



**KEUKA COLLEGE**  
**Division of Education – Graduate Studies**  
*Application for Admission*

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We are pleased that you have chosen to apply for entry into the  
**Division of Education – Graduate Studies** at Keuka College

**CRITERIA FOR ADMISSION**

1. Completion of a baccalaureate degree at an accredited institution, with a minimum cumulative index of 3.0, as well as a minimum 3.0 in the major field of study (based on 4.0 scale).
2. Two recent letters of recommendation, specifying your ability to do graduate level work and your commitment to education. See instructions on next page under "Application Checklist."
3. Completion of the personal/professional statement, as described on the application form. The personal statement is an essential part of your admissions packet. The content and writing style will provide the college with important information about you and your understanding of your goals and values for the teaching profession. Consider it your opportunity to communicate with the Admissions Committee members about your specific strengths, professional goals and future plans.
4. Copy of your teacher certification(s).

**APPLICATION DATES**

Applications may be submitted for the master's program throughout the year. However, to ensure a smooth and effective enrollment process, Keuka College encourages students to apply early.

Complete application packets received **before April 1** will definitely be reviewed in time for the current year's summer entry date. Keep in mind that we limit the number of students in each cohort.

If accepted, applicants will enroll as members of a cohort. A cohort is a group of students who proceed through the carefully phased and structured program together. Each cohort's *initial* entrance into the program will commence during a *summer semester*.

Official review of submitted applications for each cohort typically begins by *late winter/early spring*. Once a decision is rendered, each applicant will be notified, in writing, of his or her enrollment status.

**PLEASE NOTE:** Students who have not received formal acceptance into **Education Graduate Studies** at Keuka College as fully matriculated students may apply for permission to register for graduate courses as non-matriculated students. In order to exceed six graduate credit hours, however, formal acceptance under matriculated status in the program must be confirmed.

## PROCEDURES FOR ADMISSION

*YOU ARE RESPONSIBLE FOR COMPLETING THE ADMISSIONS PACKET.*

The application process is self-managed by *you, the applicant*. You are responsible for collecting all of the pertinent documents necessary for your application.

Read the information and instructions regarding each admissions item carefully. Please be diligent in getting your application materials submitted in one packet before a new cohort is filled. The program director will review only complete admissions packets.

Once you have assembled all the required materials for the application, please send the completed packet to: ***Keuka College, Education Graduate Studies Office, Keuka Park, NY 14478.***

*Your application is to be received as a complete packet of required materials, and it will be reviewed as a complete packet.* After your academic background and qualifications have been carefully and thoroughly reviewed, you will then receive official notification of acceptance.

## APPLICATION CHECKLIST

The *completed application packet* you submit must include:

- \_\_\_ **Completed and signed application form**
- \_\_\_ **Non-refundable application fee of \$30**, check made payable to: *Keuka College*
- \_\_\_ **Professional statement**, as described on the application form
- \_\_\_ **Official transcript in a sealed, signed envelope** from *each* college or university you have attended. You must request of each college that the transcript be sent to you directly in a sealed, signed envelope. Upon receipt of all transcripts, submit the envelopes, unopened, with all other application materials. *Opened materials will not be accepted as official.*  
**NOTE ---** For students *currently* enrolled in a baccalaureate degree program, an official transcript with completed coursework to date is required, along with a letter from the institution. The letter must state your status with regard to baccalaureate degree and anticipated date of program completion.
- \_\_\_ **Two letters of recommendation**, returned to you in sealed, signed envelopes. A *confidential* recommendation will only be accepted in a sealed envelope with the signature of the writer across the seal of the envelope. *Recommendation materials intended to be confidential will not be accepted if envelopes have been opened.* Enclosed are Keuka College Graduate Studies Letter of Recommendation forms for your use, which explain this process to the writer. **Please note:** If you select to have a letter of recommendation written on a *non-confidential* basis, the sealed, signed envelope is optional.
- \_\_\_ **Photocopies of all teacher certifications** you presently hold.  
**NOTE ---** For applicants currently awaiting certificate of qualification from the State Education Department, you are required to enclose a letter with your application materials from the certification officer of your institution, which addresses your eligibility for teacher certification.

We look forward to receiving your application materials. Please contact Keuka College's Education Graduate Studies Office if you need clarification on the application process:

***Division of Education – Graduate Studies, Keuka College, Keuka Park, NY 14478;  
315-279-5410; [gradedu@mail.keuka.edu](mailto:gradedu@mail.keuka.edu)***



**References have been requested from:**

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Name	Address	Telephone	Title/Position
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Name	Address	Telephone	Title/Position
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***International Students Only:***

1. New York State Transcript Evaluation (check one)\*  
 Copy enclosed  
 In process at the NYS Education Department

2. Type of Visa \_\_\_\_\_

3. TOEFL Score (include copy of score report):  paper based  computer based

\*Any applicant holding a bachelor's degree from a college or university outside the United States or Canada, applying for a program leading to teacher certification, must have his/her transcript(s) evaluated by the New York State Bureau of Teacher Certification and Evaluation before beginning coursework.

A Certificate of Visa Eligibility (forms I-20-B) is issued by the college after the student has submitted proof of his/her eligibility to meet all education and living expenses for the entire period. The student must provide this proof by including a completed Keuka College Declaration of Finances form when submitting the Application for Graduate Study. Please contact the Education Graduate Studies Office to obtain the Declaration of Finances form.

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**All applicants: Personal/Professional Statement**

Please make a statement of your reasons for undertaking this particular program, as well as your future academic and professional plans. Content and writing style will be assessed. This statement is an important part of the application process (*include with application packet*).

**I am applying for Education Graduate Studies as a:**

**matriculated** student for the **Cohort** entering in **Summer** \_\_\_\_\_ (year).

**part-time program option** (degree completion anticipated in 7 semesters)

**full-time program option** (degree completion anticipated in 5 semesters)

**non-matriculated** student to take courses (maximum 6 credits) \_\_\_\_\_  
Semester Year

To the best of my knowledge, the information I have given in this application is true. I understand that misrepresentation of facts on this application will be cause for refusal of admission, cancellation of admission or suspension from the institution. By signing this application, I agree to abide by the policies and regulations of the institution.

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**Applicant signature**

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**Date**