

UNIVERSITY OF
ILLINOIS
SPRINGFIELD



Graduate

Application for
Admission

www.uis.edu

Engaged in Your Future

UNIVERSITY OF ILLINOIS SPRINGFIELD

Contact Information

University of Illinois Springfield
Office of Admissions
One University Plaza, MS UHB 1080
Springfield, IL 62703-5407
Phone: (888) 977-4847
Fax: (217) 206-6620

An Invitation to Visit our Campus

The Office of Admissions welcomes you to our campus Monday-Friday (except holidays). Appointments to meet admissions counselors, graduate programs, faculty, financial aid advisors, and to schedule campus and housing tours may be made by calling our office at (217) 206-4847 or toll-free (888) 977-4847.

Application Deadlines

For best consideration, applicants may apply up to one year in advance of their desired enrollment date. Applications should be complete at least two months prior to their desired enrollment date for adequate processing time. For Graduate Assistantship/Graduate Public Service Internship consideration, applicants must be admitted to a graduate program of study prior to March 15th.

Save Time – Apply Online at www.uis.edu/admissions/applyToday.html

Online applications may be processed faster than paper applications. To apply online, go to www.uis.edu/admissions/applyToday.html. If you apply online, be sure to send us your official transcripts, test scores (if required), and any other required application materials. You may pay your application fee online at the time you apply by using a major credit card, such as MasterCard, VISA, Discover, or American Express; send your application fee by check or money order; or submit an application fee waiver to the UIS Office of Admissions. If you apply online do not also submit a paper application.

Who Should Use this Application

This is an application for graduate degree and non-degree students.

A graduate applicant is a degree-seeking student who applies for admission and has

- Earned or plans to earn a Bachelor's Degree from a regionally accredited post-secondary institution by their term of entry to UIS, **OR**
- Earned or plans to earn a Master's Degree from a regionally accredited post-secondary institution by their term of entry to UIS.

A certificate applicant is a student who

- Plans to apply for a graduate certificate, certificate of advanced study, or certification, **AND**
- Earned or plans to earn a Bachelor's Degree from a regionally accredited post-secondary institution by their term of entry to UIS, **OR**
- Earned or plans to earn a Master's Degree from a regionally accredited post-secondary institution by their term of entry to UIS.
- Certificate students are typically not eligible for financial assistance.

A non-degree applicant is a student who

- Desires to take classes at UIS but does wish to earn a degree. Non-degree is a guest status and is typically not eligible for financial assistance.

Application Review and Decision Notification

The Office of Admissions will review your application only after we receive your completed, signed application, appropriate application fee, and current transcripts. Applicants will be forwarded to the chosen graduate program of study on a rolling basis. Applicants will be notified as soon as decisions are received from the chosen program. While applications are at the program for a decision, applicants should contact the program to check the status of the application.

Graduate applications will be evaluated based on the following criteria: college academic coursework, standardized test scores & grade point average, statement of academic and career goals, and letters of recommendation. UIS requires a minimum GPA of 2.5 on a 4.0 scale to be considered for full admission to any program (programs may require higher). Programs may grant conditional admission to persons with less than the required GPA with the additional requirement of completing eight semester hours of courses at UIS (exclusive of pre-requisites) with a grade point average of at least a 3.0. If conditional admission is granted, the program will specify which courses must be completed. Applicants should consult their chosen program of study about which credentials that they require as well as application deadlines.

Use the Checklist on page 8-9 to ensure you submit all required and/or requested materials.

Other Information

- Use of your Social Security Number (SSN). We are requesting your Social Security Number pursuant to Public Law 93-579 for the university's system of student records as well as for compliance with federal and state reporting requirements. A Social Security Number is required if you are applying for financial aid but is not required for admission to the University. Providing a Social Security Number will, however, speed up the processing of your application since we will not need to manually match your

application with other materials such as transcripts and test scores. Supplying an SSN ensures that you will be able to claim the Hope Tax Credit if you are eligible on your federal tax return. The University has a strong commitment to ensuring the privacy and confidentiality of student records and will not disclose your Social Security Number without your consent for any purpose as allowed by law.

