

Important! Please read this before submitting your application.

**CHECKLIST OF APPLICATION MATERIALS  
PH. D. PROGRAM IN EDUCATIONAL PSYCHOLOGY  
BALL STATE UNIVERSITY**

(If you are not a United States citizen, disregard this section and see “International Applicants”)

Applicants must apply to both the Graduate School and the Department of Educational Psychology. We suggest that you submit materials to The Graduate School and the department concurrently. The department must receive notification from the Graduate School that your application meets their standards for admission before your departmental file can be evaluated for admission to the program. It takes the Graduate School approximately **four** weeks to process a completed application, so it is **imperative** that you submit your materials to the Graduate School in plenty of time (by December 1<sup>st</sup> ) to meet the departmental deadline of January 15th.

**GRADUATE SCHOOL APPLICATION:**

Send these materials directly to Admissions, The Graduate School:

1. **Graduate School Application (available from the Graduate School or the department or apply on line at [www.bsu.edu/gradschool/application.htm](http://www.bsu.edu/gradschool/application.htm)):** The application form will ask for your degree objective. Indicate educational psychology as your major. Do NOT write “psychology” as your degree objective, doing so will result in your application being forwarded to the wrong psychology department. If you are currently enrolled as a graduate student at Ball State University, you must still submit an application to the Graduate School.
2. **\$50 application fee:** Your application will not be processed until your fee has been received.
3. Official transcripts of every institution attended, including transcripts from schools in which courses were transferred to another institution. Have one official copy of each sent directly from the school attended to The Graduate School. If you are currently attending Ball State University or have attended in the past, the Graduate School will obtain transcripts that are already on file for you.
4. Results of the Graduate Record Examination General Test (GRE) taken within the last five years. Official results should be sent directly to Ball State University. If you use the code for BSU (R1051), the results will go to the graduate school. Please indicate that your major will be educational psychology (3403).

**DEPARTMENTAL APPLICATION:** The application deadline for educational psychology is January 15th. All materials must be postmarked by the deadline. Send these items directly to: Admissions Coordinator, Ph. D. Program in Educational Psychology Department of Educational Psychology, 524 Teachers College Muncie, IN 47306 (Telephone 765-285-8500; FAX 765-285-3653)

1. **Departmental Application (Appendix A):** Please complete all requested information including Personal Statement. A departmental file will be created for you upon receipt of the completed departmental application.
2. **Three letters of recommendation:** Please have your references use the forms provided in **Appendix A**. We strongly urge you to follow up with your references to remind them of the deadline.
3. **Official Transcripts:** Transcripts must be received directly from granting institutions from all undergraduate and graduate programs previously attended (even if you only took one or two classes). Have one official copy of each sent directly to the department at the address below.
4. **Official scores of the GRE General Test:** Scores must be sent directly from ETS. ETS will send the results to The Graduate School who will forward one copy to the department. In order that your application will not be delayed, be sure to indicate the appropriate code for Ball State (R1051) and Educational Psychology (3403). Educational Psychology is listed under Education on the codes sheet. Copies are not accepted. Please plan to take the GRE as soon as possible – no later than December. This way there will not be a problem in receiving the scores. The GRE must have been taken within the last five years.

#### **GRADUATE ASSISTANTSHIPS:**

A number of graduate assistantships are available on a competitive basis. Each assistantship includes a stipend, full tuition remission, and a waiver of out-of-state fees. Assistants are required to work up to 20 hours per week and pay special student fees. To apply for an assistantship, simply check the box on the graduate school application.

#### **INTERNATIONAL FELLOWSHIP APPLICANTS:**

If you are not a United States citizen, your application must be evaluated and approved by the Center for International Programs before the department can review your file. Contact the Center at 765-285-5422 (FAX 765-285-3710) or email [intadmit@bsu.edu](mailto:intadmit@bsu.edu) or visit their website [www.bsu.edu/web/international](http://www.bsu.edu/web/international) for an application packet. You are urged to apply early enough to the Center so that there is plenty of time to review your application before the departmental deadlines of November 1st. You must also submit the required **departmental** application materials listed above. **SEND ALL THE DEPARTMENTAL APPLICATION MATERIALS AND THE MATERIALS REQUIRED BY THE INTERNATIONAL CENTER DIRECTLY TO THE CENTER FOR INTERNATIONAL PROGRAMS—NOT TO THE DEPARTMENT OR TO THE GRADUATE SCHOOL.**

#### **IMPORTANT NOTE:**

To be evaluated by the department, your application must be completed by the January 15<sup>th</sup> deadline. Application files that are not complete by the deadline will be ineligible for review. You will receive only **one** notice from the department regarding the status of your application materials. We strongly suggest you contact the department and the Graduate School before the deadline to check for missing materials. It is your responsibility to complete your file on time.

