Attend an information session or schedule an individual appointment with an admission counselor. This is not required, but is strongly recommended. Call the Office of Admission at (630) 617-3400.

Complete the Application for Admission to Graduate Study. (NOTE: The application deadline for all graduate programs is July 1.) A paper copy of the application is enclosed in the packet or it may be completed online at apply.elmhurst.edu.

For all graduate programs, please submit the following:

- Statement of Purpose
- Three letters of recommendation
- A copy of your current résumé

(Program specific requirements may also include GRE scores, a writing sample, a copy of your Illinois nursing license or proof of a valid Illinois professional educator license. Please refer to your graduate program sheet for details.)

Apply for financial assistance. To be considered for the Elmhurst Graduate Award, which is need-based, and to apply for a student loan, complete the Free Application for Federal Student Aid at fafsa.ed.gov. (The Elmhurst College FAFSA code is 001676.)

Academically outstanding graduate students applying to select Elmhurst graduate programs will be considered for a Dean’s Graduate Fellowship or an SPS Graduate Fellowship by the program director.

Request that your official undergraduate (and graduate) transcripts be sent to:
Elmhurst College
Office of Admission
190 Prospect Avenue
Elmhurst, Illinois 60126-3296
Transcripts4EC@elmhurst.edu

Complete an admission interview with the graduate program director (if requested).

Admission offers will be made following the application file review and/or interview.

If offered admission to your program of choice, submit the Confirmation of Intention to Enroll form with the required non-refundable $200 tuition prepayment. Once your $200 tuition prepayment and the Confirmation of Intention to Enroll form are received, you will be cleared for registration. You will receive a registration email with instructions as to how to go online to register for your classes.

Attend the orientation session as requested by your graduate program director.

Welcome to Elmhurst College!
APPLICATION FOR ADMISSION

Graduate Study
or apply online at apply.elmhurst.edu
Admission to Graduate Study
Students are evaluated for admission to graduate study on the basis of the recommendations, resume, Statement of Purpose, prior college or university transcripts and an interview with the program director. It is expected that a candidate for admission was academically successful at the undergraduate level and is now ready to move on to a successful graduate experience. The College offers admission to the most qualified applicants to each program. Admission is offered to the student whose profile most reflects the ability for success and the ability to contribute to, as well as learn from, the team-focused experience. Space in each program is limited.

To Apply for Admission to Graduate Study, submit the following:
• An application for admission to graduate study
• Recommendations from three persons who can comment knowingly on your leadership qualities, communication skills, personal motivation and the capacity to succeed in graduate study. Recommendations may be submitted in the envelopes provided or emailed to transcripts4EC@elmhurst.edu. Emailed recommendations must be submitted on appropriate letterhead.
• Participate, if requested, in an interview with the program director.
• A Statement of Purpose (approximately 1,000 words) describing your personal and professional goals and how the completion of the graduate degree will enhance those goals.
• Official transcripts from all undergraduate and graduate institutions you have attended.
• A current resume documenting your work history. Please provide enough detail to document levels of responsibility, areas of professional growth and prior professional training experiences.
• Students applying to the Master of Arts in Industrial/Organizational Psychology program must also submit GRE scores taken within the last five years.

IMPORTANT
Program-specific admission requirements: In addition to the stated application requirements, each graduate program has specific requirements. These requirements are printed on the program sheets for each graduate program and includes prerequisite courses, work experience, GRE examinations and grade-point average requirements.

In addition to the above requested material, International applicants must also submit:
• An official course-by-course evaluation, in English, by a foreign credentials evaluation agency of all university transcripts as well as original copies of the transcripts/degrees. For evaluation information, visit Educational Perspectives (www.edperspective.org), World Education Services (www.wes.org), or Educational Credentials Evaluators (www.ece.org).
• Proficiency in English must be demonstrated by scoring a minimum of 550 (paper)/213 (computer)/79 (Internet-based) on the Test of English as a Foreign Language (TOEFL) or 77 on the Michigan English Language Assessment Battery (MELAB).
• If offered admission to a graduate program, international students must submit a Declaration of Certification of Finances form and the tuition prepayment before the Form I-20 will be issued.

In addition to the above requested material, MBA and MBA Option applicants must also submit:
• What are your career goals? How will an MBA help you achieve these goals?
• Describe one or two significant accomplishments, in the last five years, that you are most proud of and discuss why you view them as such.
• What will be your biggest challenge while earning your MBA?