- **Criminal Disclosure.** The University of Illinois Springfield is committed to maintaining a safe environment for all members of the University community. As part of this commitment, the University requires applicants who have pending criminal charges or have been convicted of a felony crime to disclose this information as a mandatory step in the application process. In addition, if you have ever been expelled or dismissed from an educational institution for disciplinary reasons, an accurate and complete explanation of the circumstances and your current status is required as part of the admission process. A previous conviction, pending criminal charges, or other expulsion or dismissal does not automatically bar admission to the University, but does require review and evaluation.
- All records submitted by and on behalf of you become the property of the University of Illinois Springfield. They will not be released or forwarded to other educational institutions, agencies, people or returned to you.

Need-Based Aid

For consideration of need-based aid, the Free Application for Federal Student Aid (FAFSA) must be completed. We recommend that students and/or their parents complete their FAFSA form as soon after January 1st as possible. For more information, please visit the Office of Financial Assistance at 206-6724 or via the web at www.uis.edu/financialaid.

Graduate Assistantship/Graduate Public Service Internship Applicants

Priority Application Date of March 15th

In order to be eligible for consideration, applicants must be admitted into a UIS graduate degree program. To facilitate file completion and admission, applicants are strongly encouraged to initiate the application process at least three months prior to the GA/GPSI deadline. Files completed after March 15th will be added to the pool of eligible candidates after the first round selection process is completed.

For more information regarding GA/GPSI and graduate admission, please visit our website at www.uis.edu/graduateeducation (select the “Support Departments” link).

(Only complete and return if applying for GA/GPSI.)

Graduate Assistantship (GA) And/or Graduate Public Service Internship (GPSI) Application Instructions

University of Illinois Springfield's Graduate Assistantship (GA) and Graduate Public Service Internship (GPSI) programs are designed to provide funding to aid in defraying educational costs for assistants/interns, to provide high quality graduate-level learning experiences for Master's degree candidates and to assist academic programs, public affairs research centers, and other campus units in fulfilling their missions.

GA and GPSI candidates are selected through a competitive process based upon applicants' qualifications and fit with departmental or agency needs.

To be appointed to a GA or GPSI position, students must be admitted to graduate study or must already be enrolled and in good standing in a graduate program at the university with no incomplete grades.

Because being both a graduate student and a GA or GPSI will occupy most of your time, we do not recommend that you hold an outside job during your assistantship/internship. Nevertheless, we do not prohibit you from holding off-campus employment; however, it shall be considered secondary and shall not interfere with responsibilities assigned in the student's academic program or GA/GPSI placement.

For the academic year beginning in August, an applicant's file must be **complete** by March 15 to be eligible for first round consideration. A complete file consists of a GA/GPSI application, resumé, personal goal statement, three letters of reference, transcripts, and admission to a graduate degree program, including payment of the required graduate admission application fee. **To facilitate file completion, applicants are strongly encouraged to initiate the application process at least three months prior to the application deadline.** Files completed after March 15 will be added to the pool of eligible applicants after the first round selection process is completed. Applicants should contact the GA and GPSI offices to be informed of any new deadlines for subsequent rounds.

To have your application considered for a GA and/or GPSI position you must:

1. Complete the UIS Application for Graduate Admission or apply for UIS admission online at www.uis.edu/admissions/applyToday.html.

Submit the application form and forward transcripts from all colleges and universities attended to:

Office of Admissions
University of Illinois Springfield
University Hall, Room 1080
One University Plaza, MS UHB 1080
Springfield, IL 62703-5407

2. Applying to the GA and GPSI Programs requires completion of an online application. You may apply for one or both programs by completing one application. Applications can be completed by accessing either of the following websites:

- www.uis.edu/graduateassistantships/apply/application.html
- <http://gpsi.uis.edu> – click on “Prospective Interns” and then select “GPSI Applicant Info and Forms”

3. Apply for admission to a graduate degree program by completing a program application form (if applicable) and meeting program application requirements.

4. Email a resumé and personal goal statement to both the GA and GPSI programs if you are applying to both.
gaprog@uis.edu • gpsimail@uis.edu

5. Distribute the Letter of Reference forms to faculty and/or employers (see insert for forms). **Note:** Two must be completed by a faculty member familiar with your academic work; the third may be completed by another faculty member or by an employer and must be dated within the past 1.5 years. (These forms are included in this booklet.)

If you are applying to both the GA & GPSI programs, only one letter from each reference is required. Copies will be provided to both offices.

