Admission Application Overview and Information for M.A. Programs in Social Psychology and Counseling

Before students may be admitted to a graduate degree program at Ball State University (BSU), it is necessary to determine if they have met the requirements of admission to the Graduate School. Thus, all students must first have their undergraduate credentials reviewed and accepted. For US students this is done by the Graduate School; for International Students it is done by the Center for International Programs who also determine the student's eligibility for legal residence.

United States Citizens

Complete Graduate School Application *at least 4 weeks prior* to department deadline. Send to Graduate School.

Complete departmental application prior to department deadline. Arrange for all supporting information to be sent to department.

International Students

Complete International Student Admission Application *at least 4 weeks prior* to department deadline. Send to Center for International Programs.

Complete departmental application prior to department deadline. Arrange for all supporting information to be sent to Center for International Programs. See next page.

Graduate School Application

1. The Graduate School application form will ask you for your degree objective. Indicate social psychology or counseling as your major, as well as the specific track (e.g. school, clinical mental health, applied) you seek. Do ***not*** write "psychology" as your degree objective. Doing so will result in your application being forwarded to the wrong psychology department (BSU has three). If you are currently enrolled as a graduate student at BSU, you must still submit an application to the Graduate School.
2. A $50 application fee is required.
3. An official transcript of every institution attended, including transcripts from which course credits were transferred. The Graduate School will provide the department with access to the transcripts. If you are currently attending BSU or have attended in the past, the Graduate School will obtain your BSU transcripts from the University's files.
4. Send this application to:
   Graduate School
   Ball State University
   Muncie, IN 47306 Telephone (toll free): 866-285-GRAD

For more information see their website: http://www.bsu.edu/gradschool

Departmental Application

1. The application deadlines for the social psychology and counseling programs* are ***February 1 and June 15***. Applicants admitted using either deadline would be able to begin course work in the upcoming fall semester. All material <u>must</u> be postmarked by the deadline.
   *There is no deadline for the rehabilitation-counseling track.
2. Three letters of recommendation, signed across the seal, are required. We strongly urge you to remind your references of these deadlines.
3. Graduate Record Examination (GRE) scores. Official scores from the GRE General Test must be sent directly to the Graduate School from the GRE Testing Service; the Graduate School who will forward them to the department. Copies are not accepted.
4. Send this application to:
   Graduate Admissions Coordinator
   Department of Counseling Psychology and Guidance Services
   Teachers College 605
   Ball State University
   Muncie, IN 47306
   Telephone: (765) 285-8040
   FAX: (765) 285-2067

Admission Application:
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International Applicants

1. If you are not a United States citizen contact the Center for International Programs for an application packet. Remember to apply well in advance of the departmental deadline. The Center prefers applications for our February 1 deadline to have been received by January 1.
2. Complete the departmental application as described above.
3. Send ***both*** the international and departmental applications to the Center.

	Center for International Programs
Telephone: (765) 285-5422	Ball State University
FAX: (765) 285-3710	Muncie, IN 47306

For more information see their website: http://www.bsu.edu/internationaladmit

Required Academic Background

1. Please refer to the departmental program booklet and to the Graduate School catalog to determine whether you meet the requirements for admission.
2. Fifteen (15) semesters or 24 quarter hours of undergraduate psychology courses are required for all departmental master's programs.
3 International candidates may have additional requirements and should contact the Center for International Programs.

Graduate Record Examination

1. The GRE General Test is offered as a computer-based test in the U.S., Canada, and many other countries. Paper-based General Test administrations are offered in areas of the world where computer-based testing is not available. The GRE General Test is offered daily at the computer based testing center at BSU. The center is located in Lucina Hall, Room 366; further information can be obtained from the Office of Testing Programs at (765) 285-1290.
   Students can register for the GRE online at www.gre.org. Scores are mailed approximately six weeks after testing. The Graduate School forwards the scores to the department according to the code you indicate. Use the code for "***Counseling Psychology***" so the scores will not be sent to the wrong psychology department. The psychology subject test is not required.
2. GRE General Test scores older than five years are not accepted.

Graduate Assistantships

If you are interested in an assistantship you are advised to contact several departments on campus to inquire about available positions and application requirements. A list of departments that have offered graduate assistantships in the past can be found on page 10 of the Masters Program Handbook; information on assistantships is also available at the Cardinal View Jobs website (www.bsu.edu/webapps/viewjobs/). You must be admitted to a degree program before receiving an assistantship. Assistantships require 20 hours a week of service and typically pay a stipend of $4000 to $6000 for the academic year. In addition, assistantship holders receive a waiver of tuition. Student fees are not waived.

Important Note

1. We cannot evaluate your application if it is not complete and received by the deadline. You will receive only one notice from the department regarding the status of your application material. We strongly urge you to contact the department and Graduate School before the deadline to check for missing or delayed material. Give us a call or email us! It is your responsibility to complete your file on time.
2. Your application to the rehabilitation program will be evaluated upon completion.

Admission Application:
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Name (First)		(Middle)		(Last)	
Date of Birth:				Age:	
Address:				Social Security #:	
City:				Telephone (W):	
State/Province:				Telephone (H):	
Postal Code:				Email	

If you are a minority group member, please indicate your ethnicity. Answering this question is **optional** and will not affect your likelihood of admission.	

