent residents, \$50 for international applicants. Do not send cash. Please print applicant's first and last name on the check or money order payable to Fitchburg State College.
- Official transcript from your baccalaureate degree granting college/university. The transcript must indicate degree received and date of graduation. The transcript must be sent directly from the institution to the Admissions Office. (With the exception of the Interdisciplinary Studies: Counseling / Psychology track, applicants to CAGS programs are not required to submit a transcript from the baccalaureate degree granting college/university but must submit a transcript from the master's degree granting institution.)*
- Official transcripts from all graduate programs from which you are requesting transfer credit and, if applicable, all institutions from which you have received graduate degrees. Transcripts must be sent directly from the institution to the Admissions Office. If you are applying to a CAGS program, you must submit an official transcript from your master's degree granting institution listing degree received and date of graduation.*
- Standardized Test Scores. All master's degree programs require the official results from one of the three following tests: the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE) or the Miller's Analogies Test (MAT). Please refer to the list below for the appropriate test. Test scores are not required for applicants to certificate or CAGS programs.
 - **GRE** or **GMAT** is required for all applicants to the MBA program.
 - **GRE** is required for all applicants to the MA or MAT in Biology, MEd in Science Education, and MS in Computer Science.
 - **GRE** or **MAT** is required for all applicants to the MA or MAT in English or History, all MEd programs (except Science Education), and the MS in Applied Communication, Counseling, and Nursing.
- Three letters of recommendation from individuals under whom the applicant has studied or under whose supervision he/she has worked in a professional capacity. Please use the *Letter of Recommendation* forms provided herein and submit the narrative portion of the recommendation on institutional letterhead. All letters of recommendation must be mailed by the author directly to the Admissions Office.
- A professional resume
- Additional requirements may be needed for your degree. Please see **Section V: Intended Degree** list in this application. Additional requirements will be notated by a symbol after the degree title.

* Please note that for the purposes of admission and transfer credit, only course and degrees earned at regionally accredited institutions are recognized by Fitchburg State College. International degrees will be reviewed for equivalent standing through the official evaluation process.

Additional Requirements (Please refer to Section V of the Application)

● Personal statement

MEd Arts Education, MS Counseling, MS Nursing and Graduate Certificate Nursing: Please describe your goals and reasons for applying to your chosen program (maximum 300 words.)

MS Nursing and Graduate Certificate Nursing: In addition to the above, please submit a second essay describing your specific interest, the type of work you would like to pursue in this field, and how you intend to pursue employment or volunteer work in this area (minimum 1200 words.)

MEd Curriculum & Teaching, Early Childhood, Elementary, Educational Leadership, Middle School, and Special Education: Please complete an essay of no more than one page in response to one of the following questions:

1. Tell us about a positive situation in which you helped a person and made a significant difference in that person's life.
2. What are the most important factors in establishing a long-term working relationship with students, friends, etc.?
3. Tell us about a significant event that involved you in a teaching or helping role.
 - Describe the situation as it occurred at the time.
 - What did you do in that particular situation?
 - How did you feel about the situation at the time you were experiencing it?
 - How do you feel about the situation now?
 - What would you change, if anything?

■ Writing sample

This may include an undergraduate level term paper or published article and should be equivalent of at least 10 typed, double spaced pages and include footnotes and a bibliography.

▲ Copy of current U.S. RN License

△ Copy of current U.S. RN License and a written two-part essay

◆ Copy of standard certification or vocational teacher approval

❖ Copy of initial teaching license in major (for professional track only)

★ Copy of initial or professional teaching license

◀ Passing scores for the Communications and Literacy subtests of the MTEL

⌘ Passing scores for the Communications and Literacy subtests of the MTEL OR copy of initial teaching license

✱ Passing scores for the subject area MTEL for applicants who do not hold a bachelor's degree in the subject area

› Successful completion of Fitchburg State College Nursing Portfolio Review for applicants who do not hold a BSN

Details regarding additional requirements can be found in the college catalog at www.fsc.edu/catalog

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160 Pearl Street
Fitchburg, MA 01420

International Applicants

IMPORTANT: International applicants must complete an International Application Supplement form in addition to the Graduate Application for Admission. You may download this form at <http://www.fsc.edu/enrollsrv/documents/internationalssupplement.pdf> or request one at [intl admissions@fsc.edu](mailto:intladmissions@fsc.edu).

