** Revised: February 5, 2020**

**APPLICATION FOR GRADUATE ADMISSION MASTER OF EDUCATION M.Ed. INTERNATIONAL PROGRAMS**

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| **Madrid, Spain** | **Leysin, Switzerland** |

**(You can download this form from:** [**www.endicott.edu/internationalmasters**](http://www.endicott.edu/internationalmasters)**)**

**All application materials should be sent to the following address for: Madrid and Leysin blended International Programs as well as the 100% online International Programs:**

CIS/Endicott International

Attn: Richard Pacheco, Dean

Calle Velázquez 140

28006 Madrid, Spain

## E-mail: [rpacheco@endicott.edu](mailto:rpacheco@endicott.edu) or [scollins@endicott.edu](mailto:scollins@endicott.edu) Tel: +34 91 563 67 40

**Instructions:**

1. Please save this document as: FirstInitialLastNameMEdApplication2020/21

John Smith would save it as: **JSmithMEdApplication2020/21.**

1. Please type information directly in the box provided for each item.
2. Return the completed application along with a non-refundable fee of US $ 50.00\* (payable to Endicott College)
3. Arrange to have the following information sent along with your application or

under separate cover:

* Application form
* US$ 50 application fee form (will not be processed until all application materials arrive)
* Personal Goals essay (250 - 500 words)
* Two letters of recommendation (from any two people that can verify that you will make a responsible graduate level student. They can come from current or former supervisors, colleagues, or former instructors. These can be sent to us either by the letter writer or by you.)
* Official transcripts - Transcripts must show a minimum *equivalent* of a 4 year Bachelor degree program from a recognized university. Translations must be supplied by the student for any transcripts that are in a language other than English.

***\*Applications will not be processed until all items above are received at the appropriate Program address on the left. All items except for the official transcripts may be sent by email. Official transcripts must come directly from the university to our office. Photocopies or scans of transcripts will NOT be accepted by the registrar. However, E-Transcripts are acceptable from recognized institutions. Please contact us by email if you have a question about your transcript***

**Personal Information: *Please type directly in the box provided for each item.***

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Last/Family Name: | | First Name: | | | Middle Name: | |
| Country of Citizenship: | | Country of Residence: | | | Passport Number: | |
| U.S. Social Security Number, if any (***required for US Citizens*** and permanent residents applying for financial aid): | | | |  | | |
| Date of Birth: mm/dd/yyyy | | | | | | |
| Permanent mailing address:  **Please type in your address as you would address a letter. This is where all official communications will go.** |  | | | | | |
| Telephone (home) **include country code** | | | Telephone (work) **include country code** | | | |
| Email personal: ***(required)*** | | | Email Work: ***(required)*** | | | |
| Are you seeking an education benefit as an employee or family member of an employee? **Yes / No** | | | | | |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Blended Program** | | | | | |  | **100% Online programs** | | | |
| Please mark “**X**” the appropriate box for *both* Degree program *AND* Location that you wish to apply for: | Leysin, Switzerland | Madrid, Spain | (100% online) | Blended program start:  I wish to start the program with the:  “X” the appropriate box | |  | | I wish to start the program with the:  “X” the appropriate box | | | | |
| M.Ed. in International Education \*  (100% online) | n/a | n/a |  |  | Spring 2020 online courses |  | | Int Ed | Admin |  | |
| M.Ed. in International Education (blended) |  |  | n/a |  | Summer 2020 courses |  | |  |  | Jan 27, 2020 | |
| M.Ed. in International Education Administration \*  (100% online – Sept 2020 start) | n/a | n/a |  |  | Fall 2020 online courses |  |  | March 23, 2020 | |
| M.Ed. in International Education Administration |  |  | n/a |  | Spring 2021 online courses |  |  | May 26, 2020 | |
| M.Ed. in International Education with ESL Specialization | n/a |  | n/a |  | Summer 2021 courses |  |  | Sept 1, 2020 | |
| M.Ed. in International Curriculum Development and Supervision |  | n/a | n/a |  | Fall 2021 online courses |  |  | October 27, 2020 | |
| M.Ed. in International Education with a Concentration in Technology Integration |  | n/a | n/a |  | Fall 2021 online courses |  |  | January 11, 2021 | |

**Endicott College reserves the right to cancel program locations due to low enrollment or administrative concerns.**

If you wish to register for only one or two courses and not the entire M.Ed. program please write for additional information: [rpacheco@endicott.edu](mailto:rpacheco@endicott.edu)