6. The personal goal statement must be specific to the GA/ GPSI programs and written using your own words based on your own life experiences. The statement must be submitted **on our form** and should be typed, single-spaced and no more than two pages in length. The questions should be left in the body of the form as they appear.

The form can be found on either the GA or the GPSI website:
<http://www.uis.edu/graduateassistantships/apply/application.html> or
<http://gpsi.uis.edu> – click on “Prospective Interns,” click on “GPSI Applicant Info & Forms.”

If you have been assigned a University Id Number (UIN) please include your UIN number on the personal goal statement form. Submit this form via email to gaprog@uis.edu and/or gpsimail@uis.edu.

NOTE: This form is interchangeable between the GA and GPSI programs. There is no need to complete one form for a GA position and one form for a GPSI position.

7. International applicants are welcome to apply to the GA and GPSI programs; however, F-1 visa status is required to be eligible for both programs. Proof of F-1 visa status must be on file with the GPSI office before any GPSI interviews are scheduled. Proof of F-1 visa status must be on file with the GA office before an assistant is allowed to begin working. **INTERNATIONAL STUDENTS:** The GA/GPSI personal goal statement must be submitted for GA/GPSI application purposes. We cannot accept the Statement of Purpose provided with your application for admission.

8. Please note that if you are currently completing an **UNDERGRADUATE** degree and are applying to the GA/GPSI programs, your undergraduate degree **must** be officially posted and the final transcript submitted to the UIS Office of Admissions **before** you are eligible to begin working in either your assistantship or internship position.

If you are currently completing a UIS GRADUATE degree and are applying to the GA/GPSI programs, please contact the GA and/or GPSI programs to determine application eligibility.

FOR ADDITIONAL INFORMATION

GRADUATE ASSISTANTSHIP

Graduate Assistantship Office, PAC 518
University of Illinois Springfield
One University Plaza, MS PAC 525
Springfield, IL 62703-5407
(217) 206-6544 • gaprog@uis.edu

GRADUATE PUBLIC SERVICE INTERNSHIP

GPSI Program, BRK 475
University of Illinois Springfield
One University Plaza, MS BRK 475
Springfield, IL 62703-5407
(217) 206-6158 • gpsimail@uis.edu

Academic Programs

Use this list to complete Intended Academic Program on page 2 of the application form. Failure to list the correct program name and code may result in incorrect program selection or inability to process your application.

Intended Program

Program Name	Code		
Accountancy (MA)	40PE0071MA	Legal Studies (MA)	40PF1410MA
Biology (MS)	40PH0314MS	Legal Studies (MA) (<i>online</i>)	40PF1410MAU
Business Administration (MBA)		Liberal & Integrative Studies (MA)	
(<i>on campus</i>)	40PE9875MBA	(<i>on campus</i>)	40PH5172MA
Business Administration (MBA)		Liberal & Integrative Studies (MA)	
(<i>Peoria campus</i>)	40PE9875MBA5	(<i>online</i>)	40PH5172MAU
Communication (MA)	40PH9953MA	Management Information Systems	
Computer Science (MS) (<i>on campus</i>)	40PH0112MS	(MS) (<i>on campus</i>)	40PE9890MS
Computer Science (MS) (<i>online</i>)	40PH0112MSU	Management Information Systems	
Educational Leadership (MA)	40PG9725MA	(MS) (<i>online</i>)	40PE9890MSU
English (MA)	40PH0311MA	Political Science (MA)	40PF0343MA
Environmental Sciences – General (MS)	40PF9912MS	Academic Politics	40PF5170MA
Environmental Studies (MA)		Practical Politics	40PF5171MA
Sustainable Development & Policy		Public Administration (MPA)	
(<i>on campus</i>)	40PF5161MA	(<i>on campus</i>)	40PF0339MPA
Sustainable Development & Policy		Public Administration (MPA) (<i>online</i>)	40PF0339MPAU
(<i>online</i>)	40PF5161MAU	Public Administration (DPA)	40PF0339DPA
Environmental Planning & Management	40PF5162MA	Public Affairs Reporting (MA)	40PF1629MA
Environmental Humanities	40PF9920MA	Public Health (MPH) (<i>on campus</i>)	40PF9860MPH
History (MA)	40PH0342MA	Public Health (MPH) (<i>online</i>)	40PF9860MPHU
American History	40PH5154MA	Environmental Health (MPH)	
European & World History	40PH5155MA	(<i>on campus</i>)	40PF5044MPH
Public History	40PH5156MA	Environmental Health (MPH)	
Human Development Counseling (MA)	40PG1323MA	(<i>online</i>)	40PF5044MPHU
Human Services (MA)	40PG9800MA	Teacher Leadership (MA) (<i>online</i>)	40PG4051MAU
Alcohol & Substance Abuse	40PG9904MA	Graduate Non-Degree	40SB9949NDEG
Child & Family Studies	40PG9906MA		
Gerontology	40PG9955MA		
Social Services Administration			
(<i>on campus</i>)	40PG9956MA		
Social Services Administration			
(<i>online</i>)	40PG9956MAU		

