Guide to a Complete International Application for Graduate Admission: Master of Arts

In order to be considered for admission to the Master of Arts program at Alverno College, please submit all of the materials listed below. If you will need to obtain an F1 international student visa, you may submit these items in two steps, thereby separating the admission decision from the issuance of the Form I-20 or you may submit all of the items in one mailing. A Form I-20 will not be issued prior to final acceptance to the graduate program.

You should apply to both an ESL school and Alverno College at the same time if you do not meet the minimum English proficiency requirement and you wish to be considered for “conditional admission.” Please see the application document entitled “Conditional Acceptance for International Students,” for a listing of the schools with which Alverno College has made conditional acceptance arrangements.

For a conditional acceptance, please submit items 1 through 5. You will then need to submit items 6, 7 and 8 (proof of English language proficiency, your Philosophy and Goal Statement and your Communication Samples) as well as items 9 and 10 if applicable, before your conditional acceptance can become a full final acceptance.

The following are the steps required for admission. It is your responsibility to arrange for the items you submit to be translated into English.

STEP 1: Submit the following to be considered for graduate admission:

1. **Application for Graduate Admission: International Student**
   Please apply online through this website link and answer all questions on the application:
   [https://apply.alverno.edu/grad/contact.aspx](https://apply.alverno.edu/grad/contact.aspx)

2. **Application Fee (Waived if you apply online.)**
   Please submit a $50.00 (U.S.) application fee.

3. **Three Professional Recommendations**
   Please submit three professional recommendations using the forms on our website. One of them must refer to your suitability for graduate study and one who oversees your current position. Recommendation forms can be found at this link:
   [http://www.alverno.edu/prospective_students/grad_rec_form.pdf](http://www.alverno.edu/prospective_students/grad_rec_form.pdf)

4. **Proof of Baccalaureate Degree**
   Verification of completion of a Baccalaureate degree is required to begin graduate studies. Please have your university forward official (i.e., sealed and certified originals) transcripts verifying graduation directly to Alverno College.

5. **University transcripts**
   Please have your non-U.S. transcripts evaluated by Educational Credential Evaluators, Inc. (ECE). Follow the instructions on the enclosed ECE “Application for Evaluation of Foreign Educational Credits.” Choose a “Course by Course” evaluation for university transcripts. If you are transferring from a U.S. college or university, please have the college or university
forward official (i.e., sealed and certified originals) transcripts directly to Alverno College. If you have courses in progress, please plan to submit a final official transcript verifying completion of a Baccalaureate degree after all grades and scores have been posted. It is possible for the ECE evaluation to provide the proof of baccalaureate degree.

6. **Proof of English Language Proficiency (F-1 Visa Requirement)**
   If English is not your first language, and you want to obtain an F-1 international student visa, you are required to submit proof of your English proficiency. Options for proving proficiency are outlined in the application document entitled, “Options for Proving English Proficiency.”

7. **Required Philosophy and Goal Statement (Please read carefully.)**
   Please respond to the following questions in a typewritten format that does not exceed a total of 500 words:
   A. What is your philosophy of education and how does it guide your work as learner and as an educator of children or young adults or older students returning to school or as a trainer of adults in a corporate setting?
   B. What are your goals for improving your reflective practice and how does your participation in a master’s program fit with those goals?

   In evaluating your writing, the Graduate Admissions Committee will use the following criteria:
   * Does the applicant clearly state his/her beliefs, values and goals related to learning?
   * Does the applicant provide clear examples of his/her philosophy of learning?
   * Does the applicant display his/her ability to assess his/her own professional practice?
   * Does the applicant recognize his/her own strengths and areas to develop as a learner?

8. **Communication Samples from Work Setting (Please read carefully.)**
   As a demonstration of your ability to engage in effective practice in a professional setting, please submit two to five samples of communication, written or oral, that you have produced for use in your work. Provide proof of materials you have created such as memos or correspondence, training plans and materials, course/module plans and materials, grant proposals, feedback given to students or participants, videos or presentations, publications and promotional materials. For each sample you submit, attach a sheet of information about the context of the sample and why you chose to submit it to us.

   In evaluating your communication samples, the Admissions Committee will use the following criteria:
   * Do the samples reflect a range of communication settings?
   * Do they express clear and effective relationships among ideas?
   * Do they effectively engage the audience by using appropriate conventions and styles?

9. **Copy of U.S. Teaching Licenses Held**
   If you already hold a teaching license(s) for any U.S. state, please provide a copy.

10. **Passing Score on Praxis 1**
    If you already hold a teaching license in the State of Wisconsin, please provide your score result.

If you are transferring from another U.S. college or university, also submit the following:
11. Certification of Current School for Transferring F-1 Students
If you will be transferring from a school in the United States, you are required to have a Designated School Official (DSO or PDSO) complete a “International Student Notice of Intent to Transfer In.” If you need this form and one is not enclosed, please request one from us.

STEP 2: At the time of application or after final acceptance, submit the following to obtain the Form I-20:

12. Statement of Evidence of Financial Support
Follow the instructions on the “Statement of Evidence of Financial Support” to provide us with official (i.e., certified) evidence of your financial ability to live and study in the United States for the first academic year. It is advisable to prepare two original sets of this official evidence. Send the first set to Alverno College and save the second set to present to the consular officer when you apply for your visa. You should, of course, have the financial resources to live and study in the U.S. for the duration of your academic program.

DEADLINES

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Note: If you will be studying at an ESL school prior to coming to Alverno College the deadlines will be different.

Please direct questions concerning this process to:

Heidi Vrankin Matera, M.A.
International and Exchange Student Specialist
International and Intercultural Center
1-414-382-6006
heidi.matera@alverno.edu