

# APPLICATION FOR GRADUATE ADMISSION

*(Please print or type)*

1. Complete this application form and attach your written essay. (Guidelines listed on back.)
2. Arrange to have the *official* written undergraduate transcript from the college or university where your undergraduate degree was earned sent directly to the Catholic College of Mandeville.
3. Include the non-refundable application fee of \$25.00. Please make check payable to Catholic College of Mandeville.

**Send all materials to:**  
Catholic College of Mandeville  
Attn: M.Ed. Program  
66 Caledonia Road  
Mandeville, Manchester  
Jamaica, West Indies  
  
Phone: 876-962-2801  
Fax: 876-962-1726

1. Name in full: \_\_\_\_\_  
*First Middle Last*

2. Other name(s) under which you have transcripts: \_\_\_\_\_

3. Address: \_\_\_\_\_  
*Street Parish*

4. Home Phone Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

5. Email: \_\_\_\_\_

6. TRN: \_\_\_\_\_

7. List the undergraduate college or university where degree was earned.  
*Name of Institution Location Major Dates Attended Degree*

\_\_\_\_\_

8. List all colleges or universities attended where graduate coursework was taken in the last five years.  
*Name of Institution Location Credits Earned (list as semester or quarter credits) Dates Attended*

\_\_\_\_\_

\_\_\_\_\_

**9. Employment Verification:** List your current teaching position and related information as requested.  
This section must be signed and dated by a school official.

*School Parish Dates Position*

\_\_\_\_\_

\_\_\_\_\_

Subjects/Grades Taught: \_\_\_\_\_

School Official Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

**10. Essay Guidelines**

An essay from each applicant is required as an introduction to the team of learning community facilitators. The essay should be based on the personal and professional beliefs and goals of the applicant. The essay should include and address the following:

**PART ONE — Personal and Professional Data**

- Name
- School where currently employed
- Grade and subject taught
- Personal interests

**PART TWO — Professional Background**

- Professional experiences
- Beliefs about teaching and learning

**PART THREE — Goals and Expectations**

- Professional goals
- Expectations from the M.Ed. program
- Reasons for pursuing the M.Ed. degree

**11.** I understand that I must submit all materials required for admission to Saint Mary’s University of Minnesota prior to admittance. I understand that I am responsible for requesting official transcripts of my records and/or exams from the institutions involved and that Saint Mary’s University will accept only those transcripts mailed directly from the Registrar of each institution I have attended.

I understand I must provide a \$25 nonrefundable application fee. Make check or money order payable to Catholic College of Mandeville.

**Direct all correspondence and transcripts to:**

Catholic College of Mandeville  
Attn: M.Ed. Program  
66 Caledonia Road  
Mandeville, Manchester  
Jamaica, West Indies  
Phone: 876-962-2801  
Fax: 876-962-1726  
Email: jamed@smumn.edu

**12. Statement of Nondiscrimination**

Saint Mary’s University of Minnesota adheres to the principle that all persons have equal opportunity and access to admissions, employment, facilities, and all programs and activities of the university regardless of race, color, creed, religion, national origin, age, gender, sexual orientation, disability, marital status, or status with regard to public assistance. The following person has been designated to handle inquiries regarding the university’s nondiscrimination policies:

Equal Employment Opportunity Officer  
Saint Mary’s University of Minnesota  
700 Terrace Heights #30  
Winona, MN 55987-1399  
(507) 457-1587

The Equal Employment Opportunity Officer may refer discrimination inquiries or complaints to other offices or individuals as appropriate.

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I hereby certify that the information on this application for admission is accurate and complete. I understand that I must update data on this application if circumstances change the accuracy of the previously provided information.

By submitting this application, I agree to abide by and be subject to the university’s rules, regulations, and disciplinary code.

**Signature of Applicant:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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