

APPLICATION FOR ADMISSION

Graduate Programs at Thomas Edison State College



REQUIREMENTS FOR ADMISSION

Applicants to degree programs must provide a current resume and two letters of reference.

Applications will be reviewed to select students who best demonstrate the following criteria:

- ▶ All applicants must have a baccalaureate degree from a regionally accredited college or university
- ▶ Applicants to degree programs must provide a current resume with their completed application
- ▶ Applicants to degree programs must provide two letters of recommendation with their completed application
- ▶ All appropriate essay questions must be completed and submitted with a completed application (all essays are evaluated critically and used to assess a student's ability to succeed in and benefit from a graduate program.)

ADMISSIONS CHECKLIST

- | | |
|---|--|
| <input type="checkbox"/> Completed Application (including all essays) | <input type="checkbox"/> \$75 application fee |
| <input type="checkbox"/> Resume | <input type="checkbox"/> TOEFL score (if applicable) |
| <input type="checkbox"/> Official copies of undergraduate (and graduate, if applicable) transcripts | <input type="checkbox"/> Statement of background and goals |
| <input type="checkbox"/> 2 letters of recommendation | <input type="checkbox"/> Essay |

ADMISSION CRITERIA

Admission is competitive and based on a qualitative review of a prospective student's application.

Admission is based on:

- ▶ A qualitative evaluation of the applicant's undergraduate educational work from a regionally accredited college or university. An undergraduate GPA of 2.75 is recommended to be successful in the program.
- ▶ A qualitative assessment of the applicant's personal statements, essays and two letters of reference.
- ▶ Relevance of work experience and career objectives to the program objectives.
- ▶ Three to five years professional, managerial or related experience is required for all graduate degree programs.
- ▶ MSHRM applicants should have at least three years of exempt-level experience. MSM applicants are expected to have managerial or supervisory experience. MALS applicants are expected to have some professional, managerial or significant volunteer experience.

PREREQUISITES

- ▶ Basic knowledge of workplace or community issues.
- ▶ Competency in written and presentation skills.
- ▶ Applicants whose primary language is not English and who have not received their undergraduate degree from a U.S. college or university must demonstrate proficiency in written and spoken English as indicated by a TOEFL (Test of English as Foreign Language) score of 550 (on the written version), 213 (on the computer version), or 79 (on the Internet based version).
- ▶ Access to and the ability to use e-mail and the Internet.
- ▶ GMAT or GRE scores are NOT required for admission. Students may submit test scores if they have taken the examinations.

AFTER YOU APPLY

- ▶ Your Application will be acknowledged via letter.
- ▶ The completed Application, including all supporting materials, will be reviewed by the Committee on Admissions within three weeks of receipt.
- ▶ You will be notified in writing regarding the status of your Application.

FOR MORE INFORMATION:

Thomas Edison State College
Office of Graduate Studies
101 W. State St.
Trenton, NJ 08608-1176

Phone: (609) 984-1168

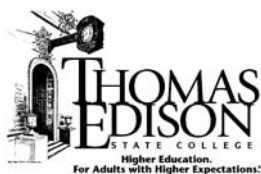
Fax: (609) 633-8593

e-mail: gradstudies@tesc.edu

Web site: www.tesc.edu/graduate

If you would like information on reasonable accommodations for disability, please contact the ADA Coordinator at (609) 984-1141, ext. 3415.

Individuals with hearing impairments may call the TTY phone at (609) 341-3109.



GRADUATE APPLICATION

Thomas Edison State College, 101 W. State St., Trenton, NJ 08608-1176

NOTE: There is a separate application for the Master of Arts in Educational Leadership degree. Call (888) 442-8372 or visit the college Web site at www.tesc.edu for an application package.

INSTRUCTIONS FOR COMPLETING APPLICATION

Congratulations on taking the first step toward obtaining your Thomas Edison State College master's degree. Your completed application indicates your interest in participating in a distance learning program with other students who also will enjoy the benefits of online study. Your application should be a reflection of your ability to perform at a graduate level.

THE APPLICATION PROCESS

PART 1: FOR DEGREE AND CERTIFICATE APPLICANTS

Complete Applicant Information, and forward directly to: Thomas Edison State College, Office of Graduate Studies, 101 W. State St., Trenton, NJ 08608-1176. Students applying for a Federal Financial Aid Loan should contact the Office of Financial Aid & Veterans' Affairs at (609) 633-9658 or by e-mail at finaid@tesc.edu.

PART 2: FOR DEGREE APPLICANTS ONLY

Complete Applicant Statement of Background and Goals, and forward with your completed application.

You must also submit a current resume.

