# APPLICATION FOR ADMISSION

***Master of Liberal Studies Program***

mls@smu.edu
214.768.4273

Within the Annette Caldwell Simmons School of Education and Human Development, Southern Methodist University's Master of Liberal Studies program (MLS) accepts and reviews applications throughout the year on a rolling basis for Summer, Fall and Spring semesters. All applications must be received by May 1 for Summer admission, July 1 for Fall admission, and December 15 for Spring admission.

**Criteria for Admission:** SMU strives to enroll motivated and enthusiastic students prepared and interested in rigorous graduate education. All applicants must have a bachelor's degree (or equivalent) from an accredited college or university.

**How to Apply:** To apply for admission to the Master of Liberal Studies program, you must submit the following for consideration:

- The Application (downloadable from website as well: www.smu.edu/mls/admission.asp)
- Official "sealed" transcripts from all the colleges and universities you attended.
- Two letters of recommendation:
  - Academic (at least one academic reference is preferred)
  - Professional (supervisor or administrator) – if an academic reference is unavailable, two professional letters of recommendation may be submitted
- A personal interview is recommended but not required.
- Two Essays:
  1. Using a book of your choice, write an essay (about 3-5 pages type written, double-spaced) in which you could describe the author's central argument, proposal, or theme. Please be sure to describe how this is developed in the book as well as any conclusions you may have reached.

  2. Write a short essay (about 3 pages type written, and double-spaced) in which you describe what you have been doing since you were last a full-time student. Please be sure to describe two personal or professional achievements in your life and explain why you wish to pursue a degree in liberal studies.

- Fee: $75 (checks or money orders may be made payable to Southern Methodist University). Credit card payments cannot be accepted.
- The GRE (Graduate Record Examination) is **not** required, but applicants are welcome to submit their scores if they feel the scores would add to the strength of their application.

**Submitting Your Application:** Individual application materials may arrive under separate cover. Please submit the completed application and mail it via postal mail to the following address:

Southern Methodist University
Master of Liberal Studies
P.O. Box 750253
Dallas, TX 75275-0253

You may also submit your application by scanning it and emailing it to mls@smu.edu.

***In order to review your application, we must have received in our office, all official transcripts, letters of recommendation, and the MLS Essay. Please contact the MLS Office to schedule an interview (not required). We review completed applications on a rolling basis throughout the year.***

**A P P L I C A T I O N  F O R  A D M I S S I O N**

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## Biographical Information

Name:_____

Last First Middle Maiden

Home Address:_____

Street and Number Apt. City State Zip

Business Address:_____

Street and Number Apt. City State Zip

Employer and Business Address:_____

Company Name Position

_____

County State Zip

Home Phone:_____Business Phone:_____Cell Phone:_____

Email Address(es):_____

Date of Birth:_____Gender: _____Social Security Number:_____

Place of Birth:_____

Have you ever applied for admission to S.M.U?_____

If yes, please provide the year and semester_____

S.M.U ID number if you attended previously or if you are employed by SMU:_____

Application Term: (circle one) Fall / Spring / Summer Year:_____

Are you a US Citizen?_____If "no," what is your visa status?_____

*For Non U.S. Citizen Only: If you are a Permanent Resident, please state your alien card identification:

**Prominent Ethnic Background**: The information you provide will be used in a nondiscriminatory manner, consistent with applicable civil rights laws, solely for required reporting under federal and/or state laws.

Please check the number that applies to you:

_____ 01 American Indian or Alaska Native
_____02 Asian or Pacific Islander
_____03 Black, non-Hispanic
_____04 Hispanic or Mexican-American
_____05 White, non-Hispanic
_____06 Foreign Student,Temporary Visa
_____07 Foreign Student, Refugee Status
_____08 Unspecified or Other

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## Education

List in chronological order all colleges and universities attended:

*Undergraduate*

| Institution | Major | Dates of Attendance | Degree/Year Granted |
|---|---|---|---|
| Institution | Major | Dates of Attendance | Degree/Year Granted |

*Graduate*

| Institution | Major | Dates of Attendance | Degree/Year Granted |
|---|---|---|---|
| Institution | Major | Dates of Attendance | Degree/Year Granted |

## References

List below the names and addresses of the two referees you have asked to write letters of recommendation for you. Please include email addresses if available.

