Important!

Please read this before submitting your application.

CHECKLIST OF APPLICATION MATERIALS
PHD PROGRAM IN EDUCATIONAL PSYCHOLOGY
BALL STATE UNIVERSITY

GRADUATE SCHOOL APPLICATION:
(If you are not a United States citizen, disregard this section and see “International Applicants”)

Applicants must apply to both the Graduate School and the Department of Educational Psychology. We suggest that you submit materials to The Graduate School and the department concurrently. The department must receive notification from the Graduate School that your application has been approved before your departmental file can be evaluated for admission to the program. It takes the Graduate School approximately four weeks to process a completed application, so it is imperative that you submit your materials to the Graduate School in plenty of time to meet the departmental deadline of February 15th (recommended by January 15th).

Send these materials directly to Admissions, The Graduate School:

1. **Graduate School Application:** The application form will ask for your degree objective. Indicate PhD in Educational Psychology (General) as your major. Do NOT choose “psychology” as your degree objective, doing so will result in your application being forwarded to the wrong psychology department. If you are currently enrolled as a graduate student at Ball State University, you must still submit an application to the Graduate School.

2. **$60 Application Fee:** Your application will not be processed until your fee has been paid.

3. **Official Transcripts:** Official transcripts of every institution attended, including transcripts from schools in which courses were transferred to another institution: Have one official copy of each sent directly from the school attended to The Graduate School. If you are currently attending Ball State University or have attended in the past, the Graduate School will obtain transcripts that are already on file for you.

4. **Official Scores of the GRE General Test:** Results of the Graduate Record Examination General Test (GRE) taken within the last five years are required. Official results should be sent directly to Ball State University Graduate School using the code (R1051). Please indicate that your major will be educational psychology (3403).

Send these materials directly to the Educational Psychology Department.

DEPARTMENTAL APPLICATION:

The application deadline for the PhD in Educational Psychology (General) Program is February 15th. All departmental materials must be postmarked or received by the deadline to ensure consideration. Mail or Email (preferred) these items directly to the Graduate Admissions Specialist, Programs in Educational Psychology, Department of Educational
1. **Departmental Application (Appendix A):** Please complete all requested information. A personal file will be created for you upon receipt of this form.

2. **Personal Statement:** Write a brief statement that describes your career goals. What has drawn you to the Educational Psychology program and to Ball State University? Indicate those assets that you believe will contribute to your success in graduate studies. Describe pertinent educational, research and professional experiences, and other qualities and interests that will be helpful for our evaluation of your application. Please limit to 500 words – Use separate pages if needed.

3. **Three letters of recommendation:** Please have your references use the forms provided in the Application Packet. We strongly urge you to follow up with your references to remind them of the deadline. References may also email their forms and letters to ljjones@bsu.edu.

**GRADUATE ASSISTANTSHIPS:**
A number of graduate assistantships are available on a competitive basis. All carry a stipend, a generous tuition remission, and a waiver of out-of-state fees. Assistants are required to work up to 20 hours per week. To apply for an assistantship, simply check the box on the graduate school application.

**INTERNATIONAL APPLICANTS:**
If you are not a United States citizen, your application must be evaluated and approved by the Center for International Programs before the department can review your file. Contact the Center at 765-285-5422 (FAX 765-285-3710) for an application packet. You are urged to apply early enough to the Center so that there is plenty of time to review your application before the departmental deadlines of February 15th. **For the February deadline, the Center prefers to receive applications by November 1st.** You must also submit the required departmental application materials listed above. **SEND ALL THE DEPARTMENTAL APPLICATION MATERIALS AND THE MATERIALS REQUIRED BY THE INTERNATIONAL CENTER DIRECTLY TO THE CENTER FOR INTERNATIONAL PROGRAMS—NOT TO THE DEPARTMENT OR TO THE GRADUATE SCHOOL.**

**IMPORTANT NOTE:**
To be evaluated by the department, your application must be completed by the February 15th deadline. Application files that are not complete by the deadline will be ineligible for review. You will receive only one notice from the department regarding the status of your application materials. We strongly suggest you contact the department and the Graduate School before the deadline to check for missing materials. It is your responsibility to complete your file on time.
Attention Applicant: When submitting departmental application materials, please send this cover sheet to the department with your materials so we can start an application file for you.

PERSONAL DATA AND GENERAL INFORMATION

Last Name _______________________ First ___________________ Middle ________________

Local Address: _________________________________________________________________

_____________________________________________________________________________

Permanent Address: ____________________________________________________________

_____________________________________________________________________________

Email: _________________ Home Telephone: _____________ Cell: ___________________

Social Security Number: _________________ Birth date: _______________ (optional)

If you are a minority group member, please indicate your ethnicity (e.g. African American or Black Non-Hispanic, Asian American or Pacific Islander, Hispanic, Native American, Arab American, Alaskan Native). Note that answering this question is optional and will not affect your likelihood of admission. __________

Are you a United States citizen? Yes_____ No_____ If not, you must apply through the Center for International Programs and be admitted before the department can review your file. Please send all application materials, including this form, to the International Center. Contact the Center for additional forms and instructions.

Graduate School: Have you submitted an application for graduate study to the University Graduate School? All degree candidates must be admitted by the Graduate School to be eligible for departmental review.

Both U.S. citizens and international applicants must submit all application materials early enough so that the Graduate School (or International Center) can review and process your application prior to the department’s deadline.

Please indicate the academic year in which you would like to begin ________________.

What month/year did you take the GRE General Test? _________ If not yet taken, when scheduled? ____________ (Scores older than 5 years will not be accepted.)
**Qualifications:** Please rate the applicant on each of the following in comparison to others you have known in similar capacities (circle a number for each item).

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**Written Recommendation:** Please provide a written recommendation of the applicant addressing your relationship to him or her, 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.

Signed ___________________________ Typed _____________

Position __________________________ Date __________

Address ____________________________________________

Mail or Email (preferred) recommendation to this address by February 15th.

Graduate Admissions Specialist
Department of Educational Psychology
Teachers College 505
Ball State University
Muncie, IN 47306
ljjones@bsu.edu

(For international applicants, send this form to the Center for International Programs by November 1st).

**Right to Access:** Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those persons writing recommendations and those assessing recommendations 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.

_____ I waive my right to this recommendation

_____ I do not waive my right to review this recommendation.
Applicant’s Signature __________________________ Date __________________

BALL STATE UNIVERSITY
APPLICANTS RECOMMENDATION FORM
PH.D. PROGRAM IN EDUCATIONAL PSYCHOLOGY

Applicant Name: ____________________________

Applicant, see bottom of form regarding right to access recommendation letter.

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OPTIONAL: If you have a sample of professional writing (e.g., paper, conference proposal, grant proposal) for which you were an author or co-author, you may include that as evidence of your areas of interest or expertise. Any sample of your academic writing abilities is admissible for our consideration of your candidacy – but is not a required element of the application process.