Please check program to which you are applying		For which deadline are you applying?	
M.A. Social Psychology	M.A. Counseling		
❑ General ❑ Applied	❑ Clinical Mental Health ❑ School ❑ Rehabilitation	❑ February 1	❑ June 15
		❑ Rehabilitation (no deadline)	
❑ Double Major in Social Psychology and Counseling	In which academic year would you like to begin? Month/Year:		

Have you taken the Graduate Record Examination?	❑ Yes	❑ No	***Please Note:*** GRE scores older than five (5) years are not accepted.
If yes, when did you take it?	Month	Year	
If not, when are you scheduled to take it?	Month	Year	

Prior Education

School or Institution	Dates Attended	Degree Received	Date Received	Major Area	Minor Area	Overall GPA & grading scale used

Number of credit hours completed in psychology courses (i.e., education, counseling, social, experimental, or general psychology)				
	Quarter Hours	Semester Hours	GPA	Grading scale used
Undergraduate Psychology				
Graduate				

Prerequisite Course Work

Please describe the courses you are submitting to satisfy the admission of either 24 quarter or 15 semester hours of ***undergraduate*** psychology courses completed. (The requirement is waived for applicants to the school counseling degree program if they hold a valid teaching license.) If you are uncertain about the acceptability of a course, contact the program director.

Title & Course Number	School	Date Completed	Grade

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Professional Activity

Professional organization memberships:		
Name	Year Joined	Activities – offices held
Honors, awards, etc. (describe):		

Research

Publications in professional journals or books (Please list in APA format):
Professional presentations to regional, state, or national conferences (Do not include class presentations):
Thesis title & anticipated date of completion:
What are your research interests and experiences? Please be as detailed as possible.

Professional goals

What are your professional career goals after completing the graduate program? Describe your position as you anticipate it in ten years.

Why are you applying to Ball State University? What specifically makes our program appealing to you?

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For United States Citizens	
I, _____, have read the Application Overview and understand that I must apply to both the Ball State University Graduate School and the Department of Counseling Psychology and Guidance Services, and I also understand that it is my responsibility to ensure that all application materials are received on time. I realize that before the department will evaluate my application, I must be admitted to the Graduate School before February 1 or June 15, as well as having a complete application on file with the department. These deadlines do not apply if I am applying to the rehabilitation program.	
Signed:	Date:

For International Students only	
I, _____, understand that I must submit application materials required by both the Department of Counseling Psychology and Guidance Services and the Center for International Programs. I must send all materials directly to the International Center at least one month in advance of the department deadline of February 1 or June 15. I understand that if my materials are not submitted and processed before the departmental deadline, then my file will not be reviewed at that time. I realize that it is my reasonability to ensure that my application file is complete.	
Signed:	Date:

Workshops attended & Non-degree training:			
Where	Title	Date	Description

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Work Experience:

Indicate all paid experience in psychology or related fields. List more recent first.				
Where	Title	Date	Hours per week	Description

Paid positions in other fields:				
Where	Title	Date	Hours per week	Description

Volunteer work in psychology or related fields:				
Where	Title	Date	Hours per week	Description

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Self Assessment

Please write an autobiographical summary. What values, philosophies, and attitudes describe you? What qualities define your character? Describe significant events that you believe influence your personal development. Note any special activities or organizations in which you have been involved. Consider what makes your desired profession relevant to you. What assets do you possess that will contribute to your success as a professional? (Continue on back of this page if needed).

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Multicultural Experiences and Interests

Please describe your life experiences, professional experiences, research experiences, and interests in multiculturalism. (Continue on the back of this page if needed).

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This section to be completed by ***applicant***

Please check program to which you are applying:		***Right to Access***: Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitles to review their records, including letters of recommendation. Those persons writing recommendations and those assessing recommendations, however, may attach more significance to them if it is known that the recommendations will remain confidential. It is the applicant's option to waive the right to access these recommendations or to decline to do so. Please indicate your choice below and sign.
M.A. Social Psychology	M.A. Counseling	
❑ General ❑ Applied	❑ Clinical Mental Health ❑ School ❑ Rehabilitation	
❑ Double Major in Social Psychology and Counseling		❑ I waive my right to this recommendation / ❑ I do not waive my right to this recommendation
Applicant signature:		Date:

This section is to be completed by ***recommender***

Please rate the applicant on each of the following qualifications in comparison to others you have known in similar capacities. Circle a number for each item.		Poor				Superior	
1.	Academic ability	1	2	3	4	5	Not Known
2.	Knowledge of psychology	1	2	3	4	5	Not Known
3.	Interpersonal skills (verbal & nonverbal)	1	2	3	4	5	Not Known
4.	Counseling & therapy skills	1	2	3	4	5	Not Known
5.	Research skills	1	2	3	4	5	Not Known
6.	Professional commitment	1	2	3	4	5	Not Known
7.	Multicultural experiences & interests	1	2	3	4	5	Not Known
8.	Overall qualifications for graduate study:	1	2	3	4	5	Not Known

Please provide a written recommendation addressing your relationship to the applicant, your assessment of the applicant's strengths and weaknesses, and the applicant's appropriateness for graduate study in psychology. Use the back of this form or attach a separate letter. **Please be sure to sign across the seal when mailing the letter.**

Recommender's Signature:		Date:	
Recommender's name (printed or typed)			
Position:		Telephone:	
Street Address:		Email:	
City:		State/Province & Postal Code	

Mail recommendations, signed across the seal, to the address below, postmarked no later than ***February 1*** or ***June 15***, whichever date comes first.	If applicant is an international student, mail to the address below.
Graduate Admissions Coordinator Department of Counseling Psychology and Guidance Services Teachers College 605 Ball State University Muncie, IN 47306	Center for International Programs Ball State University Muncie, IN 47306

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