For Graduates of Elmhurst's Master's Degree Programs Only
To Apply for Admission to the MBA Option Program, submit the following:
• An application for admission to graduate study.
• A (modified) Statement of Purpose answering one of three specific questions. See above.
• A current résumé.
• One letter of recommendation from the program director or a faculty member in the first master's degree program.
• Participate in an interview with the MBA program director.
• Complete the prerequisites for the MBA program: financial accounting, managerial accounting and business finance. Prerequisites can be met through the successful completion of the online non-credit course MBA Prep 300. For further information, contact the Office of Admission at (630) 617-3400.
• If you attended Elmhurst five or more years ago, you must also request undergraduate transcripts be sent to Elmhurst College.

IMPORTANT: Admission is only open to students who have completed the following master's degrees at Elmhurst College:
• Computer Information Systems
• Data Science
• Industrial/Organizational Psychology
• Nursing/MENP
• Project Management
• Supply Chain Management
To Apply for Readmission to a Graduate Program, submit the following:

- An application for readmission to graduate study.
- A current résumé documenting your work history. Please provide enough detail to document levels of responsibility, areas of professional growth and prior professional training experiences.
- A Statement of Purpose indicating your desire to return to the College to complete your master’s degree and why you feel you will be successful at this time (500-750 words).
- If you attended Elmhurst more than five years ago, please submit official copies of your undergraduate transcripts to Elmhurst College.

To Apply for Admission as a Non-Degree Graduate Student or for a Graduate Certificate Program, submit the following:

- An application for admission to graduate study.
- A current resume documenting your work history. Please provide enough detail to document levels of responsibility, areas of professional growth and prior professional training experiences.
- Official transcripts from all undergraduate and graduate institutions you have attended.
- Permission to take courses as a non-degree graduate student must be granted by the program director.
- Students seeking to earn a licensure endorsement or approval must also submit a copy of their Illinois professional educator license.

### Application Deadlines

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<tr>
<th>Term</th>
<th>Deadline</th>
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<tr>
<td>Fall Term</td>
<td>July 1</td>
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<tr>
<td>Spring Term</td>
<td>December 1</td>
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<td>Summer Term</td>
<td>April 1</td>
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The preferred application completion deadline requires prospective graduate students to submit the application for admission to graduate study and all supporting documents to the Office of Admission by the preferred application completion deadline for priority admission consideration. Applications will continue to be accepted after the preferred deadline if there is still space in the program to which the student is applying. These deadlines apply to all on-campus graduate programs.

### Financial Aid for Graduate Study

If you intend to finance your graduate study with a student loan, you must complete the FAFSA (*Free Application for Federal Student Aid*) form at the same time you are applying for admission to graduate study.

Completing the FAFSA form will also determine your eligibility for the Elmhurst Graduate Award, a need-based grant for new graduate students. Academically outstanding graduate students applying to select Elmhurst graduate programs will be considered for a Dean’s Graduate Fellowship or a Graduate Fellowship by the program director.

Contact Information

**Office of Admission**
(630) 617-3400
admit@elmhurst.edu

**Dr. Timothy H. Ricordati**
(630) 617-3089
timothy.ricordati@elmhurst.edu

**Tim Panfil**
(630) 617-3256
panfilt@elmhurst.edu
I. Applicant Information

last (family name) ___________________________ first ___________________________ middle ___________________________

☐ Male    ☐ Female    Social Security number ___________________________ date of birth ___________________________

maiden name ___________________________________________ Marital Status ☐ married ☐ single / divorced / widowed

Mailing Address

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<th>number and street</th>
<th>city</th>
<th>state</th>
<th>zip</th>
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</thead>
</table>

home phone number ___________________________ cell phone number ___________________________ e-mail address ___________________________

If you are not a U.S. citizen, please complete the following

country of citizenship ___________________________ country of birth ___________________________

visa type ___________________________

Ethnic/Racial Group (optional)

Are you Hispanic or Latino?  ☐ yes  ☐ no

Please indicate one or more:

☐ American Indian or Alaska Native      ☐ Native Hawaiian or other Pacific Islander
☐ Asian                                ☐ White or Caucasian      ☐ Black or African American

Religious Affiliation (optional)

☐ Jewish                                ☐ Roman Catholic       ☐ United Church of Christ (UCC)
☐ Protestant: denomination ___________________________ ☐ Other, specify ___________________________

II. Enrollment Information

Please refer to the enrollment information insert included in your application packet.

