SOUTHERN METHODIST UNIVERSITY

ANNETTE CALDWELL SIMMONS
SCHOOL OF EDUCATION
AND HUMAN DEVELOPMENT

Doctor of Philosophy in Education (Ph.D.)

Application for Admission

SMU | ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Ph.D.

APPLICATION PROCEDURES

We are pleased that you are interested in pursuing graduate studies at Southern Methodist University. Please assist us by carefully reading the instructions below so that we can expedite processing your application. Note that the responsibility of securing and submitting the application materials, transcripts, test scores (if required), and other necessary information rests upon you.

All documents, requests, and correspondence should be sent to the Department of Teaching and Learning, P O Box 750381, Dallas TX 75275-0381.

ELIGIBILITY

The Ph.D. program is designed to augment an existing Master's degree or equivalent preparation. Admission is based on an overall evaluation of candidate's undergraduate and graduate transcripts, GRE scores (e.g., ideally 1100+; with TOEFL scores if the student's native language is not English), written records demonstrating at least three years of full-time teaching or school-related experience, a statement of purpose and aspiration, three letters of recommendation, and faculty interviews.

APPLICATION PROCEDURE

General Requirements:

1. Complete the application form. **All questions must be answered with correct information.**

2. Enclose a $75 application fee (check or money order) with the application. This fee is non-refundable. Note: If you have previously paid an application fee to a graduate program under the Annette Caldwell Simmons School of Education and Human Development, the $75 fee is waived.

3. Send a set of official transcripts, *certified and translated if from a foreign institution*, directly from each school of higher education you have attended. No copies will be accepted.

4. Distribute three recommendation forms and ask that they be sent directly to the Annette Caldwell Simmons School of Education and Human Development. Select respondents who can attest to your academic ability, your teaching abilities, and your personal qualities.

5. Request the official scores (earned in the last 5 years) for the Graduate Record Examination (GRE) or TOEFL to be sent (if required).

Additional Requirements for International Students:

6. International students applying from countries where English is not the native language are required to provide scores on the Test of English as a Foreign Language (TOEFL). Teaching Assistants are required to show proficiency in spoken English by a satisfactory score on the TSE (Test of Spoken English) exam or passing an English as a Second Language course after matriculation. The score from the TSE can strengthen your application and provide an additional distinguishing measurement.

7. As evidence of financial support, foreign students must provide a Certification of Finance Form/Letter of Financial Backing. This should represent that sufficient money will be available to the applicant to cover all expenses while at the University. This letter may be signed by a parent or sponsor but **must** be certified by a bank. The document must be notarized and on file before the process for visas and passport can proceed. (See next page for additional information regarding foreign applicants.)

APPLICATION DEADLINES

Priority Deadline.....February 15

Fall semester final deadline.....May 1st

General

Admission —— Only the Department of Teaching and Learning is authorized to notify the applicant of his or her acceptance to a graduate program in the Annette Caldwell Simmons School of Education and Human Development. Applicants should not interpret any statement made in casual correspondence with any University faculty member to mean that he or she has been admitted. Official notification will be sent through the Department of Teaching and Learning office and signed by the Department Chair.

Financial Obligations——- Students are responsible individually for their financial obligations to the University through the Office of the University Cashier, SMU, Dallas, Texas 75275, USA. Questions regarding financial procedures at SMU should be taken up with the cashier's office.

Transfer Students——- Graduate students wishing to transfer to Southern Methodist University from another graduate school in the U.S. must have maintained a "B" average on all graduate work previously attempted in addition to satisfying the other admission requirements of the University.

For International Students

Passports and Visas——- Before the international student may leave home, both a passport and a visa are required. The government of the student's home country is responsible for issuing the passport. If the international student is accepted by Southern Methodist University, a letter of acceptance will be sent from the Graduate Office. The SMU International Advisors' Office will send an I-20 form (F-1 visa) or IAP-66 (J-1 visa) once the financial support has been verified. It is important that the name on the application matches exactly the name on the student's passport.

To meet U. S. government regulations, the international graduate student on the F-1 or J-1 visa must take at least nine semester hours each semester to qualify as a full-time student.

Health Insurance——- All international students must be covered by hospitalization insurance and **must show proof of such insurance at the time of registration.** Coverage may be obtained individually or through the University for an annual fee of approximately $1244. In addition, students purchasing this insurance are required to be eligible to use the Student Health Center, which may require an additional amount of approximately $120 per semester. Additional information about this requirement can be obtained through the International Advisors' Office - smuvisa@mail.smu.edu. Students will need to provide a record of immunizations on the SMU health form, which is mailed to all incoming students.

Degrees from Foreign Universities——- International applicants who hold a bachelor's degree should not assume that these degrees will be automatically accepted in US universities. Decisions will be made on the academic standings of the institutions from which the applicant graduated. Professional diplomas and higher certificates from technical or vocational schools are normally not considered as equal to a bachelor's degree.

Offices for Assistance:

General Information: The Department of Teaching and Learning, Southern Methodist University,

P O Box 750381, Dallas TX 75275-0381, USA
www.smu.edu/education E-mail: teacher@smu.edu

Visas and Foreign Students: Director, International Center, Southern Methodist University,

Box 750391,

Dallas TX 75275-0391, USA

E-mail: smuvisa@smu.edu

SMU | ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

Application for Admission

Graduate Program for:
Education - Ph.D.

