College of Arts and Sciences

APPLICATION 2012–2013

THE GRADUATE PROGRAMS
OF SEATTLE UNIVERSITY

Application Instructions and Procedures

Thank you for applying to Seattle University. This packet contains copies of the required admission documents for the graduate programs of the College of Arts and Sciences.

All application materials must be received by the application deadline to receive full consideration. Application deadlines and entry terms vary by program so please follow the deadlines listed. *International applicants should consult the additional information listed on page 3, including deadlines, as they may be earlier.*

Test scores must be sent directly from the testing agency. Some programs will require that specific documents be sent directly to the department, so please send them in a separate envelope.

The following documents should be sent directly to Graduate Admissions using the address noted at the top of the application form:

- Complete graduate application form and a $55 non-refundable application fee. The fee is waived for Seattle University alumni and employees.
- Submit an official, degree-posted transcript in the original sealed envelope from the last 90 quarter/60 semester credits of your bachelor's degree, including any transfer institution credit earned during this time period. Official transcripts from any post-baccalaureate institution will also be required. Exceptions to the policy are noted with the degree requirements.
- Evidence of the minimum of an earned four-year baccalaureate degree from a regionally accredited institution or U.S. equivalent.
- Students who have earned degrees from institutions issuing **non-graded** transcripts must submit official results from GRE or MAT tests as determined by your program.
- Students for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62 or an institutional MELAB result of at least 83%.

Refer to the documents required by your program on the next page of this application packet.

Priority Application Deadlines for Terms of Entry 2012-2013	*Fall*	*Winter*	*Spring*	*Summer/Intersession*
Criminal Justice	March 15			
Nonprofit Leadership				March 15 – priority
Arts Leadership				March 15 – priority
Psychology	January 15			
Public Administration	July 20	October 20	February 20	May 20
Sport Administration and Leadership	February 15			
International student deadlines may be earlier; see page 3				

College of Arts and Sciences

Be sure your name is on all supporting documents submitted for review. Additional application information required for the following programs:

Criminal Justice

1) Bachelor's degree in criminal justice or related social, behavioral, or physical science. Applicants with an undergraduate degree in a field outside of the stated disciplines may be considered with 45 quarter/30 semester credits of related coursework or significant supervised work/volunteer experience as outlined on the MACJ Supplemental form.
2) If GPA below 3.00 in last 90 quarter/60 semester credits or if graduated from non-grading institution, submit official scores from a Graduate Record Exam (GRE)
3) Undergraduate introductory statistics course with 'C' grade or better. Exceptions considered on individual basis.
4) Three letters of recommendation from academic and/or professional references who are able to assess potential to do graduate study
5) Statement of purpose (3 pages maximum) discussing background, interests, and reasons for wanting to pursue MACJ
6) Writing sample (for example, an undergraduate paper)
7) Professional résumé or curriculum vita
8) Selected candidates contacted for interview with MACJ faculty

Nonprofit Leadership

1) 3.00 GPA in last 90 quarter/60 semester credits recommended
2) MNPL Employer Recommendation Form for Graduate Studies
3) Résumé with beginning and end dates reflecting at least two years management experience in nonprofit organization or comparable work, or five years of volunteer leadership experience.
4) Two-page statement describing your career objectives and discussing how you think participation in program will help you achieve your goals
5) Names, titles, mailing addresses, phone numbers and email addresses of five individuals who can comment on your professional abilities and potential for leadership in nonprofit organization

Arts Leadership

1) 3.00 GPA earned in last 90 quarter/60 semester credits and any post-baccalaureate credits recommended. In special cases, probationary admission possible with less than 3.00 GPA. If bachelor degree from non-graded institution, GRE test required
2) Résumé reflecting at least two years management experience in nonprofit organization or comparable work or volunteer experience
3) Two recommendations using MFA forms provided from individual evaluating applicant's academic work or supervised practical experience and able to assess potential for graduate study
4) Two-page statement describing career objectives and discussing how participation in program will help achieve goal