Deadlines

Completed applications are reviewed on a rolling admission basis. Applicants who are accepted to a program after the add/drop period (traditionally, two weeks after the start of the semester) will be accepted for the subsequent semester.

EXCEPTION: International applicants **MUST** complete their applications by the deadlines listed below. The Admissions Office cannot guarantee that students completing applications after the published deadline will receive an admission decision in time to process visa requests. Accordingly, late applications may be deferred a semester at the discretion of the Admissions Office.

- Fall Semester Deadline: July 15
- Spring Semester Deadline: December 1

Students with Disabilities

Fitchburg State College is committed to making the academic experience for students with disabilities a positive one. If you are accepted to Fitchburg State College and need specific accommodations, you are required to submit written documentation from qualified professionals and/or evaluation sources to verify eligibility under section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. Protection under this statute is based on documentation of a disability that substantially limits a major life activity.

If you would like further, detailed information, please refer to the Disability Services website at <http://www.fsc.edu/disability> or contact Disability Services directly—Voice: (978) 665-3427; TTY: (978) 665-3575.

Application Mailing Address

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The Admissions Office
Fitchburg State College
160 Pearl Street
Fitchburg, MA 01420

FITCHBURG STATE COLLEGE

APPLICATION FOR GRADUATE ADMISSION

Complete this application form and mail it in the attached envelope, along with a check or money order payable to Fitchburg State College (\$25 for U.S. citizens and permanent residents, \$50 for international applicants).

Please print in ink or type.

SECTION I: PERSONAL INFORMATION

Last Name (legal name) First Name Middle Initial Maiden Name

Mailing Address Street Address (if P.O. Box is given as mailing address)

City State Zip Country

Home Telephone: Work or Cell Telephone:

Email Address: Social Security Number:

Gender (for reporting purposes): Date of Birth (for reporting purposes):

Male Female

Month: _____ Day: _____ Year: _____

Citizenship:

- I am a U.S. 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: _____

If you are NOT a U.S. citizen or permanent resident: Are you currently in the United States? Yes No

If you are in the United States, what is your current visa status?

F1 F2 J1 J2 B1 B2 H1 H2

Other: _____

What visa status do you plan to hold while studying at Fitchburg State College? F1 J1 H1 H4

Other: _____

Please list all relatives (and their relation to you) who are Fitchburg State graduates:

Ethnic Origin (for reporting purposes):

- American Indian/Alaskan Native Asian/Pacific Islander Black, non-Hispanic
 Cape Verdean Hispanic White, Non-Hispanic Other (please specify): _____

I learned about Fitchburg State College through the following source(s):

- Alumnus/a of FSC Colleague College Fair College Recruiter College Guidebook
 Current FSC Student Friend Internet Relative Radio/Newspaper Advertisement
 Teacher/Counselor Other: _____

SECTION II: ALL APPLICANTS

Have you applied for admission to Fitchburg State College previously (graduate or undergraduate)? Yes, (Semester/Year): _____ / No

Have you taken classes at or earned a degree from Fitchburg State College? Yes, Degree, if applicable: _____ / No

Planned Entrance: Fall (September) Spring (January) Summer (May) YEAR: 20 _____

I plan to enroll: Full Time Part Time

Are you pursuing your degree through an off campus location in collaboration with one of our extended campus partners? Yes No

If yes, please indicate which one: Jenmarc HEC Brine Lowell Public Schools
 MEC Other: _____

See Extended Campus Partners listing

List three academic or professional references:

Name _____ Position: _____ Phone # _____

Name _____ Position: _____ Phone # _____

Name _____ Position: _____ Phone # _____

SECTION III: COLLEGE AND EMPLOYMENT HISTORY

Please list all colleges you are currently attending and/or have attended and degrees received.

Name of College/University	City and State	Degree/ Diploma Earned	Term/Year Studies Began	Term/Year Studies Completed

Employment

Current Employer: _____ Position: _____

City: _____ State: _____ Zip: _____ Country: _____

Work Phone: (_____) _____ Can we contact you at work? Yes No

Applicants to Teacher Licensure Programs

Do you hold a license to teach in the state of Massachusetts? Yes No

If yes, what type of license? (Please include a copy of your teaching license with your application.)