III. Testing Information

Tests                      Dates Scheduled/Taken       Scores

Graduate Record Exam (GRE)

(If required by graduate program)

Test of English as a Foreign Language (TOEFL)

(International students only)

PLEASE NOTE: Official test results should be sent to the Office of Admission (school code: 1204).
IV. Academic Background

List all undergraduate colleges or universities attended since high school

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<th>College or University</th>
<th>City/State</th>
<th>Dates Attended</th>
<th>Degree</th>
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PLEASE NOTE: If you have previously attended Elmhurst College, your signature at the end of the application gives the Office of Admission permission to request a copy of your Elmhurst permanent record from the Office of Registration and Records for use in processing your Application for Admission to Graduate Study.

Have you taken graduate-level courses before?  ○ yes  ○ no

Have you earned a graduate degree?  ○ yes  ○ no

If you answered yes, please complete the following:

<table>
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<tr>
<th>College or University</th>
<th>Dates Attended</th>
<th>Areas of Study</th>
<th>Degree (if completed)</th>
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<tbody>
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V. Financial Aid and Housing

Do you intend to apply for financial assistance?  ○ yes  ○ no

Are you interested in receiving information about area housing?  ○ yes  ○ no

VI. Employer Information (if applicable)

I am currently employed:  ○ part-time  ○ full-time

Name of employer: ____________________________

Your current title: ___________________________

Work phone number: __________________________

Work fax number: ____________________________

Work e-mail address: _________________________

Company address: ____________________________

Does your employer offer tuition reimbursement?  ○ yes  ○ no  If yes, $________ per calendar year  ○ academic year

Military Experience

Do you have military experience?  ○ yes  ○ no  If no, does your spouse or parent have U.S. military experience?  ○ yes  ○ no

If you answered yes to either of the two previous questions, please answer the following:

What branch of the military?  ○ Air Force  ○ Army  ○ Coast Guard  ○ Marines  ○ National Guard  ○ Navy

What is your current military status?  ○ Active  ○ Reserves  ○ National Guard  ○ Retired

Service dates: Beginning: ____________________________ Ending: (if currently active mark N/A) ____________________________

mm/dd/yy  mm/dd/yy
VII. How did you hear about Elmhurst College?

- Alumni Referral
- College Advisor
- SIOP.org
- Mailing to my home
- Web Search
- Newspaper Ad
- Faculty/Staff Referral
- Employer
- Gradschools.com
- Email
- Billboard
- Online Ad
- General Referral
- Professional Organization
- Course Voucher
- Community Resident
- Metra Station Ad
- Event
- Other (please specify) ________________________________

VIII. Self-Disclosure

Please respond to the following questions. Withholding information or giving false information may make you ineligible for admission or readmission to Elmhurst College. The College reserves the right to refuse admission or readmission or to place conditions on admission or readmission of applicants and former students who we determine represent a safety risk to members of the Elmhurst College community and its physical facilities.

Have you ever been found responsible for any disciplinary violation at a college/university you have previously attended?

- yes (date of violation __________)
- no

Did this violation result in your dismissal from the college/university?

- yes
- no

If you answered yes to the above question, please explain the circumstances.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Have you ever been convicted of a felony?

- yes
- no

If you answered yes to the above question, please explain the circumstances.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Are you currently incarcerated?

- yes
- no

The information I have provided in this application is honestly presented. Please sign and return this application to:
Office of Admission, Elmhurst College, 190 South Prospect Ave., Elmhurst, IL 60126.

applicant signature           date
Please complete and include in your application for admission and return to the Office of Admission.

Graduate Programs

I am applying for the:
- Fall Term 20______
- Spring Term 20______
- Summer Term 20______

*Many programs have multiple start dates. Please refer to individual program sheets for details.

- Degree Seeking
- Non-Degree Seeking (special permission required)
- Readmission

I am applying to the following program (check one)**:

Master's Degree:
- Master of Business Administration (MBA)
  - On-Campus
  - Online
  - Full-Time
- The MBA Option Program
  For graduates of specific Elmhurst Master's Degrees only
- M.S. in Geographic Information Systems (online)
- M.S. in Computer Information Systems (EC Flex)
- M.S. in Data Science (online)
- M.S. in Supply Chain Management
- M.A. in Industrial/Organizational Psychology
- Master of Project Management
- M.S. in Nursing
  - RN to MSN Option
- MAT in Early Childhood Education
- M.Ed. in Early Childhood Special Education
  - Teacher Licensure Option
  - Developmental Therapist
- M.S.Ed. in Special Education
- M.Ed. in Teacher Leadership
  - ESL and Bilingual Endorsements (non-degree)
  - Special Education (LBS1) Endorsement (non-degree)
  - Teacher Leader Endorsement (non-degree)

Graduate Certificate:
- Application Development (EC Flex)
- Data Science (online)
- Enterprise Optimization
- Geographic Information Systems (online)
- Health Care Management and Administration (online)
- Human Geography for AP® (online)
- Market Research (EC Flex)
- Network Administration (EC Flex)
- Project Management (EC Flex)

I have previously applied to Elmhurst College
- I last attended Elmhurst College___________________

**PLEASE NOTE: Students applying for admission to the Master of Science in Communication Sciences and Disorders, Master’s Entry in Nursing Practice or Master of Occupational Therapy SHOULD NOT COMPLETE THIS APPLICATION. For the Master of Science in Communication Sciences and Disorders, apply online at csdcas.org. For the Master’s Entry in Nursing Practice, apply online at nursingcas.org. For the Master of Occupational Therapy, apply online at otcas.org.
Directions:

Three (3) letters of recommendation are required as part of the application for admission to graduate study at Elmhurst College. Please request your recommendations from professors or administrators at your undergraduate school or from current or previous supervisors from your most recent professional work experience.

Part A: To be completed by the applicant

name

address       city   state zip

telephone       e-mail address

graduate program

☐ I waive the right provided by the Family Rights and Privacy Act of 1974 (Buckley Amendment) to view this letter of recommendation in my file at Elmhurst College.

☐ I do not wish to waive my right. I wish to retain my right to view this letter in my file at Elmhurst College.

signature of applicant

Part B: To be completed by recommender

Please rate the applicant on the following qualities.

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Above Average</th>
<th>Average</th>
<th>Fair</th>
<th>Poor</th>
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<tbody>
<tr>
<td>Oral Communication Skills</td>
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<tr>
<td>Written Communication Skills</td>
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<tr>
<td>Academic Ability</td>
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<td>Works Well With Teams</td>
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<tr>
<td>Critical Thinking Skills</td>
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<td>Professional Promise</td>
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Please submit any additional comments (on the back or on a separate sheet) regarding your relationship to the application, your knowledge of the applicant's personal qualities, motivation and ability to be successful in graduate study, strengths and weaknesses, and what unique features you feel the applicant will bring to the graduate program at Elmhurst College.

Return this recommendation to the applicant in the envelope provided, sealed and signed across the envelope flap or to the Office of Admission, Elmhurst College, 190 Prospect Avenue, Elmhurst, Illinois 60126-3296 directly.

name of recommender signature of recommender date

title/school/company

telephone number email address
To the applicant:
Use this form to request that a copy of your college/university transcript be sent to Elmhurst College. Additional photocopies may be made as needed.

To the registrar/records office:

<table>
<thead>
<tr>
<th>college/university</th>
<th>number and street</th>
<th>city</th>
<th>state</th>
<th>zip</th>
</tr>
</thead>
</table>

Check one or both:

- Please send one (1) official copy of my transcript to: Office of Admission  
  Elmhurst College  
  190 Prospect Avenue  
  Elmhurst, IL 60126-3296

- Please send one (1) official electronic copy of my transcript, if available, to transcripts4EC@elmhurst.edu

- Please send one (1) copy of my transcript to me

Amount enclosed: $________________ (Please telephone previous college/university to determine transcript fee prior to mailing this form)

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<tr>
<th>Ms.</th>
<th>Mr.</th>
<th>last name</th>
<th>first</th>
<th>middle</th>
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<th>maiden name, if applicable</th>
<th>date of birth</th>
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<tr>
<th>dates of attendance</th>
<th>degrees earned, if any</th>
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