**College Information: *Please Note - You must submit OFFICIAL transcripts from each of the undergraduate and graduate programs that you have participated in. Photocopies or scans will not be accepted by the registrar. The transcripts MUST come directly from the college or university. You may not submit transcripts that are in your possession. However, E-Transcripts are acceptable from recognized institutions.***

**Undergraduate College(s) *(add an additional sheet if necessary) Please type directly in the box provided for each item.***

|  |  |  |
| --- | --- | --- |
| 1. | College Name: | Date of Graduation/Attendance: |
| 2. | College Address: **Please type in the address as you would address a letter.** | |
| Degree Received: | |

**Graduate College(s) *(add an additional sheet if necessary)***

***Please type directly in the box provided for each item.***

|  |  |  |
| --- | --- | --- |
| 1. | College Name: | Date of Graduation/Attendance: |
| 2. | College Address: **Please type in the address as you would address a letter.** | |
| Degree Received: | |

### Employment History *Please type directly in the box provided for each item.*

|  |  |  |
| --- | --- | --- |
| Current Employer: | | Date(s) |
| Address: **Please type in the address as you would address a letter.** | | |
| Your Job Title: | Department: | Name of Supervisor: |

|  |  |  |
| --- | --- | --- |
| Previous Employer: | | Date(s) |
| Address: **Please type in the address as you would address a letter.** | | |
| Your Job Title: | Department: | Name of Supervisor: |

**Please “X” the appropriate box**

|  |  |  |
| --- | --- | --- |
| Have you ever been found responsible for a disciplinary violation at an educational institution that resulted in a disciplinary action or been adjudicated guilty or convicted of a  misdemeanor, felony or other crime? | Yes | No |
|  |  |
| If you answered yes, please provide an explanation of the circumstances. Note: Applicants are expected to immediately notify the institution should there be any changes to the information requested in this application, including disciplinary history. | | |

Please be aware that the degree programs in the International Education programs do not lead to licensure in the Commonwealth of Massachusetts.

“I confirm by the signature below that the information on my application and the supporting materials submitted are my own and are factually true. I recognize that these documents will now be property of Endicott College and will not be returned. I will notify the College immediately if any of the information submitted (including disciplinary action) should change prior to my enrollment at the College. I recognize an offer of admission is conditional, pending the successful completion of my current academic work.”

Signature of Applicant\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*“Endicott College does not discriminate on the basis of race, creed, color, religion, sex, sexual orientation, gender expression, disability, age, marital status, national origin, ethnicity or veteran status, or on any other basis prohibited by federal or state law, in the employment or in the application, admission, operation, participation, access and treatment of employees and students in any of the College’s programs and activities.”*

***Endicott College is accredited by the***[***New England Commission of Higher Education (NECHE)***](https://cihe.neasc.org/)***.***

**Assumption of Risk**

I agree ***if I am accepted*** into the Endicott College international program that I will be responsible for my own well-being and my own behavior. I accept this condition of participation.

I understand that in the event of accident or injury, personal judgment may require college personnel regarding what actions should be taken on my behalf. Nevertheless, I acknowledge that college personnel may not legally owe me a duty to take any action on my behalf. I also understand that it is my responsibility to secure personal health insurance, emergency evacuation, and repatriation of remains insurance in advance, if desired, and to take into account my personal health and physical condition.

I further agree to abide by any and all specific requests by the College for my safety or the safety of others, as well as any and all of the College’s rules and policies applicable to all activities related to this program. I understand that the College reserves the right to exclude my participation in this program if my participation or behavior is deemed detrimental to the safety and welfare of others.

In consideration for being enrolled in this program, and because I have agreed to assume the risks involved, I hearby agree that I am responsible for any resulting personal injury, damage to or loss of, my property which may occur as a result of my participation or arising out of my participation in this program, unless any such personal injury, damage to or loss of my property is directly due to the negligence of the College. I understand that this Assumption of Risk will remain in effect during any of my subsequent visits and program-related activities; unless a specific revocation of this document is filed in writing with **Dean Richard Pacheco**.

I acknowledge that I have read and fully understand this document. I further acknowledge that I am accepting these personal risks and conditions of my own free will.