Psychology

1) 3.00 GPA in last 90 quarter or 60 semester credits is required
2) Successfully completed coursework in abnormal psychology, developmental psychology, major theories of personality, statistics, and scientific research methods
3) Professional résumé demonstrating at least 600 hours of clinical experience (paid or volunteer)
4) Beginning understanding of existential and phenomenological philosophy/psychology. A suggested list of reading related to the orientation of the program is available on file in the department and available to interested persons.
5) Autobiographical essay with suggested length of six pages minimum including information on your interest in psychology, evidence of at least initial understanding of existential and phenomenological psychology. Note experience in counseling or human services prior to admission. See details in the graduate catalog.
6) Three letters of recommendation in envelopes provided; **no reference form required**
7) Prerequisite form indicating plan for required courses
8) Writing sample, such as undergraduate paper
9) Phone or campus interview will be asked of those who reach final screening

Public Administration

1) 3.00 GPA in last 90 quarter or 60 semester credits required
2) Professional résumé demonstrating at least one year of continuous full-time work experience
3) Two recommendations using forms provided; at least one recommendation should be from recent supervisor
4) Two page maximum statement of intent summarizing interest in program, commitment to public service, and discussing ways degree will help reach goals

Sport Administration and Leadership

1) Minimum grade point average of 3.00 GPA calculated from official transcripts of all post-secondary educational institutions in the last 90 quarter/60 semester credits of the bachelor's degree, including any transfer credits earned during this time and any post-baccalaureate course work. Average GPA of those admitted has been 3.4 on a 4-point scale
2) Official Graduate Record Exam (GRE) exam scores. Typical scores of those admitted are above the 50th percentile on all three aspects of the Exam: Verbal Reasoning, Quantitative Reasoning, and Analytical Writing
3) Three letters of recommendation from individuals who have evaluated applicant's academic work or supervised practical experience and are able to assess potential for graduate study. These letters should address the applicant's potential for academic success at the graduate level, specifically noting the fit of the applicant to the mission and goals of Seattle University and the MSAL program (**No reference form required**)
4) 400-word essay describing how the MSAL program (specifically mission, goals, learning outcomes, and classes) will help the applicant achieve personal and professional goals
5) Professional résumé
6) Applicants for graduate assistantship: Interview required

International Applicants

To allow for application processing, overseas mailings, and visa processing, international applicants living overseas should submit an application six to nine months prior to the quarter they wish to enroll or the program deadline, whichever is earlier. Students who submit complete applications before the following dates will receive priority consideration:

Fall Quarter	April 1
Winter Quarter	September 1
Spring Quarter	December 1
Summer Quarter	January 1

A evaluation requiring official transcripts is required from all applicants who attended or completed their bachelor's and /or master's degree at an institution outside of the United States. The evaluation is not an English translation of the mark sheets, but a separate document completed by an evaluation service which shows that the degree received outside the US is equivalent to a US degree and a GPA is calculated. Seattle University only accepts evaluations from the following agencies: 1) Educational Credential Evaluators (ECE) – We require the Course by Course Evaluation with Grade Average. More information on the transcript evaluation process and the evaluation application can be found at www.ece.org or 2) Educational Perspectives (EP) – We require the Detailed/Course by Course report. Directions and additional information specific to Seattle University can be found at http://www.edperspective.org/seattleu/

Transcripts

In addition to the transcript evaluation, applicants must also submit to Seattle University Graduate Admissions one set of official transcripts, mark sheets, and degree certificates for all institutions attended in the last two full years of coursework in both original language and in English.

**** Documents must be received in an unopened envelope sealed by the institution to be considered official. Photocopies, scanned copies, and faxes are not accepted as official documents.*

Declaration of Finance

International applicants seeking an F-1 student visa must also submit the Declaration of Finances form available with this application packet before I-20 documents can be issued.

