Graduate and Professional Programs APPLICATION for Master of Arts in Teacher Licensure Program
Applying for Admission

Application Steps for Master of Arts in Teaching – Teacher Licensure (MAT) Applicants:

1. **Complete the entire Graduate and Professional Programs Degree Seeking Application** thoroughly. An incomplete application cannot be considered and will be returned to the applicant.

2. **Submit the non-refundable application fee of $50.** Checks or money orders should be made payable to Belmont University.

3. **Submit two recommendation forms** – Have two people (non-relatives) complete a recommendation form (enclosed in this application packet). On the form, clearly indicate for which Graduate Education Teacher Licensure track you are applying.

4. **Submit official transcripts** from all colleges and/or universities attended, even those from which transfer credits were received. For a transcript to be official, it may not be marked “Issued to Student” or have previously been opened. All official transcripts must be on file with the Office of Admissions before an admissions decision can be made. In addition, applicants with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com). The evaluation and all official transcripts must be submitted. Please allow 4-6 weeks for all official transcripts to be received.

5. **Submit official test scores** from either the GRE (Graduate Record Examination) or MAT (Miller Analogies Test) test. Test scores must have been earned within the last five years. Please allow 4-6 weeks for official test scores to be received.

6. **Submit a one-page letter** on why you want to pursue the program.

7. **Submit a current resume.**

Admission Requirements

Admission requirements are program specific. For a list of the admissions requirements, please visit the admissions website (http://www.belmont.edu/prospectivestudents/graduate/) and click on the program you wish to view. Applications for admission are also program specific so be sure to download and submit the application of the program to which you intend to apply. You can find a list of program applications at (http://www.belmont.edu/prospectivestudents/graduate/).

International Applicants

1. International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 550 PBT or 80 iBT) or by successful completion of ELS Language Center Level 112.

2. International applicants with college level course work from foreign institutions must have their transcripts evaluated by a credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com).

3. In order to be issued an I-20 for the desired entry term, international applicants must be admitted no later than October 1, March 1 or June 1 in order to enroll for the spring, summer, or fall terms respectively.

Please send all application materials to:
Belmont University
Office of Admissions
1900 Belmont Blvd.
Nashville, TN 37212-3757
615.460.5434 Fax

Questions about your application and/or requirements should be directed to:
Belmont University
Department of Education
1900 Belmont Blvd.
Nashville, TN 37212-3757
615.460.5483 Phone
andrea.mcclain@belmont.edu
Belmont University
Degree Seeking Application for Graduate and Professional Programs Admission

Applicant Information
Term for which you are applying

Fall
Spring
Summer
20____

Degree for which you are applying
______________________________________________
Program for which you are applying
______________________________________________

Please choose a track/concentration:

- Early Childhood (Grades PreK-3)
- Elementary (Grades K-6)
- English as a Second Language (Grades K-12)
- Middle School (Grades 4-8)
- Secondary Biology (Grades 7-12)
- Secondary Chemistry (Grades 7-12)
- Secondary English (Grades 7-12)
- Secondary French (Grades 7-12)
- Secondary German (Grades 7-12)
- Secondary Government (Grades 7-12)
- Secondary History (Grades 7-12)
- Secondary Latin (Grades 7-12)
- Secondary Math (Grades 7-12)
- Secondary Physics (Grades 7-12)
- Secondary Psychology (Grades 7-12)
- Secondary Sociology (Grades 9-12)
- Secondary Spanish (Grades 7-12)
- Secondary Speech Communication (Grades 7-12)

Have you previously applied for admission to a Graduate or Professional Program at Belmont University?  

Yes  No
If yes, what program? ____________________________________________ for what term? ___________________________

Have you previously paid a $50 Graduate and Professional Programs application fee?  

Yes  No

Have you previously attended Belmont University?  

Yes  No
If yes, for what term? ___________________________

Personal Data
First Name __________________________________________
Middle Name ________________________________
Last Name ______________________________________

Preferred First Name __________________________________________
Former Last Name (if any) ________________________________

Soc. Sec. No. __________________________________________
E-mail Address _______________________________________

Mailing Address Line 1 ________________________________
Mailing Address Line 2 ________________________________

City ________________________________ State/Province ________ Zip/Postal Code ________ Country __________________

Home Phone (______) __________________ Work Phone (______) __________________ Cell Phone (______) __________________

Please select your citizenship status

U.S. Citizen  Dual U.S. Citizen  Permanent U.S. Resident  Other
If you are not a U.S. Citizen, please fill out the International Supplement.

The following information is requested for statistical purposes only; completion is optional.

Birthdate (MM/DD/YYYY) ____________________________ Gender  Male  Female

Are you a U.S. Armed Services Veteran?  

Yes  No

Marital Status  Single  Married  Separated  Divorced  Remarried  Widowed

Religious Preference __________________________________________

Ethnic Background: Are you Hispanic or Latino?  

Yes  No

Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member.

