

## Graduate Online Application

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### Instructions:

**1. Submit all pages of the Graduate On-line Application Form.**

**2. Copy and sign the Signature Page and forward with a **\$50 Application Fee** as soon as possible to the Office of Graduate Admissions, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.**

**3. Please copy and give a Recommendation Form to each of three people who can comment on your interest in graduate study at Springfield College and your ability, potential, and readiness for the graduate program you have selected.**

We suggest you seek references from faculty members, advisors, internship supervisors, current or past employers, colleagues, or alumni of Springfield College. (Note: If you are currently enrolled in a master's degree or certificate of advanced study program at Springfield College, only two references from faculty with whom you took classes at Springfield will be needed.) Once completed, each recommendation should be forwarded to you for your return to the Office of Graduate Admissions, Springfield College, 263 Alden Street, Springfield, MA 01109-3797.

**4. Complete and forward a resume to the Office of Graduate Admissions so that we might know of any college activities, out-of-school leadership opportunities, work experience, and community involvement that support your interest in or qualifications for graduate school.**

**5. Complete and forward a personal statement to the Office of Graduate Admissions that describes significant life experiences that have contributed to your interest in your field, your understanding of this field, your occupational objectives, and why you have chosen Springfield College.** (Approximately two to three double-spaced, typed pages is the recommended length.) For the School of Social Work, three to five double-spaced typed pages are requested, describing your professional goals, your reasons for pursuing the M.S.W. degree, and the educational and professional experiences and personal characteristics that make you a good candidate.

**6. Request that an official transcript from each collegiate institution attended be forwarded to you for your return to our office.** Should your college(s) wish to send the transcript directly to our office, that would be acceptable.

**7. For Occupational Therapy, Physical Therapy and Physician Assistant candidates only - complete a Pre-requisite Course Worksheet and return same to the Graduate Admissions Office.** This form will be mailed to you upon receipt of your On-line Application, Signature Page and **\$50 application fee**.

**8. For Occupational Therapy and Physical Therapy candidates only - complete an Experience Worksheet and return same to the Graduate Admissions Office.** This form will be mailed to you upon receipt of your On-line Application, Signature Page and **\$50 application fee**.

**9. If interested in a Graduate Associateship or Graduate Assistantship, submit the Graduate Associateship/Graduate Assistantship Interest Identification Form.**

## **General Admissions:**

In an effort to keep the admissions process as simple as possible and to provide the applicant with as much control as possible, we have designed a self-managed application procedure. As an applicant, you will determine when your Application for Admission to Graduate Study and all required supporting credentials are sent to the Office of Graduate Admissions, thus assuring yourself that they will be received on time and well ahead of your application deadline. Applicants who return the required documents on time will be given full consideration by the Graduate Admissions Committee.

Applicants for the Physical Therapy Program or the Physical Education Doctoral Programs must submit a Graduate Record Examination (GRE) score, taken within five years of the date of application for admission to graduate study at Springfield College. An applicant to the Art Therapy Program is required to submit a portfolio of his or her work to the Art Therapy director for review. Occupational Therapy candidates must attend an Occupational Therapy Information Session. Should distance preclude a campus visit, alternative arrangements will be suggested. All other programs encourage a campus visit. Arrangements may be made by calling the department directly or the Graduate Admissions Office.

As you may also wish to apply for financial assistance, a separate file will be created for you and sent to the Office of Financial Aid to indicate that you have applied for admission to Springfield College. Appropriate financial aid forms and instructions for applying for financial assistance will be mailed to you at that time by the Office of Financial Aid.

**The Graduate Signature Page**

**Statement of Understanding:**

I hereby give permission to Springfield College to use, in publications, press releases, and other promotions, my name and any photograph or video footage in which I may appear.

I understand that falsification of any information on this application and its credentials will make me ineligible for admission or subject to later separation if enrollment is affected.

**Signature:**

\_\_\_\_\_

**Date:**

\_\_\_\_\_

This application is incomplete unless signed.

Please return your completed application and a **\$50** application fee to:

**Springfield College  
Office of Graduate Admissions  
263 Alden Street  
Springfield, MA 01109-3797**

## Checklist for Applicants

1. Submit the Springfield College On-line Graduate Application Form.
2. Sign, date and return the Signature Page to our office, along with your Resume and Personal Statement.
3. Collect three Recommendation Forms and an Official Transcript from each college attended and forward same to our office.
4. Send a GRE Score Report to our office (For Exercise Science and Sport Studies, Physical Therapy and Doctoral Physical Education applicants only).
5. Complete and return a Pre-requisite Course Worksheet (For Physical Education, Occupational Therapy, Physical Therapy and Physician Assistant candidates only)
6. Complete and return an Experience Worksheet (For Occupational Therapy and Physical Therapy candidates only)
7. Forward a Portfolio of your art work to the Art Therapy program chair (For Art Therapy applicants only).

Once these items have been received by the Office of Graduate Admissions at Springfield College, your admissions file will be given to the Graduate Admissions Committee for review and subsequent action. Your prompt attention to this matter will be appreciated.

Springfield College  
Office of Graduate Admissions  
263 Alden Street  
Springfield, MA 01109-3797