Culture and Language Bridge Program

Certain programs may consider applicants with a minimum TOEFL of 86 (IBT), 567 (PBT), IELTS score of 6.5, PTE score of 58 or an institutional MELAB result of 80%, but you will be required to participate in the graduate section of the Culture and Language Bridge (CLB) program in your first term of study. The CLB program develops all phases of academic English and helps students overcome cultural barriers in the classroom. The graduate section is a 6-credit program and a 5-credit Business Communications class taken in the first quarter for students who have completed the equivalent of English 110 and based on a placement exam. For more information about CLB, call 206-296-6064 or consult the website at www.seattleu.edu/academics/bridge/.

SEATTLE UNIVERSITY
Founded 1891

Application for Graduate Admission

Mail application materials to:
Graduate Admission Office, Seattle University, 901 12th Avenue, P.O. Box 222000, Seattle, WA 98122-1090
Telephone: (206) 220-8010, Toll-free: (800) 426-7123, E-mail: grad-admissions@seattleu.edu, Web: www.seattleu.edu

PLEASE TYPE OR PRINT **Non-refundable $55 application fee**

Select one degree goal (as offered by your program of interest)
❒ Master ❒ Educational Specialist ❒ Doctorate
❒ Post-Master's Certificate ❒ JD/Joint Degree w/Law ❒ Endorsement Only
❒ Professional/Graduate Certificate

Enter the three or four letter program code as indicated on reverse side. ☐ – ☐ – ☐ – ☐

When do you wish to enroll? Year____
❒ Fall (September) ❒ Winter (January)
❒ Spring (March) ❒ Summer (June)
❒ Summer Intersession (August)
If previously enrolled through Seattle University, list last quarter/year of enrollment: Quarter_____ Year_____

Personal Information (Legal Name)

Last Name | First Name | Middle Name | Former Name

Mailing Address | Country

City/State | Zip Code | Cell Phone ( ) | Work Phone ( )

Home Address (if different) | Country

City/State | Zip Code

Preferred E-mail Address | Work E-mail Address (if different)

Social Security Number (Required for all financial aid consideration) | Date of Birth

Are you a citizen of the United States? ❒ Yes ❒ No, my status is: ❒ International ❒ Permanent Resident ❒ Other

Type of Visa while enrolled | Country of Citizenship | City/Country of birth

Is English your native language? ❒ Yes ❒ No An English proficiency test will be required of all applicants whose native language is not English.

Entrance Tests:

Test	Test Date	Date sent to SU
❒ GMAT		
❒ GRE		
❒ MAT		
❒ WEST-E		
❒ WEST-B		
❒ Writing Sample		
❒ English Proficiency (TOEFL, IELTS, MELAB or PTE)		

Have you ever been convicted of a felony or a gross misdemeanor?
❒ **Yes** ❒ **No**
(A conviction will not necessarily bar admission but will require additional documentation prior to a decision)

Have you ever been placed on probation, suspended from, dismissed from or otherwise sanctioned by (for any period of time) any higher educational institution?
❒ **Yes** ❒ **No**
If yes, attach a statement explaining each circumstance and specify which term(s) and college(s).

Education History (Attach extra sheet, if necessary.)
List *all* colleges attended (including Seattle University) starting with most recent. See instructions for required transcripts.

Institution	City	State	Dates Attended	Degree Earned	Date Received	Major

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OPTIONAL INFORMATION

Are you of Hispanic/Latino Origin? ❒ Yes ❒ No

If Yes, please specify:

❒ Central American ❒ Hispanic ❒ Puerto Rican ❒ Spanish
❒ Chicano/a ❒ Latino/a ❒ South American
❒ Cuban ❒ Mexican ❒ Hispanic Other _____

Race: Please mark all that apply:

American Indian
❒ Native Alaskan ❒ Native American ❒ Native Other _____

Asian
❒ Asian American ❒ Filipino/a ❒ Japanese ❒ South Asian
❒ Chinese ❒ Indian ❒ Korean ❒ Southeast Asian
❒ East Asian ❒ Indonesia ❒ Pakistani ❒ Vietnamese
❒ Asian Other _____