Graduate Certificates

Certificate Name	Code
Alcohol and Substance Abuse	40PG3981CERT
Business Process Management	
(<i>on campus</i>)	40PE5159NDEG
Business Process Management	
(<i>online</i>)	40PE5159NDEU
Community Health Education	
(<i>on campus</i>)	40PF5042CERT

Community Health Education (online)	40PF5042CERU
Digital Organizations (on campus)	40PE5158NDEG
Digital Organizations (online)	40PE5158NDEU
Emergency Preparedness & Homeland Security (on campus)	40PF5036CERT
Emergency Preparedness & Homeland Security (online)	40PF5036CERU
English as a Second Language (online)	40PG4051CERU
Environmental Health (on campus)	40PF5044NDEG
Environmental Health (online)	40PF5044NDEU
Environmental Risk Assessment (on campus)	40PF9947NDEG
Environmental Risk Assessment (online)	40PF9947NDEU
Epidemiology (on campus)	40PF1239CERT
Epidemiology (online)	40PF1239CERU
Graduate Professional Development Sequence in Gerontology	40PG3983NDEG
Information Assurance (online)	40PH4024NDEU
IT Project Management (on campus)	40PE5157NDEG
IT Project Management (online)	40PE5157NDEU
Law for Human Services and Social Work (on campus)	40PF4025NDEG
Law for Human Services and Social Work (online)	40PF4025NDEU
Legal Aspects of Education (online)	40PG4088CERU
Management of Non-Profit Organizations	40PF3984CERT
Public Administration w/International Perspective (on campus)	40PF5296CERT

Public Administration w/International Perspective (online)	40PF5296CERU
Public Sector Labor Relations	40PF9945NDEG
School Counselor	40PG3982NDEG
Systems Security (online)	40PH4023NDEU
Teaching English	40PH5299CERT
Women & Gender Studies	40PH5160NDEG

Certificates of Advanced Study

Certificate Name	Code
Chief School Business Officer (online)	40PG5038CASU
Pathway to the Principalship for National Board Certified Teachers (on campus)	40PG5153CAS
Pathway to the Principalship for National Board Certified Teachers (online)	40PG5153CASU
Superintendent Certificate	40PG5037CAS

Certifications

Certificate Name	Code
School Administrative (Certification Sequence) General Administrative (Principalship)	40PG9943NDEG
General Supervisory (Superintendent)	40PG9944NDEG
Teacher Education (Certification Sequence) Elementary Education	40PG9940NDEG
Secondary Education (on campus)	40PG9941NDEG
Secondary Education (online)	40PG9941NDEU

Average Costs for 2011-2012

As of July 1, 2011 (based upon 12 hours of enrollment each term)

Illinois Residents		Non-Illinois Residents	
Tuition	\$6,978	Tuition	\$15,282
Fees & Assessments	\$2,394	Fees & Assessments	\$2,394
Books, supplies, parking	\$1,260	Books, supplies, parking	\$1,260
<hr/>		<hr/>	
Total	\$10,632	Total	\$18,936

Note: These figures are subject to change by the University of Illinois Board of Trustees and are not the Financial Assistance Total Estimation of Cost.

The commitment of the University to the most fundamental principles of academic freedom, equality of opportunity, and human dignity requires that decisions involving students and employees be based on individual merit and be free from invidious discrimination in all its forms, whether or not specifically prohibited by law.