Name

Address | Phone Number | Email Address

Name

Address | Phone Number | Email Address

If you have ever been dismissed or suspended from, or denied readmission to any school, please state particulars.

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## Criminal History

Are you currently under indictment for any crime? Yes_____ No_____

Have you ever been convicted of, pleaded guilty to, or received deferred adjudication for any felony, state jail felony, or Class A misdemeanor? Yes_____ No_____

Have you ever received or are you currently on probation? Yes_____ No____

***(Disclosure in the affirmative with respect to criminal-history questions will not necessarily result in rejection of an applicant for admission. Failure to disclose such a record, if it exists, and to explain that record honestly, however, will subject a student to the University's judicial process and may result in dismissal from the University. Failure to provide an explanation tn an affirmative response to this question will halt the review of your application.)***

How did you hear about the MLS program?_____

_____

_____

*Please sign below to indicate that all the information you have included in your application is complete, accurate, and honestly presented.*

**Signature:**_____**Date:**_____

SMU. ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Department of Graduate Liberal Studies P. O. Box 750253 Dallas, Texas 75275-0253 USA (214) 768-4273

## Master of Liberal Studies Recommendation Form

To the applicant:

Please print or type the name and address of the individual you are asking to complete this form and your name and address in the appropriate spaces below. Sign the form and send it to your reference, enclosing a stamped envelope addressed to the Department of Graduate Liberal Studies, PO Box 750253, Southern Methodist University, Dallas, TX 75275-0253.

Name of reference _____

Applicant's name in full _____

Applicant's present address _____

Under Section 438 of the General Education Provisions Act (20 U.S.C. 1232g), if you are accepted and enrolled as a student at Southern Methodist University, you have the right to inspect your admission file. However, the Act provides that the student may waive the right of access to confidential recommendations. If you wish to waive the right of access to the recommendation being submitted on this form, please sign your full name on the following line.

Applicant's signature_____Date _____

To the individual completing this form: If you prefer to write a separate letter of reference, please address the questions below in your letter. Thank you.

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

2. Please give your assessment of the applicant's academic preparation and of his/her industry, motivation, perseverance and capacity for demanding academic work.

3. Describe the applicant's work as you know it (professionalism, ability to motivate, communication skills, etc.).

SMU. | ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

4. Do you know anything that might detrimentally affect the applicant's academic or professional performance? Please give any other information concerning the applicant that you think would be useful to the admitting department. (Use additional sheets if necessary).

Using the chart below, please give us your appraisal of the applicant relative to others you have known in a similar capacity.

| | Exceptional (top 2%) | Outstanding (top 5%) | Excellent (top 15%) | Good (top 1/3) | Average (mid1/3) | Below Average (bottom1/3) | Not Observed |
|---|---|---|---|---|---|---|---|
| Intellectual Ability | | | | | | | |
| Maturity | | | | | | | |
| Motivation | | | | | | | |
| Ability to work with others | | | | | | | |
| Creativity and Imagination | | | | | | | |
| Self-Confidence | | | | | | | |
| Leadership | | | | | | | |
| Potential | | | | | | | |
| Ability to analyze a problem and formulate a solution | | | | | | | |
| Oral Communication Skills | | | | | | | |
| Written Communication Skills | | | | | | | |

Overall Rating: ___strongly recommend ___recommend ___recommend with reservations ___do not recommend

Signature _____

Name_____ Date _____

_____
(please print or type)

Title _____ Employer _____

Business Address _____

Telephone(_____) _____ FAX( ) _____ email _____