Black/African American
❒ African ❒ Black ❒ Caribbean ❒ West Indian
❒ African American ❒ Black Other _____

Native Hawaiian/ Pacific Islander
❒ Guamanian/Chamorro ❒ Native Hawaiian ❒ Samoan
❒ Pacific Islander Other _____

White/Middle Eastern
❒ White ❒ Caucasian/European ❒ Middle East ❒ Turk
❒ Arab ❒ Israeli ❒ Middle Eastern Other _____
❒ Persian ❒ Russian/Eastern European ❒ White Other _____

Religious Preference

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Gender
❒ Male ❒ Female

Will you be applying for financial aid?
❒ Yes ❒ No

Do you have employer tuition assistance?
❒ Yes ❒ No

Would you like information on services available to those with physical or learning needs?
❒ Yes ❒ No

U.S. Armed Services Military Status?
❒ Veteran ❒ Active Duty
❒ U.S. Military Dependent
❒ U.S. Reserves/National Guard
❒ None

Employment History (Please complete even if résumé is attached)

Current Employer/Organization | Employer Phone

Employer Address | City | State | Zip

Job Title | Dates Employed (Mo/Yr to Mo/Yr) | ❒ Part-time ❒ Full-time

Previous Employer/Organization | Employer Phone

Address | City | State | Zip

Job Title | Dates Employed (Mo/Yr to Mo/Yr) | ❒ Part-time ❒ Full-time

University Relationship

Do you have any family members who attended or graduated from Seattle University? ❒ Yes ❒ No If yes, please list below.

Name	Relationship	Date Attended (Mo/Yr to Mo/Yr)	Graduation Year

How did you first hear about our graduate program? ❒ Friend/co-worker ❒ SU alum ❒ Radio ❒ Newspaper ❒ Web Research
❒ SU Mailing ❒ Campus event ❒ Employer Event ❒ Other _____

What most influenced you to apply to Seattle University?

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school-administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University's Catholic and Jesuit identity and character. Inquiries relating to these policies may be referred to the University's Vice President for Human Resources and University Services and Equal Opportunity Officer at (206) 296-5870.

I certify that the information contained in this application is true and correct. I understand that misrepresentation or omission of information, such as failure to list all schools, colleges or universities attended, may result in the denial of this application, or subsequent dismissal from the university and loss of credit.

Full Legal Signature | Printed Name | Date

Programs

ARTS AND SCIENCES

Criminal Justice w/o specialization **CJST**
- Criminal Justice Research and Evaluation **CJRE**
- Investigative Criminology **CJIC**
- Victimology **CJVI**

Certificate in Crime Analysis **CACP**
Psychology **MAP**
Nonprofit Leadership **NPL**
Arts Leadership **MFAL**
Public Administration **MPA**

Sport Administration and Leadership **SADL**
Joint Criminal Justice and Juris Doctor **CJSJ**
Joint Public Administration and Juris Doctor **MPAJ**
Joint Sport Administration and Juris Doctor **SALJ**

SEATTLE UNIVERSITY
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Prerequisite Form

For applicants to the Master of Arts in Psychology program only.

INSTRUCTIONS: Complete this form with prerequisite courses already taken and/or the plan for those credits not yet earned. A single course may apply to more than one requirement for statistics and research methods. If so, note the class in both areas below.

Last Name | First Name | Middle Name | Birthdate (MM/DD)

Prerequisite Courses	Course number/ abbreviated title	S = Semester Q = Quarter Credit Hours	Term and year completed or planned date of completion	Grade earned or in progress (IP)	Institution
Intro Psychology					
Abnormal Psychology					
Statistics					
Developmental Psychology					
Major Theories of Personality					
Scientific Research Methods (e.g. Experimental Psychology)					

Master of Art in Psychology Prerequisites

Please refer to the course descriptions below when selecting courses to fulfill prerequisites for the Master of Arts in Psychology degree.