The policy of the University of Illinois is to comply with all federal and state nondiscrimination, equal opportunity, and affirmative action laws, orders, and regulations. The University of Illinois will not discriminate against any person because of race, color, religion, sex, national origin, ancestry, age, marital status, handicap, unfavorable discharge from the military, or status as a disabled veteran or veteran of the Vietnam era. This nondiscrimination policy applies to admission, employment, and access to and treatment in University programs and activities.

Among the forms of invidious discrimination prohibited by University policy and law is sexual orientation. Complaints of invidious discrimination based solely upon policy are to be resolved within existing University procedures.

For additional information on the equal opportunity and affirmative action policies of the University, please contact the Associate Chancellor for Access and Equal Opportunity:

Office of Access and Equal Opportunity
University of Illinois Springfield
One University Plaza, MS PAC 563
Springfield, IL 62703-5407
(217) 206-6222
www.uis.edu/aeo/

This publication was produced by the Office of Campus Services in collaboration with the Office of Admissions. The University of Illinois is an equal opportunity, affirmative action institution.

Checklist

This is a self-managed application. It is the student's responsibility to submit all required and/or requested materials. You may submit them in one packet or separately.

This application is only valid for the term for which you are applying. If you do not enroll for that term or defer your application to a future term (before the start of classes), you will be required to submit another application and application fee. Supporting materials may also need to be re-sent.

All Applicants

- Accurate Email Address. We will communicate important information via email. Please submit an email address that will be checked frequently and notify the Office of Admission if you change it.
- Academic Program and/or Certificate selection. Use the list of Academic Programs to complete your academic goals including Intended Academic Program and Certificate selections. Refer to the list of Academic Program, Graduate Certificate, Certificate of Advanced Study, and Certification codes on page 5.
- English as a Second Language. The ESL program works with international and domestic students whose native language is not English. Students do not need to be enrolled at UIS to take advantage of these programs. Credit classes are offered year round. More information can be found at www.uis.edu/esl. If you are interested in these programs while a UIS Student, please mark the appropriate place on Page 2 of the application form.
- Transcripts/Marksheets. College transcripts must be sent from any college coursework, even if the coursework will not count in your chosen degree program.
- Official Test Scores. GRE or GMAT scores may be required by your chosen academic program. Official test scores should be sent to the Office of Admissions and will be forwarded onto the chosen academic programs with your credentials. To have GRE or GMAT scores reported to UIS use school code 1787.
- Statement of Academic and Career Goals/Writing Sample. Applicants may be required to provide written evidence of their ability to perform at a high academic level by submitting a goals statement or writing sample. Consult your chosen academic program for requirements.
- Letter of Recommendation. Applicants may be required to provide letters of recommendation. Consult your chosen academic program for requirements.
- Application Fee. Please submit a nonrefundable \$60 application fee (\$75 for international applicants) or a completed fee waiver form. A fee waiver request form can be found at www.uis.edu/admissions/forms.html.

Checklist continued

- Submitting the Completed Application. All questions must be completed unless indicated as optional. Students need to sign and date the paper application and submit all supporting materials. For an online application, the submission acts as the signature.

International Applicants

- International Applicants must meet all entrance requirements for graduate admission.
- English Language Requirement. If your native language is not English, you must submit official TOEFL (code 1787), IELTS, or UIS administered MELICET scores.
- Additionally, you will need to submit documentation required for issuance of I-20.

All credentials supplied must be official and submitted in English. If your transcripts/marksheets are not in English, please utilize World Education Service (WES), Education Credentials Evaluators, Inc. (ECE), or AACRAO International Education Services (IES).

Certificate/Certificate of Advanced Study/Certification Applicants

- Require admission to that specific certificate.
- Transcripts from all colleges/university attended are required.
- During the application process, applicants will be admitted as a non-degree student to facilitate registration and will be re-coded once the chosen certificate has made a decision to admit. While under non-degree status all restrictions of that status apply. Please note that certificate students are typically not eligible for financial assistance.