Preliminary license in: _____ Grade Levels: _____

Initial license in: _____ Grade Levels: _____

Professional license in: _____ Grade Levels: _____

Other (describe): _____ Grade Levels: _____

SECTION IV: TESTING INFORMATION

See the checklists for appropriate required tests for intended major.

I took or plan to take the following admission exams. (Please include a copy of your test results.)

Graduate Management Admissions Test (GMAT): Date (Month/Year): ____/____ Score: _____

Graduate Record Examination (GRE): Date (Month/Year): ____/____ Score: _____

Miller's Analogies Test (MAT): Date (Month/Year): ____/____ Score: _____

Test of English as a Foreign Language (TOEFL): Date (Month/Year): ____/____ Score: _____

Massachusetts Test for Educator License (MTEL) Communications subtest Date (Month/Year): ____/____ Score: _____

Massachusetts Test for Educator License (MTEL) Literacy subtest Date (Month/Year): ____/____ Score: _____

Massachusetts Test for Educator License (MTEL) Subject Test(s): _____ Date (Month/Year): ____/____ Score: _____

SECTION V: INTENDED DEGREE

Please select ONE program only.

Certificate of Advanced Graduate Study (CAGS)

- Educational Leadership and Management: School Principal PreK-8 (Initial Licensure) ★ ◀◀
- Educational Leadership and Management: School Principal 5-8 (Initial Licensure) ★ ◀◀
- Educational Leadership and Management: School Principal 9-12 (Initial Licensure) ★ ◀◀
- Educational Leadership and Management: Supervisor/Director (Initial Licensure) ★ ◀◀
- Educational Leadership and Management (Non-Licensure)
- Educational Leadership and Management: Technology Leader (Non-Licensure)
- Interdisciplinary Studies: Counseling/Psychology Track
- Interdisciplinary Studies: Individualized Track

Masters Degrees

Master of Arts

- MA Biology
- MA English
- MA History ■

Master of Arts in Teaching

- MAT in Biology (Initial Licensure) ◀◀
- MAT in Biology (Professional Licensure) ✨
- MAT in English (Professional Licensure) ✨
- MAT in History (Initial Licensure) ✨ ◀◀
- MAT in History (Professional Licensure) ✨

Master of Business Administration

- MBA in Accounting
- MBA in Human Resources Management
- MBA in Human Resources Management—**Online**
- MBA in Management
- MBA in Management—**Online**

Master of Education

- MEd in Arts Education (Non-Licensure) ●
- MEd in Curriculum and Teaching (Non-Licensure) ●
- MEd in Early Childhood Education (Initial Licensure) ✨ ●
- MEd in Early Childhood Education (Professional Licensure) ★ ●
- MEd in Educational Leadership and Management: (Non Licensure) ★ ●
- MEd in Educational Leadership and Management: Supervisor/Director (Initial Licensure) ★ ● ◀◀
- MEd in Educational Leadership and Management School Principal PreK-6 (Initial Licensure) ★ ● ◀◀
- MEd in Educational Leadership and Management School Principal 5-8 (Initial Licensure) ★ ● ◀◀
- MEd in Educational Leadership and Management School Principal 9-12 (Initial Licensure) ★ ● ◀◀
- MEd in Educational Leadership and Management: Technology Leader (Non-Licensure) ●
- MEd in Elementary Education (Initial Licensure) ✨ ●
- MEd in Elementary Education (Professional Licensure) ★ ●
- MEd in Middle School Education: Math/Science (Initial Licensure) ✨ ●

- MEd in Middle School Education: Humanities (Initial Licensure) ✨ ●
- MEd in Middle School Education: Math/Science (Professional Licensure) ★ ●
- MEd in Middle School Education: Humanities (Professional Licensure) ★ ●
- MEd in Occupational Education (Non-Licensure) ◆
- MEd in Science Education (Non-Licensure)
- MEd in Science Education (Professional Licensure) ✨
- MEd in Secondary Education (Non-Licensure)
- MEd in Special Education: Guided Studies (Non-Licensure) ●
- MEd in Special Education: Guided Studies (Moderate Disabilities Professional Licensure) ✨ ●
- MEd in Special Education: Guided Studies (Severe Disabilities Professional Licensure) ✨ ●
- MEd in Special Education: Reading Specialist (Initial Licensure) ✨ ●
- MEd in Special Education: Reading Specialist (Non Licensure) ●
- MEd in Special Education: Teacher of Students with Moderate Disabilities PreK-8 (Initial Licensure) ✨ ●
- MEd in Special Education: Teacher of Students with Moderate Disabilities 5-12 (Initial Licensure) ✨ ●
- MEd in Special Education: Teacher of Students with Severe Disabilities (Initial Licensure) ✨ ●
- MEd in Technology Education (Non-Licensure)
- MEd in Technology Education (Professional Licensure) ✨