PSYC 215 Abnormal Psychology (5 quarter credits)
Study of standard topics in abnormal psychology, such as diagnosis, treatment, and factors leading to psychological disturbance, as well as consideration of how one comes to a psychological understanding of disturbed, as well as "ordinary," human existence.

PSYC 303 Statistics and Research Methods I (5 quarter credits)
An introduction to methods of statistical analysis and the use of the natural sciences in the study of human experience and the study of human and animal behavior. Introduction to the application of computers and computer software in descriptive and inferential statistics. Topics will include the creation of data files, the use of statistical software for data and analysis, and the use of graphics software in reporting the results of statistical analysis.

*A statistics course that does not include methods, can substitute for our 303 (e.g our 201):

PSYC 201 Statistics for Non-Majors (5 quarter credits)
Basic descriptive and inferential statistics; central tendency, variability, correlation and regression, probability, z and t tests, one-way analysis or variance.

PSYC 305 Statistics and Research Methods II* (5 quarter credits)
Emphasis on inferential statistics and the application of the experimental method to areas of psychology such as psychophysics, perception, learning, and memory. Continued study and application of statistical software to the laboratory project. The application of the correlational method and the experimental method in conducting psychological research. Topics will include within-subjects designs, between-subjects designs, and factorial designs. Students will design research projects, collect and analyze data, and prepare a written report following the format of the publication manual of the American Psychological Association.

PSYC 322 Growth and Development (5 quarter credits)
Life span development from infancy through childhood, adolescence, young adulthood, middle age, old age, and death and dying. Cognitive, personality, social, and emotional development. Optional field work placement in settings related to different age periods.

PSYC 350 Theories of Personality (5 quarter credits)
Study of the assumptions, basic principles, and implications for psychotherapy and everyday life of selected personality theorists representing the psychoanalytic, social psychological, social learning, humanistic, and existential approaches to psychology.

Master of Public Administration

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Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant ..... Month and date of birth (MM/DD)

Name and title of recommender .....

Relationship of recommender to applicant ..... From ..... To

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. ***Choose one option:***

❒ I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.

❒ I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

This section to be completed by the recommender.

This applicant is seeking admission to the master of public administration program at Seattle University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach an extra page. However, please complete this form.

1. Please indicate your evaluation of the applicant by checking the appropriate rating.

	Outstanding	Above Average	Average	Below Average	No Chance to Observe
Managerial Competence	☐	☐	☐	☐	☐
Leadership Ability	☐	☐	☐	☐	☐
Interpersonal Skills	☐	☐	☐	☐	☐
Communication Ability	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Perseverance	☐	☐	☐	☐	☐
Analytical Skills	☐	☐	☐	☐	☐

2. What are the applicant's strengths as you see them?

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3. What are the applicant's limitations as you see them?

4. Other comments:

5. Check one:

- ☐ **I strongly recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission with some reservation.**
- ☐ **I do not recommend the applicant for admission.**

Signature of recommender **Date**

Name of recommender Title Phone

Institution Email Address

Address City, State, Zip

Please make a photocopy for your records.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

Master of Public Administration

SEATTLE UNIVERSITY
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Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant ..... Month and date of birth (MM/DD)

Name and title of recommender .....

Relationship of recommender to applicant ..... From ..... To

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. ***Choose one option:***

❒ I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.

❒ I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

This section to be completed by the recommender.

This applicant is seeking admission to the master of public administration program at Seattle University. To assess the appropriateness of this choice for the individual, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach an extra page. However, please complete this form.

1. Please indicate your evaluation of the applicant by checking the appropriate rating.

	Outstanding	Above Average	Average	Below Average	No Chance to Observe
Managerial Competence	☐	☐	☐	☐	☐
Leadership Ability	☐	☐	☐	☐	☐
Interpersonal Skills	☐	☐	☐	☐	☐
Communication Ability	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Perseverance	☐	☐	☐	☐	☐
Analytical Skills	☐	☐	☐	☐	☐

2. What are the applicant's strengths as you see them?

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3. What are the applicant's limitations as you see them?