Application for Graduate Admission

Office of Admissions • University Hall • One University Plaza, MS UHB 1080 • Springfield, IL 62703-5407
Admissions (217) 206-4847 • Financial Assistance (217) 206-6724
Registration (217) 206-6174 • Toll Free (888) 977-4847

NAME First name _____		Middle name _____	Last name _____	Previous name, if applicable First/ Middle/Last _____
I am applying as a (see page 2 for definitions): <input type="radio"/> Graduate <input type="radio"/> Certificate <input type="radio"/> Non-Degree (note restrictions, see next page)		For which term do you wish to apply? <input type="radio"/> Spring <input type="radio"/> Fall <input type="radio"/> Summer Year _____ Have you ever previously applied to the University of Illinois Springfield? <input type="radio"/> Yes <input type="radio"/> No For which previous term? <input type="radio"/> Spring <input type="radio"/> Fall <input type="radio"/> Summer Year _____ Have you ever applied to another University of Illinois Campus? <input type="radio"/> Yes <input type="radio"/> No If yes, please list your University Identification Number (UIN) _____		
CURRENT MAILING ADDRESS Street Address / Rural Route / P.O. Box _____ Apt. _____ City _____ State _____ Zip Code + extension _____ County _____ Mailing Address Phone _____ Cell Phone _____ Work Phone _____		PERMANENT HOME ADDRESS (Give only if different from current mailing address.) Street Address / Rural Route / P.O. Box _____ Apt. _____ City _____ State _____ Zip Code + extension _____ County _____ Nation _____ Permanent Home Phone _____		
EMAIL ADDRESS (Required for International Students) Preferred email address for all official UIS communications. _____				
GENERAL INFORMATION <input type="radio"/> Male <input type="radio"/> Female Date of Birth _____ Social Security Number (See disclosure)* _____ Place of Birth* City _____ State _____ Nation (if not U.S.) _____ *If born outside of the U.S., please provide proof of U.S. Citizenship++ <input type="radio"/> I am a U.S. Citizen. <input type="radio"/> I am a Permanent Resident. Enclose a copy of your alien registration card.++ <input type="radio"/> I have other Immigrant Status. Enclose a copy of your documentation of other status.++ Non-U.S. Citizens indicate nation of citizenship _____ ++Documentation of your status must be submitted with this application. Application will not be processed without documentation. Are you an Illinois Resident? <input type="radio"/> Yes <input type="radio"/> No Length of time in Illinois: Year(s) _____ Month(s) _____				
Racial and Ethnic Identification Your response to these items is voluntary. Please enter your ethnic and racial identification information to help the University meet its federal reporting obligations. Additional information about these regulations is available on the University of Illinois web site at http://www.vpaa.uillinois.edu/RaceEthnicity . Racial Identification (select as many as apply): <input type="radio"/> American Indian or Alaska Native <input type="radio"/> Asian <input type="radio"/> Black or African American <input type="radio"/> Native Hawaiian or other Pacific Islander <input type="radio"/> White <input type="radio"/> Other Ethnic Identification (select one): <input type="radio"/> Hispanic or Latino <input type="radio"/> Not Hispanic of Latino		Are you a veteran of U.S. military service? <input type="radio"/> Yes <input type="radio"/> No If yes, you may wish to submit a photocopy of your DD214 for a possible 4 hours of credit. CRIMINAL DISCLOSURE This section must be completed and submitted by all applicants 1. Do you have criminal charges pending against you or have you been convicted of a felony crime? <input type="radio"/> Yes <input type="radio"/> No 2. Have you been expelled or dismissed from an educational institution for disciplinary reasons? <input type="radio"/> Yes <input type="radio"/> No		
IN AN EMERGENCY CONTACT <input type="radio"/> Mother <input type="radio"/> Father <input type="radio"/> Spouse <input type="radio"/> Other First name _____ Last name _____ Home Phone _____ Cell Phone _____ Work Phone _____ Street Address / Rural Route / P.O. Box _____ Apt. _____ City _____ State _____ Zip Code + extension _____ Nation _____		If you answered "Yes" to either of these questions, you must submit the following information: a brief, accurate explanation, location of conviction (city, state, nation) pending criminal charge(s), suspension(s), or expulsion, date and court disposition, in English. This statement must also include a grant of irrevocable authorization to the University for complete access to criminal records, if any. Applicants are responsible for verifying receipt by the University. Complete information must be sent at the time of application for admission to: Review Committee c/o Associate Dean of Students University of Illinois Springfield One University Plaza, MS SAB 23 Springfield, IL 62703-5407.		