Master of Science

- MS in Applied Communication: Applied Communication Studies
- MS in Applied Communication: Library Media—**Off-campus only**
- MS in Applied Communication: Technical and Professional Writing
- MS in Computer Science
- MS in Counseling: Mental Health Counseling ●
- MS in Counseling: School Counseling: PreK-8 (Initial Licensure) ● ◀◀
- MS in Counseling: School Counseling: 5-12 (Initial Licensure) ● ◀◀
- MS in Forensic Nursing—**Online** ● △ ☺

Graduate Level Certificate Programs

- Applied Communication Studies
- Educational Technology
- Fine Arts Director
- Forensic Nursing ● ▲
- Leadership in Outdoor-Based Adventure Education
- Not-for-Profit Management
- Not-for-Profit Management: Leadership in Public Administration and Government
- Reading Specialist

Post-Baccalaureate Certificates for Initial Teaching Licensure

- Biology (Initial Licensure, 8-12) ◀◀
- English (Initial Licensure, 8-12) ◀◀
- History (Initial Licensure, 8-12) ◀◀
- Math (Initial Licensure, 8-12) ◀◀

(See Graduate Application Checklist page for a key to additional requirements.)

SECTION VI: DISCLOSURES

Have you been placed on probation, suspension or dismissal from a graduate program? Yes No

Have you been convicted of a felony? Yes No

If you answered yes to either question, you must provide a written explanation of the circumstances.

SECTION VII: SIGNATURE

I understand that information about applicants furnished to Fitchburg State College will be kept confidential and will be released only to public higher education system personnel authorized by the Massachusetts Department of Higher Education. I hereby certify that the information furnished on the application form is complete and accurate.

Applicant's Signature _____

Date _____

EXTENDED CAMPUS PARTNERS*

Catherine Leahy Brine Educational Consultants

P.O. Box 1060

Brockton, MA 02303

Web: www.catherineleahybrine.com

M.Ed. Curriculum and Teaching

District-Approved Initial Licensure (Middle, Secondary)*

District-Approved Professional Licensure

- Early Childhood (PreK-2)
- Elementary (1-6)
- Middle School: Mathematics/Science (5-8),
Physical Education (PreK-8; 5-12), Physics (5-8; 8-12)
- Secondary: 11 content areas

M.Ed. Educational Leadership and Management

CAGS Educational Leadership and Management

M.Ed. Special Education: Reading Specialist

CAGS Interdisciplinary Studies

Hampshire Education Collaborative (HEC)

97 Hawley Street

North Hampton, MA 01060

Web: www.collaborative.org

(413) 586-4900

teachinmass.org

District Approved Initial Licensure*

- Biology (5-8, 8-12)
- Chemistry (5-8, 8-12)
- Earth Science (5-8, 8-12)
- Physics (5-8, 8-12)
- Special Education
- Special Education Reading Specialist
- Middle School: Mathematics (5-8)
- Mathematics/Science: (5-8, 8-12)
- Administration
- ESL

Courses are designed to be incorporated into the Fitchburg State College M.Ed. in Curriculum and Teaching.

Jon L. Jenmarc

P.O. Box 663

Brockton, Massachusetts 02303

Web: www.jonljenmarc.com/

(508) 586-3574

lmgarcea@lycos.com

Master of Business Administration

M.Ed. Curriculum and Teaching

M.Ed. Educational Leadership and Management
(Initial Licensure Principal/Director)

CAGS Educational Leadership and Management

M.S. Applied Communication: Library Media

Lowell Public Schools

155 Merrimack Street

Lowell, MA 01852

Web: www.lowell.k12.ma.us

(978) 446-7407

jtapper-benham@lowell.k12.ma.us

M.Ed. Curriculum and Teaching

Merrimack Education Center (MEC)

James McCormick

40 Linnell Circle

Billerica, MA 01821

Web: www.mec.edu

(978) 528-7800 x238

jmccormick@meccorp.mec.edu

ikunselman@meccorp.mec.edu

District-Approved Initial Licensure*

- Middle and Secondary Education

M.Ed. Elementary Education (Professional Licensure)

M.Ed. Educational Leadership and Management

M.Ed. Special Education: Teacher of Students
with Moderate Disabilities

CAGS Educational Leadership and Management

CAGS Interdisciplinary Studies

* District approved
licensure programs
are not transferable
to other states.

