CHECKLIST OF APPLICATION MATERIALS
PH. D. PROGRAM IN EDUCATIONAL PSYCHOLOGY
BALL STATE UNIVERSITY

(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 meets their standards for admission before your departmental file can be evaluated for admission to the program.

GRADUATE SCHOOL APPLICATION:
Send these materials directly to Admissions, The Graduate School:
1. **Graduate School Application (available from the Graduate School or the department or apply on line at www.bsu.edu/gradschool/application.htm):** The application form will ask for your degree objective. Indicate educational psychology as your major. Do NOT write "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. **$50 application fee:** Your application will not be processed until your fee has been received.

3. 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. Results of the Graduate Record Examination General Test (GRE) taken within the last five years. Official results should be sent directly to Ball State University. If you use the code for BSU (R1051), the results will go to the graduate school. Please indicate that your major will be educational psychology (3403).

DEPARTMENTAL APPLICATION: The application deadline for Educational Psychology is February 15th. Send these items directly to: Graduate Admissions Specialist, Ph. D. Program in Educational Psychology Department of Educational Psychology, Ball State University, 505 Teachers College Muncie, IN 47306 (Telephone 765-285-8500; FAX 765-285-3653)

1. **Departmental Application (Appendix A):** Please complete all requested information including Personal Statement. A departmental file will be created for you upon receipt of the completed departmental application.

2. **Three letters of recommendation:** Please have your references use the forms provided in **Appendix A**. 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.

3. **Official Transcripts:** Transcripts must be received directly from granting institutions from all undergraduate and graduate programs previously attended (even if you only took one or two classes). Have one official copy of each sent directly to the department at the address below.

4. **Official scores of the GRE General Test:** Scores must be sent directly from ETS. ETS will send the results to The Graduate School who will forward one copy to the department. In order that your application will not be delayed, be sure to indicate the appropriate code for Ball State (R1051) and Educational Psychology (3403). Educational Psychology is listed under Education on the codes sheet. Copies are not accepted. Please plan to take the GRE as soon as possible – no later than December. This way there will not be a problem in receiving the scores. **The GRE must have been taken within the last five years**.

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

INTERNATIONAL FELLOWSHIP APPLICANTS:
If you are not a United States citizen, your application must be evaluated and approved by the Rinker Center for International Programs before the department can review your file. Contact the Rinker Center at 765-285-5422 (FAX 765-285-3710) or email intadmit@bsu.edu or visit their website www.bsu.edu/international 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 deadline of February 15th. You must also submit the required **departmental** application materials listed above. **SEND ALL THE DEPARMENTAL 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.**

APPENDIX A

BALL STATE UNIVERSITY

Departmental Application PhD. Program in Educational Psychology

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: _____
_____

Home Telephone:_____ Cell phone:_____

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.)

RESEARCH INTERESTS AND CAREER GOALS

Write a statement that describes your research interests and career goals (approximately 3-5 pages). Your statement should address these specific questions or topics: 1) Describe your research interests, 2) Describe why you are interested in the field of Educational Psychology, 3) What lead you to apply to the Educational Psychology doctoral program at Ball State University? 4) Describe pertinent educational, research and professional experiences that you believe will contribute to your success in our program, and 5) Discuss your future career goals.

BALL STATE UNIVERSITY
RECOMMENDATION FORM
APPLICANTS IN EDUCATIONAL PSYCHOLOGY DOCTORAL PROGRAM

Applicant Name: _____

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

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).

	Poor				Superior	Not Known
1. Academic ability	1	2	3	4	5	NK
2. Knowledge of psychology	1	2	3	4	5	NK
3. Interpersonal skills (verbal, nonverbal)	1	2	3	4	5	NK
4. Communication: written	1	2	3	4	5	NK
5. Communication Oral	1	2	3	4	5	NK
6. Research Skills	1	2	3	4	5	NK
7. Professional Commitment	1	2	3	4	5	NK
8. Overall qualifications for graduate study	1	2	3	4	5	NK

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 recommendation forms or email this form and recommendation to:
Linda Jones, ljjones@bsu.edu

Linda Jones, Graduate Admissions Specialist
Department of Educational Psychology
Teachers College 505
Ball State University
Muncie, IN 47306

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 _____

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