4. Other comments:

5. Check one:

- ☐ **I strongly recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission with some reservation.**
- ☐ **I do not recommend the applicant for admission.**

Signature of recommender **Date**

Name of recommender Title Phone

Institution Email Address

Address City, State, Zip

Please make a photocopy for your records.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

Master of Nonprofit Leadership

SEATTLE UNIVERSITY
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Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant ..... Month and date of birth (MM/DD)

Name and title of recommender .....

Relationship of recommender to applicant ..... From ..... To

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. ***Choose one option:***

❒ I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.

❒ I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

Employers for Master of Nonprofit Leadership applicants complete this section.

The applicant is seeking admission to the executive master of nonprofit leadership program. To assess the appropriateness of our program for this person, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach a separate sheet. However, please complete this form.

1. Please indicate your evaluation of the applicant by checking the appropriate rating.

	Outstanding	Above Average	Average	Below Average	No Chance to Observe
Leadership qualities	☐	☐	☐	☐	☐
Potential for significant contribution to the nonprofit sector	☐	☐	☐	☐	☐
Managing people skills	☐	☐	☐	☐	☐
Financial/budgeting skills	☐	☐	☐	☐	☐
Resource development skills	☐	☐	☐	☐	☐
Organization and planning	☐	☐	☐	☐	☐
Written communications	☐	☐	☐	☐	☐
Oral communications	☐	☐	☐	☐	☐
Integrity	☐	☐	☐	☐	☐
Creativity	☐	☐	☐	☐	☐
Initiative	☐	☐	☐	☐	☐
Judgment	☐	☐	☐	☐	☐

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2. What are the applicant's strengths as you see them?

3. In what areas should this person improve?

4. Other comments:

5. As an employer, do you support this candidate's participation in the program? ☐ **Yes** ☐ **No**

6. Check one: ☐ **I strongly recommend the applicant for admission.** ☐ **I recommend the applicant for admission with some reservation.** ☐ **I do not recommend the applicant for admission.**

Signature of employer | Date

Relationship to Applicant | Title | Phone

Institution | Email Address

Address | City, State, Zip

Please make a photocopy for your records.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

MA in Criminal Justice

SEATTLE UNIVERSITY
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Supplemental Application Form

The Master of Arts in Criminal Justice program at Seattle University requires at least one of the following:

An undergraduate major in criminal justice or a related social, behavioral, or physical science, or
Related coursework (45 quarter credits or 30 semester credits) in criminal justice, or
Significant supervised work/volunteer experience

Parts A or B must be completed by any applicant whose undergraduate degree is not in criminal justice or a related social, behavioral, or physical science. If you are unsure whether your degree meets the requirement, please contact the MACJ department at (206) 296-5906.

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Applicant's Name (Please Print) Month and date of birth (MM/DD)

Part A — Undergraduate major or courses

Undergraduate major:_____ Date:_____ University or College:_____

List courses below in these fields of study: criminal justice or related social, behavioral, or physical sciences

Course Number	Course Title	*Credit Hours

Total quarter credit hours _____ and/or

Total semester credit hours _____

**indicate semester or quarter*

Part B — Relevant Work Experience

Job Title	Brief Description	Hours

Total hours work experience _____

Submit additional pages if necessary.

I certify that the above information is accurate to the best of my knowledge.

Applicant signature: _____ Date: _____

Please make a photocopy for your records and include this supplemental form with the Graduate Application for Admission.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

MFA in Arts Leadership

SEATTLE UNIVERSITY
Founded 1891

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant

Month and date of birth (MM/DD)

Name and title of recommender

Relationship of recommender to applicant

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. ***Choose one option:***

❒ I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.

❒ I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

As a recommender for an applicant to the Master of Fine Arts in Arts Leadership program, please complete this section.