American Indian or Alaskan Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White
Education Information

List the names and locations of all colleges/universities at which you have taken courses (including Belmont if you are a former student) and the degrees you have been awarded starting with the most recent. Please use the Additional Education Information Sheet, enclosed in this application packet, if needed. All official transcripts must be mailed directly to the Belmont University Office of Admissions from each institution, including Belmont if you are a former student. In addition, students with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny (www.jsilny.com).

Institution Attended 1
College/University Name ____________________________________________
City __________________________ State/Province ____________ Country ________________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected _______________________________________________ if no degree earned/expected, please leave blank

Institution Attended 2
College/University Name ____________________________________________
City __________________________ State/Province ____________ Country ________________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected _______________________________________________ if no degree earned/expected, please leave blank

Institution Attended 3
College/University Name ____________________________________________
City __________________________ State/Province ____________ Country ________________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected _______________________________________________ if no degree earned/expected, please leave blank

Employer Information (if applicable)

Are you a current Belmont employee?  o Yes  o No
Employer Name ____________________________________________ Current Position __________________________
Address __________________________________________________________________________________________
City __________________________ State/Province ____________ Zip/Postal Code ____________ Country ________________
Former Employer Name ____________________________________________
Address __________________________________________________________________________________________
City __________________________ State/Province ____________ Zip/Postal Code ____________ Country ________________

In case of emergency, notify person listed below:
First Name __________________________ Last Name __________________________ Relationship __________________________
Address __________________________________________________________________________________________
City __________________________ State/Province ____________ Zip/Postal Code ____________ Country ________________
Phone (_____) ____________________
Background Information

Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct that resulted in a disciplinary action? These actions could include, but are not limited to: probation, suspension, removal, dismissal or expulsion from the institution.

- Yes
- No

Have you ever been adjudicated guilty or convicted of a misdemeanor, felony or other crime? (Note that you are not required to answer “yes” to this question, or provide an explanation, if the criminal adjudication or conviction has been expunged, sealed, annulled, pardoned, destroyed, erased, impounded or otherwise ordered by a court to be kept confidential.)

- Yes
- No

If you answered “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident, explains the circumstances and reflects on what you learned from the experience.

Note: Applicants are expected to immediately notify the institutions to which they are applying should there be any changes to the information requested in this application, including disciplinary history.

References

College of Law applicants are not required to submit letters of reference.

For all other applicants, please list the name and address of two persons who know you (professionally and/or academically) and are willing to address your ability, interest and motivation for pursuing this program. Give each person a recommendation form and instruct them to return it directly to the admissions office. Your application cannot be reviewed until all references have been received.

1. ____________________________________________________________________________________

2. ____________________________________________________________________________________

I certify that all information given is complete and accurate. I understand that my failure to provide complete and accurate information may result in dismissal from the university or other appropriate disciplinary action. If admitted to Belmont University, I agree to abide by the policies and provisions stipulated in the university catalog.

Signature of Applicant __________________________ Date __________________________

Visit www.belmont.edu/prospectivestudents/graduate/ in order to confirm individual program requirements. Please forward all materials, including a $50 application fee, to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757, or fax to 615.460.5434.
Institution Attended 4
College/University Name ________________________________________________
City ___________________________________________ State/Province ____________ Country ____________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): ____________
Degree earned/expected ___________________________________________ if no degree earned/expected, please leave blank

Institution Attended 5
College/University Name ________________________________________________
City ___________________________________________ State/Province ____________ Country ____________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): ____________
Degree earned/expected ___________________________________________ if no degree earned/expected, please leave blank

Institution Attended 6
College/University Name ________________________________________________
City ___________________________________________ State/Province ____________ Country ____________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): ____________
Degree earned/expected ___________________________________________ if no degree earned/expected, please leave blank

Institution Attended 7
College/University Name ________________________________________________
City ___________________________________________ State/Province ____________ Country ____________
Date attended from (MM/DD/YYYY): ____________________ to: ____________________ GPA earned at this college (on a 4.00 scale): ____________
Degree earned/expected ___________________________________________ if no degree earned/expected, please leave blank
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<td>Spring</td>
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<td>Summer 20___</td>
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List any non-U.S. countries of citizenship

Place of birth

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<th>City/Town</th>
<th>State/Province</th>
<th>Country</th>
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First language

Primary language spoken at home

If you are a Permanent U.S. Resident list your Alien Registration #

If you have another citizenship status, list your Visa Type
Belmont University  
Graduate Degree in Education Supplement

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Program for which you are applying ____________________________

Term for which you are applying  
- Fall  
- Spring  
- Summer  20____

Please answer the following questions:

Are you planning to:

- Attend graduate school full-time?
- Attend graduate school part-time?

Are you planning to be an intern?* (This question applies only to those students seeking a Master of Arts in Teaching degree. If you are seeking a degree in another education program, please choose 'No'.)

- Yes
- No
Belmont University
Graduate and Professional Programs Recommendation Form

This section to be completed by the applicant

First Name ___________________________________ Middle Name __________________ Last Name ___________________________________
Preferred First Name ___________ Former Last Name (if any) __________________________________________________________
Date of Birth (MM/DD/YYYY) ___________________________________ E-mail _____________________________________________

Note to Candidate:
Please enter your name above and deliver one copy of this form to two individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Belmont University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed the waiver below, he or she may request to see the recommendation forms after enrolling at Belmont University.