PART 3: FOR DEGREE APPLICANTS ONLY

Respond to one of the three essay questions in this section and limit your response to 500 words.

PART 4: FOR DEGREE APPLICANTS ONLY

Request two or more recommendations using the forms provided.* Provide the referees with a stamped, addressed envelope and ask that the recommendations be sent directly to: Thomas Edison State College, Office of Graduate Studies, 101 W. State St., Trenton, NJ 08608-1176. Letters should come from people who have supervised the applicant.

PART 5: FOR DEGREE AND CERTIFICATE APPLICANTS

Request transcripts be sent directly to the Office of Graduate Studies at Thomas Edison State College. An official transcript showing the completed baccalaureate degree is required.

Official TOEFL scores are required only for applicants whose primary language is not English. A score of at least 550 on the written, 213 on the computer version or 79 on the internet version is required.

Send your nonrefundable application fee of \$75 with your application. No application will be reviewed without this fee. You may pay by credit card or make your check or money order payable to "Thomas Edison State College." Note on your check memo line "Graduate application," and send it to:

Thomas Edison State College
Office of Graduate Studies
101 W. State St.
Trenton, NJ 08608-1176

*At least one of these must be from an individual that has worked with you.

KEY APPLICATION DATES

Use the dates and deadlines below to organize your application activity. Applications are reviewed on a rolling basis. To ensure consideration for the cohort of your choice, your application should be received by the deadline listed.

Applying well in advance of the application deadline is strongly recommended. Class size is limited and admission is competitive. Applicants who best meet admission standards will be admitted in "first-applied, first-accepted" order.

	TO BEGIN	APPLY BY
Fall	October	August 15
Winter	January	November 15
Spring	April	February 15
Summer	July	May 15

Please indicate your first and second preference by inserting the appropriate numbers in the blanks:
 Class beginning: _____ Jan. _____ April _____ July _____ Oct.

I am applying to the following degree program: MSHRM MSM MALS
 I am applying to the following graduate certificate program: Clinical Trials Management Homeland Security
 Human Resources Management Online Learning and Teaching Organizational Management & Leadership
 Public Service Leadership (open only to graduates of the USDA's EPP Program)
 Bachelor's to Master's Option (open only to Thomas Edison State College undergraduates with 99 credits transcribed)
 Are you an eArmyU student? Yes No Are you an CTAM student? Yes No
 Are you a USDA student? EPP Public Service Auditing Fulbright GATI

PART 1: APPLICANT INFORMATION

RESUME MUST BE ATTACHED
 TO PROCESS APPLICATION.
 CERTIFICATE APPLICANTS COMPLETE
 PART 1 ONLY

PERSONAL DATA

Please circle
 Mr., Mrs.
 Ms., Miss

First Name	Middle Initial	Last Name	Maiden or Former Name
Street Address	Building, Apartment, Other Designation		Home Telephone Number
City	State	Zip Code	County (for NJ Residents)
Country of Citizenship	Work Telephone Number	Fax Number(s)	
Birth Date	Social Security No.	E-mail	

Who suggested that you should consider pursuing your education at Thomas Edison State College? We would like to thank those who encouraged our students to pursue their education and would greatly appreciate it if you could tell us who helped you make that important decision.

Please let us know:

His/Her name _____

His/Her employer _____

E-mail or phone _____

Mailing address _____

EDUCATIONAL BACKGROUND

Undergraduate Institutions Attended

Degree Awarded	Date Awarded	Institution(s)	Major/Minor

Graduate Level Institution Attended (Please complete, even if no degree has been awarded)

Degree Sought	Date Awarded	Institution	Field of Study	Number of Credits Completed
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Have you taken Thomas Edison State College graduate courses as a nonmatriculated student? Yes No

Please list any collegiate honors and awards you have received:

For Academic Achievement _____

For Extracurricular Achievement _____

PLEASE NOTE: Applications will not be considered complete until an official transcript has been received from the baccalaureate degree-granting institution and graduate institutions attended.

EMPLOYMENT INFORMATION

Present Employment

Name (Company and Division) of your present employer	Industry classification of your employer (e.g., telecommunications, financial services, health care, etc.)	
Street Address	Present Position/Title	
City ()	State	Zip Code
Work Phone ()	Major Responsibilities of Present Position	
FAX	E-mail	
Will you receive tuition assistance from your employer? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be applying for a Federal Financial Aid Loan? <input type="checkbox"/> Yes <input type="checkbox"/> No		

ASSOCIATION AND MEMBERSHIPS

Please list any associations, societies, clubs or groups of which you are an active member. Include the length of your membership and list any official positions held. Please indicate by initial the type of group:

(P) = professional or trade (C) = community, civic, religious or educational (H) = hobby or recreational

ASSOCIATION NAME	TYPE	YEARS AS MEMBER	POSITIONS HELD
_____	()	_____	_____
_____	()	_____	_____
_____	()	_____	_____

FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an Affirmative Action/Equal Opportunity Employment institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures, but is required to submit statistical data on the composition of its student body. This information will not be used for admissions purposes.