FOR OFFICE USE ONLY

Date: _____

Initials: _____

Cohort Code: _____

This list of Extended Campus Partners and programs is subject to change.

FITCHBURG STATE COLLEGE

REQUEST FOR TRANSFER OF GRADUATE CREDIT

Transfer credits will not be reviewed without official transcripts on file. Requests for transfer credit must be submitted with your application for admission. The Graduate Office accepts a maximum of 6 semester hours in transfer credits from accredited institutions with the approval of the Graduate Program Chair. Transferred courses are only valid if taken within six years of your anticipated date of graduation.

Applicant's Last Name (legal name) First Name Middle Initial Maiden Name

Mailing Address: (P.O. Box, RFD, Street) City State/Province Zip Code Country (If other than USA)

Home Telephone Number Work Telephone Number

Social Security Number Expected Year of Graduation Email Address

I request the following course(s) be transferred into the program to which I am applying. I understand that the course(s) must be from a regionally accredited institution, taken for graduate credit, that I must have received a grade of "B" (3.0) or better, and that the course(s) must not have been used to fulfill requirements for another degree.

NOTE: The Graduate Office accepts a maximum of 6 semester hours in transfer credits from regionally accredited institutions.

Send official transcripts to: Office of Admissions, Fitchburg State College, 160 Pearl Street, Fitchburg, MA 01420

Courses From Other Institutions

Institution	Course Number	Course Title	# of Credits	Semester/Year Taken	Office Use ONLY	
					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	FSC equivalent
					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	FSC equivalent
					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	FSC equivalent

Twelve (12) semester hours of Fitchburg State College credit taken within a year prior to the student's admission may be applied to the degree program with the approval of the Program Chairperson. No more than six (6) semester hours of course work at the 6000 level may be applied toward a degree program.

Fitchburg State College Courses

Institution	Course Number	Course Title	Credits 12 max.	Semester/Year Taken	Office Use ONLY	
					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	Used as elective <input type="checkbox"/> Yes <input type="checkbox"/> No
Fitchburg State College					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	Used as elective <input type="checkbox"/> Yes <input type="checkbox"/> No
Fitchburg State College					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	Used as elective <input type="checkbox"/> Yes <input type="checkbox"/> No
Fitchburg State College					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	Used as elective <input type="checkbox"/> Yes <input type="checkbox"/> No
Fitchburg State College					<input type="checkbox"/> App. <input type="checkbox"/> Not App.	Used as elective <input type="checkbox"/> Yes <input type="checkbox"/> No

Applicant's Signature Date

Graduate Program Chair Signature Date

Dean's Signature Date

Return form to: Office of Admissions, Fitchburg State College, 160 Pearl Street, Fitchburg, MA 01420 • (800) 705-9692



FITCHBURG STATE COLLEGE

GRADUATE LETTER OF RECOMMENDATION FOR ADMISSION

APPLICANT'S SECTION

This part is to be completed by the applicant prior to submission of the recommendation.

Last Name (legal name) First Name Middle Initial Social Security Number

Home Street Address City State Zip Country

Intended Graduate Program of Study:

Waiver Selection and Signature:

- I waive the right provided by the Family Education Rights and Privacy Act of 1974 to view this letter of recommendation.
 I do not wish to waive this right, I wish to retain the right to view this letter of recommendation.

Applicant Signature: _____ Date: _____

EVALUATOR'S SECTION

The person whose name appears above is applying to a graduate program at Fitchburg State College. We would appreciate your candid appraisal of this applicant relative to admission.

As required by the Family Education Rights and Privacy Act of 1974, a student may elect to waive the privilege of viewing this recommendation form. If the student has not waived this right in the section above, you should consider this form to be non-confidential.