APPENDIX A

BALL STATE UNIVERSITY

Departmental Application PhD. Program in Educational Psychology

Attention Applicant: When submitting departmental application materials, please send this cover sheet to the department with your materials so we can start an application file for you.

PERSONAL DATA AND GENERAL INFORMATION

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Local Address: \_\_\_\_\_  
\_\_\_\_\_ Permanent

Address: \_\_\_\_\_  
\_\_\_\_\_

Work Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Birth date: \_\_\_\_\_ (optional)

If you are a minority group member, please indicate your ethnicity (e.g. African American or Black Non-Hispanic, Asian American or Pacific Islander, Hispanic, Native American, Arab American, Alaskan Native). Note that answering this question is optional and will not affect your likelihood of admission. \_\_\_\_\_

Are you a United States citizen? Yes \_\_\_\_\_ No \_\_\_\_\_ If not, you must apply through the Center for International Programs and be admitted before the department can review your file. Please send all application materials, including this form, to the International Center. Contact the Center for additional forms and instructions.

Graduate School: Have you submitted an application for graduate study to the University Graduate School? \_\_\_\_\_ All degree candidates must be admitted by the Graduate School to be eligible for departmental review.

Both U.S. citizens and international applicants must submit all application materials early enough so that the Graduate School (or International Center) can review and process your application prior to the department's deadline.

Please indicate the academic year in which you would like to begin.

What month/year did you take the GRE General Test? \_\_\_\_\_ If not yet taken, when scheduled? \_\_\_\_\_ (Scores older than 5 years will not be accepted.)

**PERSONAL STATEMENT** Write a brief statement that describes your career goals. What has drawn you to our program and to Ball State University? Indicate those assets that you believe will contribute to your success in graduate studies. Describe pertinent educational, research and professional experiences, and other qualities and interests that will be helpful for our evaluation of your application. Please limit to 500 words – Use separate pages if needed).

BALL STATE UNIVERSITY  
RECOMMENDATION FORM  
APPLICANTS IN EDUCATIONAL PSYCHOLOGY

Applicant Name: \_\_\_\_\_

Applicant, see bottom of form regarding right to access recommendation letter.

**Qualifications:** Please rate the applicant on each of the following in comparison to others you have known in similar capacities (circle a number for each item).

	Poor		Superior	Not Known	1.
Academic ability	1	2 3 4	5		NK
2. Knowledge of psychology	1	2 3 4	5		NK
3. Interpersonal skills (verbal, nonverbal)	1	2 3 4	5		NK
4. Communication: Written	1	2 3 4	5		NK
5. Communication Oral	1	2 3 4	5		NK
6. Research Skills	1	2 3 4	5		NK
7. Professional Commitment	1	2 3 4	5		NK
8. Overall qualifications for graduate study	1	2 3 4	5		NK

**Written Recommendation:** Please provide a written recommendation of the applicant addressing your relationship to him or her, your assessment of the applicant's strengths and weaknesses, and the applicant's appropriateness for graduate study in psychology. Use the back of this form or attach a separate letter.

Signed \_\_\_\_\_ Typed \_\_\_\_\_

Position \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Mail recommendation to this address, postmarked no later than January 15<sup>th</sup>.

Admission Coordinator  
Department of Educational Psychology  
Teachers College 524  
Ball State University  
Muncie, IN 47306

(For international applicants, send this form to the Center for International Programs by November 1<sup>st</sup>).

**Right to Access:** Under the Federal Family Educational Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those persons writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendations will remain confidential. It is the applicant's option to waive the right to access these recommendations or to decline to do so. Please indicate your choice below and sign.

\_\_\_\_\_ I waive my right to this recommendation  
\_\_\_\_\_ I do not waive my right to review this recommendation.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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