Gender: Male Female

Racial/Ethnic Background (check one):

- | | |
|---|---|
| <input type="checkbox"/> 01 Black or African-American | <input type="checkbox"/> 05 White |
| <input type="checkbox"/> 02 Hispanic or Latino | <input type="checkbox"/> 08 Native Hawaiian or other Pacific Islander |
| <input type="checkbox"/> 03 Asian | <input type="checkbox"/> 06 Other (please specify) _____ |
| <input type="checkbox"/> 04 American Indian or Alaskan Native | |

SIGNATURE, DATE AND PAYMENT INFORMATION

I hereby certify that this information is true and complete to the best of my knowledge. Falsification of this information on this Application could jeopardize enrollment and could lead to dismissal from the College. I authorize any schools or colleges I have previously attended to release official transcripts to Thomas Edison State College. I understand that this Application and all of its required documents become the property of Thomas Edison State College and that, in accordance with the 1974 Buckley Amendment, Family Rights Privacy Act, I waive all of my rights to my applicant file.

Signature _____ Date _____

Enclosed payment must be submitted in U.S. dollars and is nonrefundable.

Thomas Edison State College, in accordance with Title VII of the Civil Rights Act of 1964, operates in a nondiscriminatory manner with regard to race, creed, color, national origin, nationality, ancestry, sex/gender (including pregnancy), affectional or sexual orientation, gender identity or expression, age, marital status, domestic partner status, familial status, religion, atypical hereditary cellular or blood trait, genetic information, or liability for service in the Armed Forces of the United States. Thomas Edison State College adheres to the letter and spirit of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. If you would like information on reasonable accommodation for disability, please contact the ADA Coordinator by calling (609) 984-1141, ext. 3415 (voice) or (609) 341-3109 (TTY).

Amount \$ _____

- Check Money Order American Express
- VISA MasterCard Discover

Card Number _____

Expiration Date _____

Signature _____

Date _____

PART 2: APPLICANT STATEMENT OF BACKGROUND AND GOALS

Address the question below. Your response to the following will help the admissions committee understand what brought you to decide to pursue a graduate degree and what you hope to gain by earning an advanced degree. Please type your answer on a separate sheet of paper (double spaced) and be sure your name is on each page you submit.

Identify your professional and personal goals and describe how you believe a graduate degree from Thomas Edison State College will help you achieve them. In this context, you may wish to briefly summarize any employment, community involvement or personal history and accomplishments that helped shape your decision. Define as precisely as possible what you hope to do when you complete the degree.

PART 3: ESSAY QUESTIONS – ALL APPLICANTS

Graduate programs at Thomas Edison State College require students to relate their academic study to real world applications. Applicants are expected to have the prerequisite knowledge and skills which will enable them to handle complex concepts and to communicate clearly about them. To help the admissions committee assess your background and your skills in writing effectively, explain and evaluate your experiential or academic background, emphasizing how it demonstrates your preparation in the areas listed below.

As you craft your essay, please keep a number of points in mind: You will not be judged on your opinion but on your ability to present a clear coherent position; and, in writing your essay, you may draw on your professional knowledge, your reading, and/or your general understanding of culture and society.

Please respond to one of the three questions listed below. Limit your response to 500 words. Responses to the essay question must be typed on a separate sheet of paper (double spaced). Be sure to include your name on each page you submit.

- A. Choose an organization for which you work or volunteer. Assume that you are recruiting an executive employee. Identify the role that person will play and then describe to the potential executive employee the mission and goals of the organization, what it hopes to achieve, what makes it tick, and what challenges and opportunities it faces. Use specific examples to make your case.
- B. Describe an experience which you were required to seek information, analyze that information and communicate your interpretation to others. Who originated the request? What did you do? Where did you seek information? How did you decide what it meant? How did you communicate your results to those who wanted to act on the information you provided?
- C. Leaders do many things. They manage projects, organize resources and lead people. Select an example of one situation where you exercised leadership. In an entry for your own "leadership journal," describe what you did and reflect on your effectiveness.