EDUCATIONAL GOALS

I wish to pursue a: Master's Degree Second Master's Degree Doctoral Degree
 Certificate I am a Non-Degree Seeking Student

Non-Degree Seeking Students:

Yes I have read and understand that I do not wish to pursue a degree, but want to take courses as a non-degree seeking student. I may take up to 12 semester hours as an graduate student before I will be required to clarify my student status. Any hours completed may or may not count toward graduation requirements and students must inquire with and receive graduate program approval for any hours completed to be counted. (Please complete the colleges/universities attended and courses in progress sections.) Please note that non-degree students are typically not eligible for financial assistance. Please call the Office of Financial Assistance at (217) 206-6724 if you have questions.

I am applying for the Intensive English Language Program.

I am interested in the ESL courses to improve my English Language skills.

INTENDED ACADEMIC PROGRAM *Please see Page 5 for lists and codes.*

Program Name _____ Code _____

Certificate Name _____ Code _____

I plan to earn the Illinois State Board of Education Teaching Certificate in:

- Elementary Education
 Secondary Education

EDUCATIONAL HISTORY *It is very important that you provide complete information. There is additional space on back of application if needed.***COLLEGES AND UNIVERSITIES ATTENDED** *All applicants must list all colleges and universities attended. Include the University of Illinois Springfield. Give country if not in the U.S.*

Prior College 1 Name _____ Degree _____

City _____ State _____ From Date _____ To Date _____

Not in the U.S. Nation _____

Prior College 2 Name _____ Degree _____

City _____ State _____ From Date _____ To Date _____

Not in the U.S. Nation _____

Prior College 3 Name _____ Degree _____

City _____ State _____ From Date _____ To Date _____

Not in the U.S. Nation _____

Prior College 4 Name _____ Degree _____

City _____ State _____ From Date _____ To Date _____

Not in the U.S. Nation _____

Prior College 5 Name _____ Degree _____

City _____ State _____ From Date _____ To Date _____

Not in the U.S. Nation _____

If you have earned graduate credit and are applying for a master's degree, please indicate the total hours completed toward a master's degree by time of entry to UIS: _____



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
LETTER OF REFERENCE RELEASE FORM

INSTRUCTIONS: Applicant completes form, including signature and date. Cut and distribute forms to the three letter writers for submission. We ask for two references from faculty members who are familiar with your education and abilities. The third letter can be from an employer or an additional faculty member. The letter writer must attach the release form to the letter, which must be typed on university or business letterhead.

- Name of applicant: Last/Surname _____ First _____ Middle _____
Proposed program of study: _____ Field of specialization (optional): _____
 - Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
Street address: One University Plaza, MS BRK 475
City and state: Springfield, IL Zip code: 62703-5407
 - In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship
 - Please check box if you would like us to forward a copy of your reference letter to the academic program.
 - I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.
- Signature: _____ Date: _____



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
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- Name of applicant: Last/Surname _____ First _____ Middle _____
Proposed program of study: _____ Field of specialization (optional): _____
 - Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
Street address: One University Plaza, MS BRK 475
City and state: Springfield, IL Zip code: 62703-5407
 - In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship
 - Please check box if you would like us to forward a copy of your reference letter to the academic program.
 - I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.
- Signature: _____ Date: _____



UNIVERSITY OF ILLINOIS SPRINGFIELD
OFFICE OF GRADUATE INTERN PROGRAMS
LETTER OF REFERENCE RELEASE FORM

INSTRUCTIONS: Applicant completes form, including signature and date. Cut and distribute forms to the three letter writers for submission. We ask for two references from faculty members who are familiar with your education and abilities. The third letter can be from an employer or an additional faculty member. The letter writer must attach the release form to the letter, which must be typed on university or business letterhead.

- Name of applicant: Last/Surname _____ First _____ Middle _____
Proposed program of study: _____ Field of specialization (optional): _____
 - Letter to be sent to: University of Illinois Springfield Department: Office of Graduate Intern Programs
Street address: One University Plaza, MS BRK 475
City and state: Springfield, IL Zip code: 62703-5407
 - In support of application for (check **either** or **both**): Graduate Assistantship Graduate Public Service Internship
 - Please check box if you would like us to forward a copy of your reference letter to the academic program.
 - I hereby waive whatever rights of access I may have to this confidential recommendation as provided in the Family Educational Rights and Privacy Act.
- Signature: _____ Date: _____

(Only complete and return if applying for GA/GPSI.)

Please attach to reference letter. Letter should be typed on university or business letterhead.

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