I hereby [ ] waive [ ] do not waive my right of access to this document should I matriculate to Belmont University.

Signature___________________________________________________________________________ Date ____________________________

Term for which you are applying [ ] Fall [ ] Spring [ ] Summer 20_____
Degree for which you are applying _________________________________________________
Program for which you are applying _________________________________________________
Program Track/Concentration _______________________________________________________

This section to be completed by the evaluator

You are completing a recommendation for an applicant to a graduate or professional program at Belmont University. Your assessment is very important to the Admissions Committee, and we greatly appreciate the time and effort on your part in giving us your appraisal of this candidate.

Name ___________________________________ Current Occupation _____________________________
Current Employer/Organization _______________________________________________________
Address __________________________________________________________________________
City ______________________ State/Province ___________ Zip/Postal Code ___________
Phone (______) ___________________ Email _____________________________________________

How long have you known this applicant? _______________________________________________________________________
In what capacity do you know this applicant? _____________________________________________________________________
Is there any aspect of this applicant’s background that might interfere with successful completion of their graduate study?

☐ Yes ☐ No If yes, please specify: ___________________________________________________________________________________

*For any of the following questions, attach additional sheet if necessary.

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the program to which he or she is applying: ____________________________________________________________________________

In what areas do you think the candidate needs the most improvement? ____________________________________________________________________________

How well do you think the applicant has considered plans for graduate study? ____________________________________________________________________________

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? ____________________________________________________________________________

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<td>Emotional stability</td>
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<td>Problem solving</td>
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Please complete this section ONLY IF YOU ARE EVALUATING AN APPLICANT FOR GRADUATE STUDY IN MUSIC:

Music performance ability      | ☐                    | ☐                     | ☐                        | ☐                    | ☐                         | ☐               |
Knowledge of music history and theory | ☐          | ☐                     | ☐                        | ☐                    | ☐                         | ☐               |
Aural Skills                   | ☐                    | ☐                     | ☐                        | ☐                    | ☐                         | ☐               |

In regards to this student’s application to graduate study at Belmont University:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservation ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to:
Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615.460.5434.

Signature ___________________________ Date ___________________________
Belmont University
Graduate and Professional Programs Recommendation Form

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**Note to Candidate:**
Please enter your name above and deliver one copy of this form to two individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Belmont University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed the waiver below, he or she may request to see the recommendation forms after enrolling at Belmont University.

I hereby [ ] waive [ ] do not waive my right of access to this document should I matriculate to Belmont University.

Signature ___________________________________________ Date __________________

Term for which you are applying [ ] Fall [ ] Spring [ ] Summer 20_____ 

Degree for which you are applying ________________________________________________

Program for which you are applying _______________________________________________

Program Track/Concentration ______________________________________________________

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How long have you known this applicant? ____________________________________________

In what capacity do you know this applicant? _________________________________________

Is there any aspect of this applicant’s background that might interfere with successful completion of their graduate study?

☐ Yes  ☐ No  If yes, please specify: ____________________________

*For any of the following questions, attach additional sheet if necessary.

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the program to which he or she is applying: ________________________________________________________________

In what areas do you think the candidate needs the most improvement?

__________________________________________________________________________________________________

How well do you think the applicant has considered plans for graduate study?

__________________________________________________________________________________________________

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation?

__________________________________________________________________________________________________

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Please complete this section ONLY IF YOU ARE EVALUATING AN APPLICANT FOR GRADUATE STUDY IN MUSIC:

Music performance ability  ☑ ☑ ☑ ☑ ☑ ☑ ☑

Knowledge of music history and theory ☑ ☑ ☑ ☑ ☑ ☑

Aural Skills ☑ ☑ ☑ ☑ ☑ ☑

In regards to this student’s application to graduate study at Belmont University:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservation ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615.460.5434.

Signature ___________________________________________ Date ____________________
Belmont University
Graduate and Professional Programs Application Fee Form

First Name ___________________________________ Middle Name ___________________ Last Name ________________________________________
Preferred First Name ___________________ Former Last Name (if any) _______________________________________________________
Date of Birth (MM/DD/YYYY) ___________________ E-mail _____________________________________________________________
Program for which you are applying ________________________________________________________________
Term for which you are applying  □ Fall  □ Spring  □ Summer       20______

Instructions: The $50 non-refundable application fee may be paid by check, money order or credit card. Check or money orders should be made payable to Belmont University.

Please indicate your method of payment:
□ Check (Payable to Belmont University)  □ Money Order (Payable to Belmont University)
□ VISA  □ MasterCard  □ Discover  □ American Express

If you are paying by credit card, complete the credit card authorization below

Card Number: ___________________________________________________________ Expiration Date (MM/YYYY): _________________________

Amount to be charged: $50

Cardholder’s Name ____________________________________________________________________________________________

Cardholder’s Signature __________________________________________________________________________________________