PART 4: REQUEST FOR LETTERS OF RECOMMENDATION: (RECOMMENDATION 1)

APPLICANT INSTRUCTIONS

Access Choice: Please record your name below and complete this "access choice" section before giving it to your reference, along with a stamped envelope addressed to Thomas Edison State College, Office of Graduate Studies, 101 W. State St., Trenton, NJ 08608-1176. Under the Family Educational Rights and Privacy Act of 1974, enrolled students have the right, unless waived, to access and inspect letters of recommendation. Please indicate whether you DO _____ or DO NOT _____ waive your right of access to this letter, if you are accepted to the MSHRM, MSM or MALS program.

Applicant Name _____ Date _____

Signature _____

Applicant Address _____ City _____ State ____ Zip _____

Applying to: _____ Master of Science in Human Resources Management
 _____ Master of Science in Management
 _____ Master of Arts in Liberal Studies

INFORMATION FOR THE RECOMMENDER

The Office of Graduate Studies at Thomas Edison State College requires each applicant to obtain at least two letters of reference from persons able to evaluate their performance at work, as community volunteers, or as students. The program will be conducted largely through distance learning technologies. In addition to such standard course materials as texts, cases, articles and multimedia, the instruction will require use of the internet to access information networks and to facilitate discussion between the instructors and students. To enrich the program's learning resources, students may be assigned to study/discussion groups and will complete some research and problem-solving assignments as group projects. Work in the program will also include the writing of a thesis/applied project. We will very much appreciate your completing the appraisal form below and any written clarification or elaboration you wish to make concerning your appraisal on the reverse side of this sheet.

The completed form should be sent to: Thomas Edison State College
 Office of Graduate Studies
 101 W. State Street
 Trenton, NJ 08608-1176
 Fax: (609) 633-8593

Your assessment of...

Attributes	Superior	Good	Average	Poor	No Observation
Demonstration or promise of leadership					
Ability to use graduate education in realizing growth potential					
Intellectual curiosity					
Ability to see issues from more than one perspective					
Resourcefulness in meeting barriers and frustration					
Persistence in seeing tasks and assignments through to completion					
Giving of recognition and credit to others when it is due					
Organizational skills, planning and completion of work in a timely fashion					
Cooperation with employees and managers of other units					
Ability to work independently					
Listening ability					
Writing ability					
Character and personal integrity					

It would be especially helpful to have your sense of the applicant's general capacity for applying graduate-level study. Note such things as the applicant's apparent strength/motivation for the program; resourcefulness in seeking out information needed for decision making and problem-solving; effectiveness in written and oral communications; ability to benefit from and contribute to group learning experiences and projects, etc. Please make sure to include any other points that you believe may help us in evaluating the applicant's ability to succeed in a graduate program and to apply his/her knowledge in the workplace and/or community.

Please comment on any additional information that you feel would be useful in determining this candidate's suitability for graduate level work.

PLEASE INDICATE:

How you know the applicant _____

The length of time you have known the applicant _____

Recommender Name _____

Recommender Signature _____

Employer Name _____

Title _____

Address _____

Phone () _____

Additional Comments: _____

PART 4: REQUEST FOR LETTERS OF RECOMMENDATION: (RECOMMENDATION 2)

APPLICANT INSTRUCTIONS

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The length of time you have known the applicant _____

Recommender Name _____

Recommender Signature _____

Employer Name _____

Title _____

Address _____

Phone () _____

Additional Comments: _____



PART 5: REQUEST FOR TRANSCRIPTS

TO: REGISTRAR _____
Fill in name of college or university

I attended your College/University from _____ to _____.

Please send a transcript to Thomas Edison State College, Office of Graduate Studies, 101 W. State St., Trenton, NJ 08608-1176

_____ Signature	_____ Address
_____ Name typed or printed	_____
_____ Maiden or previous name	_____ City/State/Zip
_____ Social Security Number	Fees for transcripts vary; please check with sending institution to determine correct amount due.



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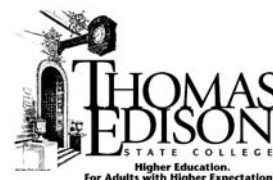
Dear Student:

Please complete the reverse side of this College/University Transcript Request Form and send to your baccalaureate degree-granting institution and any graduate schools attended.

You must put this form in an envelope and include proper postage before mailing it to each college you have attended.

All transcripts must be received directly from a college Registrar's Office and mailed to:

**Thomas Edison State College
Office of Graduate Studies
101 W. State St
Trenton, NJ 08608-1176**



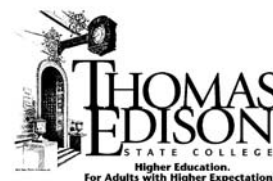
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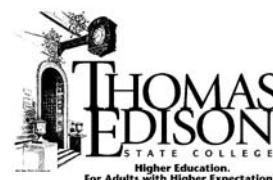
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Notes: