



application for admission

additional licensure program

Applications will be considered complete when ALL components have been received.

1. Send the completed application form
2. Enclose a copy of your teaching license.
3. Request one official, sealed transcript of previous coursework from each college or university attended to be sent directly from the institution to the address in box.
Applicants with foreign degrees must submit official or certified-true academic records, along with a credential evaluation from World Education Services, Inc. (www.wes.org), or from Educational Credential Evaluators, Inc (www.ece.org) to Graduate Admissions.

An explanation of the grading system should be submitted if it differs from the U.S. 4.0 system.

4. Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) to demonstrate satisfactory proficiency in using the English language. A minimum score of 550 on the paper exam, or 213 on the computer exam, is required. ESL licensure requires a score of 575 on the paper exam, or 231 on the computer exam.

Send all correspondence to:
 Additional Licensure Program
 Office of Graduate Admission
 Hamline University, MS-A1710
 1536 Hewitt Avenue
 Saint Paul, MN 55104-1284

This application is for: fall spring summer Year: 20_____

Name _____
last first middle maiden

Name under which transcripts will arrive (if different from above): _____

Home address _____
street apartment

_____ city state zip+4 county

Home phone () _____ Business phone () _____

E-mail _____ Social Security number _____ - _____ - _____

Gender: F M Date of birth _____

Are you a U.S. citizen? Yes No If "no" are you a permanent resident? Yes (Alien Registration # _____) No

If you did not graduate from an English language college or university, please submit a documented copy of your TOEFL score.
 If English is your second language and you did not graduate from an English-language college or university, a 550/213 CBT (or 575/231 CBT for ESL licensure) score on the TOEFL is required. Proof of financial support and bank statements are required for international applicants as well.

License sought Elementary (K-6 with 5-8 specialty, or K-8 specialty) _____
subject area

K-8 _____ 5-8 _____
subject area subject area

Secondary (5-12) _____ K-12 _____
subject area subject area

9-12 _____
subject area

Current teaching license: _____

State or country in which you are licensed: _____

education

Include information for all colleges, universities, and professional schools you have attended.

institution	city/state/country	major	dates of residence	degree earned	graduation date
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

teaching experience

List all teaching experience starting with most recent (attach sheets if necessary):

school/location	grade/content area	% time	dates from/to
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

dependent

If you are a dependent of a Hamline University employee, list employee's name and job title:

optional information

How would you describe yourself?

African American/Black American Indian/Alaska Native Asian American/Pacific Islander Southeast Asian Caucasian

Hispanic/Latino Multiracial _____ Other _____
If you choose, you may list your primary ethnic affiliation(s)

What is your religious affiliation? _____

Signed _____ Date _____

Note: In accordance with the Family Educational Rights and Privacy Act of 1974, the above information will be used only by office personnel and university officials and will not be released to third parties without your written consent.

Hamline University does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation or veteran status in its education or employment programs or activities.



assessment of prior courses worksheet

You may need to provide Hamline University with course descriptions or a syllabus from licensure courses you have taken at other institutions (education and content area). Reference librarians can help you find course descriptions from most institutions if you do not have them. Please copy and complete this page for each course for which you are seeking an equivalency and number the pages.

Name _____ Page # _____

Licensure sought

Equivalency is requested for Hamline course

Other institution's department, course number, and title

Name of institution / Term completed / Instructor's name

Credits / Grade earned

Course description (or attach syllabus to this sheet)



second language requirement worksheet

only for students seeking ESL licensure

1. Declare your "home" or "first" language _____

(If English is your second language, a 575/231 CBT score on the TOEFL, a 5.0 on the TWE, or an 80 on the MELAB, or graduation from an English language college or university is required.)

Circle one: TOEFL TWE MELAB Score: _____

2. List below the high school and/or college level foreign language courses you have taken. Evidence of one year of college level or two years of high school foreign language or the equivalent is required. (Attach supporting documentation.) Foreign language requirement may be fulfilled during your licensure program. If you have had an alternative second language learning experience, please describe it in detail, including length of time. You may attach a separate sheet.

language	institution(s)	length of study