***In case an emergency situation arises please contact:***

***Please type directly in the box provided for each item.***

|  |  |  |  |
| --- | --- | --- | --- |
| ***Name:*** |  | ***Relationship:*** |  |
| ***Phone number with international code:*** |  | ***Email address:*** |  |
| **Please type in the address as you would address a letter.** |  |  |  |

***Participant’s Name (please type or print):***

***Participant’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***This final page must have your signature on it. You can fax it to our office: +34 91 561 25 10 or you can scan it and send it by email to*** [***rpacheco@endicott.edu***](mailto:rpacheco@endicott.edu)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| How did you hear about our program  “X” in front of choice(s) |  | Newspaper Ad |  | Web Search |  | Social Media |  | Friend/Colleague |
|  | Flyer at school |  | Conference |  | Alumni |  | Other |

|  |
| --- |
| Housing **All students wishing housing arranged at each location must submit a completed housing form to the Endicott College International Programs Madrid office. Housing is allocated on a first come, first served basis so please submit your form as early as possible. Please note: if you are pursuing the degree in Leysin, Switzerland and do not elect to take the housing on offer from the Leysin American School, you will be assessed a 250 Euro facilities fee charge. All housing fees are billed separately from courses fees.** |

**Application Fee Payment:** The application fee of US$ 50 can be paid by credit card, bank transfer, or US$ check.

***Please type directly in the box provided for each item.***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Last/Family Name: | | First Name: | | | Student ID # (if known) |
| Mailing address:  **Please type in your address as you would address a letter. This is where all official communications will go.** | |  | | | |
| Telephone (home) **include country code** | | Telephone (work) **include country code** | | | |
| Email (required) | | | | | |
| **PAYMENT FOR:** | | | **PAYMENT METHOD:**  **“X” in front of the appropriate boxes:** | | |
|  | **Check (Payable to Endicott College)** | |
| **X** | **Application Fee = $ 50** | |  | **Bank Transfer**  **(see details below)** | |
| **Cardholder’s billing address: Please type in the address as you would address a letter.** | | | **Credit Card** | | |
|  | **MC** | |
|  | **AMEX** | |
|  | **Visa** | |
| **Card Number:** | | |
| Expiration date: mm/yyyy | | |
| **Cardholder’s name:** | | |
| **Signature: (if returning by email simply type your name here. If returning by post please print this form, sign it, and then post it.)** | | | | | |

WIRE TRANSFER INSTRUCTIONS:

Please note to your bank: The USA does NOT use IBAN numbers for bank transfers. The following information is necessary:

**Bank Name: BANK OF AMERICA Bank Address: 100 FEDERAL STREET BOSTON, MA 02110 USA**

**FEDERAL ROUTING (ABA) #: 0260-0959-3 SWIFT CODE: BOFAUS3N**

**Beneficiary Account: ENDICOTT COLLEGE ACCOUNT #: 000006788254**

**Students should include in their wire instructions their full name and student ID number (if known). *If we receive a wire transfer without a specific name as the subject of the transfer we do not know to apply it to your account!* Also, students should instruct their bank to pay any wire transfer fees; and, of course, funds must always be in USD.**

***Counter (teller) deposits at a Bank of America branch directly into Endicott College’s account should NEVER be made. Those deposits are not identified and require extensive research.***

**ENDICOTT COLLEGE- WIRE TRANSFER NOTIFICATION**

|  |  |
| --- | --- |
| Payment for: | (Please Print Student Name): |
| in the amount of | $ |
| will be made via wire transfer to Endicott College on | Date: |
| The funds will be wired from the account of : | (Account Name) |
| From the bank: | (name of bank) |
| If returning this form by email simply type your name here:  Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |



Application Checklist:

|  |  |
| --- | --- |
|  | Application form |
|  | US$ 50 application fee form |
|  | Personal Goals essay (250 - 500 words) |
|  | Two letters of recommendation (from any two people that can verify that you will make a responsible graduate level student. They can come from current or former supervisors, colleagues, or former instructors. These can be sent to us either by the letter writer or by you.) |
|  | Official transcripts - Transcripts must show a minimum of a 4 year Bachelor degree program from a recognized university. Translations must be supplied by the student for any transcripts that are in a language other than English. A transcript is a listing of the courses a student took and the grades they received. It also lists the degree awarded at the end of the program. These must be originals and come to us directly from the university. |
|  | WES process ***if necessary*** to verify degree status. This is apart from the Endicott application process and will be requested when necessary by the International office. |

All of the above can be sent to our Madrid office by email EXCEPT for the original transcripts. Scans or photocopies of transcripts will not be accepted by the registrar and admissions committee. E-Transcripts are acceptable from recognized institutions.

email:  [rpacheco@endicott.edu](mailto:rpacheco@endicott.edu)

post:   Endicott College

           Attn: Richard Pacheco, Dean

          Calle Velázquez 140

          28006 Madrid, Spain

tel:  [+34 91 563 6740](tel:+34%20915%2063%2067%2040) (A Spanish telephone number)