All reponses must be printed or typed.

GRE V_____ Q_____ A_____ Subj_____
Date taken or to be taken_____
If English is not your primary language:
TOEFL scores_____
Date taken or to be taken_____

Proposed Specialty Area in Ph.D.:
_____
Beginning semester/year_____
Undergraduate overall GPA_____
Graduate overall GPA_____

Legal Name_____
Prefix (Mr./Ms.) Last First Middle

Preferred Name(s)_____

Social Security Number _____-_____-_____ ❑Female ❑Male

Any other name(s) under which your documents might be received_____

Country of Citizenship:❑ U.S. or _____

If you are not a U.S. citizen, are you currently living in the United States?❑ Yes ❑No. If yes, please complete the following:

If you are a Permanent Resident, please state your alien card identification A-
If you are a Non-Immigrant, please state your visa status_____

Date of Birth_____ City and Country of Birth_____
Month Day Year

Home Phone_____ Work Phone_____

Home Fax_____ Work Fax_____

E-mail Address_____ ❑Personal ❑School ❑ Business

Alternate E-mail Address_____ ❑Personal ❑School ❑Business

Mailing Address_____
Using the space provided, please supply your current mailing address in the format preferred by your postal service.

_____ Valid Until:_____
Addresses in the U.S. should include street, city, state, ZIP. Addresses outside the U.S. should include the country.

Permanent Address (if different)_____
_____Permanent Home Phone:_____

Name and phone number of the person to be notified in case of emergency:
_____

Religious Preference_____

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

Are you of Hispanic orgin? ❒*Yes* ❒*No*

For non-Hispanics only:

Do you identify with one or more of the following?	❒(04) American Indian or Alaska Native	❒(08) White
❒(01) Non resident Alien	❒(05) Asian	❒(09) Two or more races
❒(02) Race & Ethnicity unkown	❒(06) Black or African-American	
❒(03) Hispanic of any race	❒(07) Native Hawaiian or other Pacific Islander	

List in chronological order all colleges and universities attended.

Name of Institution	Location	Date of Attendance	Major	Degree/Date (Month/Year)

Do you wish to be considered for a tuition benefit fellowship or research assistantship? ☐Yes ☐No

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

_____

List and explain any criminal charges that have been brought against you, except those which have resulted in a finding of "not guilty" or a complete dismissal. Minor traffic violations and parking tickets need not be included.

_____

_____

Applicant's employer or adviser

_____

Business address and phone

_____

Describe your work or professional experience

_____

_____

_____

Reading knowledge of a foreign language? _____ Which lanuages?_____

List any academic honors, awards, honorary society memberships, and professional presentations relevant to your proposed fields of study.

_____

_____

List the names of persons you have asked to complete recommendation forms. (Please see special notes for number required.)

Name Affiliation Location

_____

_____

_____

List publication papers or technical reports you have written. Attach a separate list, if necessary. Please submit one manuscript as a sample of your professional writitng. (10 pages or less)

_____

_____

_____

STATEMENT OF PURPOSE

In a separate 2 page statement, please write a description of your goals in undertaking graduate study and what you hope to do after completing graduate work. Please include a statement of your specific research and/or applied interests, as well as your vision for the future of education. Attach this statement to the appplication.

Do you agree to the obligation for the first 2 years of the program? (please explain any concerns or exceptions.)

_____

_____

_____

By which means did you learn about our graduate programs?

_____Internet ____ Graduate Poster ____ Faculty Recommendation ____ Recruiting Event

_____ Other (please identify)

List other institutions to which you are applying:

_____

_____

_____

I certify that all information given by me on this application is accurate.

Signed (do not print)_____

Date_____

CRIMINAL HISTORY

1. Are you currently under indictment for any crime? Yes____ No_____

2. 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_____

3. Have you ever received or are you currently on probation? Yes_____ No_____

ONLY INTERNATIONAL APPLICANTS ANSWER NUMBER 4 AS WELL

4. If the questions above are not applicable to you as an international applicant, list and explain any criminal charges that have been brought against you at any time and in any place. Explain the outcome of these charges. Minor traffic violations and parking tickets need not be included.

(Disclosure in the affirmative 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 explain an affirmative response to this question will result in the Application's not being further processed.)

I certify that all information given by me on this application is accurate.

Signed (do not print) _____Date_____

SMU | ANNETTE CALDWELL SIMMONS SCHOOL OF EDUCATION & HUMAN DEVELOPMENT

P. O. Box 750381

Dallas, Texas 75275-0381 USA (214) 768-2346

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 Annette Caldwell Simmons School of Education and Human Development, P.O. Box 750381, Southern Methodist University, Dallas, TX 75275-0381.

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 agree 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, and capacity for demanding Ph.D. level academic work.

3. Describe the applicant's work as a teacher or in other education-related work (professionalism, ability to motivate students, skill at making subject matter relevant, etc.).

4. Please give any other information concerning the applicant that you think would be useful to the Ph.D. selection committee. (Use additional sheets if necessary).

5. 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 and formulate a solution							
Oral communication Skills							
Written Communication Skills							

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

Signature_____Date_____

Name_____

(please print or type)

Title_____Employer_____

Business Address_____

Telephone(_____)_____FAX( )_____email _____