Name of Person Making the Evaluation Last First Middle

Organization/Institution Relationship to Applicant (check one): Current/Former Employer Current/Former Instructor

Position/Title Phone Number

Business Address City State Zip

Signature

-
1. How long and in what capacity have you known this applicant?
-
-
-
-
-
-
-

2. Evaluate this applicant by checking (✓) the scales below, relative to other people you have known in a similar capacity.

	Excellent (Top 10%)	Above Average	Average	Below Average	No Opportunity to Evaluate
Intellectual Ability (General Thinking Skills)					
Discipline-Specific Knowledge					
Interpersonal Skills					
Effectiveness in Written Communication					
Effectiveness in Oral Communication					
Leadership Ability					
Ethical Integrity					
Motivation/Initiative					
Promise as a Graduate Student					

3. Narrative: Describe this applicant in terms of: strengths and areas needing development; potential to achieve in graduate studies; special qualities or experiences that lend support to this applicant's acceptance into this graduate program. **Please attach a signed written statement printed on professional letterhead.**

**Thank you for completing the recommendation on behalf of the student. Please return form and written statement to:
Admissions Office, Fitchburg State College, 160 Pearl Street, Fitchburg, MA 01420**

FITCHBURG STATE COLLEGE

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APPLICANT'S SECTION

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Last Name (legal name) First Name Middle Initial Social Security Number

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Name of Person Making the Evaluation Last First Middle

Organization/Institution Relationship to Applicant (check one): Current/Former Employer Current/Former Instructor

Position/Title Phone Number

Business Address City State Zip

Signature

1. How long and in what capacity have you known this applicant?

2. Evaluate this applicant by checking (✓) the scales below, relative to other people you have known in a similar capacity.

	Excellent (Top 10%)	Above Average	Average	Below Average	No Opportunity to Evaluate
Intellectual Ability (General Thinking Skills)					
Discipline-Specific Knowledge					
Interpersonal Skills					
Effectiveness in Written Communication					
Effectiveness in Oral Communication					
Leadership Ability					
Ethical Integrity					
Motivation/Initiative					
Promise as a Graduate Student					

3. Narrative: Describe this applicant in terms of: strengths and areas needing development; potential to achieve in graduate studies; special qualities or experiences that lend support to this applicant's acceptance into this graduate program. **Please attach a signed written statement printed on professional letterhead.**

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FITCHBURG STATE COLLEGE

GRADUATE LETTER OF RECOMMENDATION FOR ADMISSION

APPLICANT'S SECTION

This part is to be completed by the applicant prior to submission of the recommendation.

Last Name (legal name) First Name Middle Initial Social Security Number

Home Street Address City State Zip Country

Intended Graduate Program of Study:

Waiver Selection and Signature:

- I waive the right provided by the Family Education Rights and Privacy Act of 1974 to view this letter of recommendation.
 I do not wish to waive this right, I wish to retain the right to view this letter of recommendation.

Applicant Signature: _____ Date: _____

EVALUATOR'S SECTION

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As required by the Family Education Rights and Privacy Act of 1974, a student may elect to waive the privilege of viewing this recommendation form. If the student has not waived this right in the section above, you should consider this form to be non-confidential.

Name of Person Making the Evaluation Last First Middle

Organization/Institution Relationship to Applicant (check one): Current/Former Employer Current/Former Instructor

Position/Title Phone Number

Business Address City State Zip

Signature

1. How long and in what capacity have you known this applicant?
- _____
- _____
- _____
- _____
- _____
- _____

2. Evaluate this applicant by checking (✓) the scales below, relative to other people you have known in a similar capacity.

	Excellent (Top 10%)	Above Average	Average	Below Average	No Opportunity to Evaluate
Intellectual Ability (General Thinking Skills)					
Discipline-Specific Knowledge					
Interpersonal Skills					
Effectiveness in Written Communication					
Effectiveness in Oral Communication					
Leadership Ability					
Ethical Integrity					
Motivation/Initiative					
Promise as a Graduate Student					

3. Narrative: Describe this applicant in terms of: strengths and areas needing development; potential to achieve in graduate studies; special qualities or experiences that lend support to this applicant's acceptance into this graduate program. **Please attach a signed written statement printed on professional letterhead.**

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