



EDUCATION: PROFESSIONAL DEVELOPMENT *GRADUATE PROGRAM* *APPLICATION PROCEDURE*

(Please keep these instructions for reference)

For formal admission to the education graduate degree program, the following materials must be submitted to the Office for Graduate and Continuing Education, Mount Mary College, 2900 N. Menomonee River Parkway, Milwaukee, WI 53222-4597. Students may apply at any time during the year for the semester following application.

1. Graduate application: Available online at <https://my.mtmary.edu/ICS/Admissions/> or by requesting a paper copy from the Office for Graduate and Continuing Education, (414) 256-1252 or gradinfo@mtmary.edu
2. A non-refundable application fee of \$45 (\$100 for international students*); make check or money order payable to Mount Mary College. Application fee is waived for Mount Mary College alumnae.
3. Official transcripts detailing previous academic study from all universities or colleges attended, embossed with the school seal, must be sent directly from the issuing institution to the Office for Graduate and Continuing Education. Applicants with course work in progress toward the fulfillment of a degree are required to submit an official final transcript verifying receipt of their degree after completing the course work. For prior credit to be considered for transfer, official graduate transcripts must be submitted as part of this application. Transcripts submitted after admission will not be considered for transfer of prior credit. Applicants who previously attended Mount Mary College need not request Mount Mary transcripts but are required to furnish transcripts from other schools they attended, if applicable.
4. Two letters of recommendation from within the professional field of education indicating potential for graduate study. One letter is to be from the applicant's present principal or a person determined by the Program Director to be an appropriate reference. Details regarding submission of these letters is provided online at http://www.mtmary.edu/masters_admiss.html
5. An autobiographical statement of purpose, specifying objectives and experience or skills contributing to the decision to pursue graduate study in education. Please include your name on your autobiographical statement.
6. A copy of the applicant's teaching license(s). Information regarding access to the DPI website to obtain a copy of your teaching license is available online at http://www.mtmary.edu/masters_admiss.html An applicant who does not hold a teaching license should confer with the Program Director.
7. Applicants should arrange an interview with the Program Director as soon as possible after deciding to apply and preferably prior to completing the application process. Admission decisions are made following the completion of the interview and the application process.

Although classes may be taken while the application is under consideration, formal acceptance to degree study is determined by the Program Director and/or Admissions Committee. A letter stating the final decision on the application for degree study will be sent by the Office for Graduate and Continuing Education.

Non-Degree Admission: To be admitted as a non-degree candidate, please submit two copies of the application, an official transcript showing proof of a bachelor's degree and completion of prerequisite work, and the \$45 non-refundable fee (\$100 for international students*).

***International Graduate Student Admission:** Please contact the Office for Graduate and Continuing Education at (414) 256-1252 or gradinfo@mtmary.edu for complete admission requirements.

Additional Helpful Information: Visit Mount Mary's website, www.mtmary.edu, for additional details about enrolling in a graduate program –

- Graduate Bulletin (course catalog) - <http://www.mtmary.edu/classes.htm>
- Financial Aid - <http://www.mtmary.edu/aid.htm>
- Tuition and Fees - <http://www.mtmary.edu/tuitiongrad.htm>