The applicant is seeking admission to the Master of Fine Arts in Arts Leadership program. To assess the appropriateness of our program for this person, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach a separate sheet. Please indicate your evaluation of the applicant by indicating the appropriate rating:

1 = Outstanding 2 = Above Average 3 = Average 4 = Below Average 5 = No Chance to Observe

☐ Leadership qualities	☐ Written communications
☐ Potential for significant contribution to the arts sector	☐ Oral communications
☐ Managing people skills	☐ Integrity
☐ Financial/Budgeting skills	☐ Creativity
☐ Resource development skills	☐ Initiative
☐ Organization and planning	☐ Judgment

continued on other side

2. What are the applicant's strengths as you see them?

3. What are the applicant's limitations as you see them?

4. Other comments:

5. Check one:

- ☐ **I strongly recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission with some reservation.**
- ☐ **I do not recommend the applicant for admission.**

Signature of recommender **Date**

Name of recommender Title Phone

Institution Email Address

Address City, State, Zip

Please make a photocopy for your records.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

MFA in Arts Leadership

SEATTLE UNIVERSITY
Founded 1891

Recommendation Form for Graduate Studies

This section to be completed by the applicant (please print)

Please give this form to the person writing the recommendation. Ask the writer to return the completed form to you in a sealed envelope. Using the envelope provided with the application packet is optional. Breaking the seal will render this recommendation not confidential.

Name of applicant

Month and date of birth (MM/DD)

Name and title of recommender

Relationship of recommender to applicant

Please recognize the confidential nature of this document. In accordance with the Family Educational Rights and Privacy Act (FERPA), after you matriculate, you will have access to this form unless (1) you waive your right to access; OR (2) your program routinely destroys recommendations after matriculation. ***Choose one option:***

❒ I waive my right to access to this recommendation and understand that I will never be able to see this recommendation.

❒ I want to have access to this recommendation if I am admitted and matriculated, but I understand it may not be available if my program routinely destroys recommendations after matriculation.

As a recommender for an applicant to the Master of Fine Arts in Arts Leadership program, please complete this section.

The applicant is seeking admission to the Master of Fine Arts in Arts Leadership program. To assess the appropriateness of our program for this person, we would appreciate your candid opinion regarding the qualifications listed below. If there is any item for which you have little or no evidence, please indicate. Also, if you wish to supplement the recommendation with additional comments, attach a separate sheet. Please indicate your evaluation of the applicant by indicating the appropriate rating:

1 = Outstanding 2 = Above Average 3 = Average 4 = Below Average 5 = No Chance to Observe

☐ Leadership qualities	☐ Written communications
☐ Potential for significant contribution to the arts sector	☐ Oral communications
☐ Managing people skills	☐ Integrity
☐ Financial/Budgeting skills	☐ Creativity
☐ Resource development skills	☐ Initiative
☐ Organization and planning	☐ Judgment

continued on other side

2. What are the applicant's strengths as you see them?

3. What are the applicant's limitations as you see them?

4. Other comments:

5. Check one:

- ☐ **I strongly recommend the applicant for admission.**
- ☐ **I recommend the applicant for admission with some reservation.**
- ☐ **I do not recommend the applicant for admission.**

Signature of recommender **Date**

Name of recommender Title Phone

Institution Email Address

Address City, State, Zip

Please make a photocopy for your records.
Return completed form before deadline to:

Graduate Admission Office
Seattle University
901 12th Avenue
P.O. Box 222000
Seattle, WA 98122-1090

SEATTLE UNIVERSITY

*Only required for student/F1 visa applicants

International Student Declaration of Finances

Confidential financial statement of personal or family support.
Please read all application instructions on the reverse side before completing this form.

PLEASE TYPE OR PRINT

Student Section

Family Name | First Name | Middle Name | Former Name

Gender (male/female) | Birthdate (western calendar) | Country of Birth | Country of Citizenship

Mailing Address | City | Zip Code

State/Province | Country | Phone (include country/city code)

Sponsor Name | First Name | Middle Name | Relationship to applicant

Mailing Address | City | Zip Code

State/Province | Country | Phone (include country/city code)

Will you be bringing dependents? ❒ Yes ❒ No If yes, please list name, relationship, age, birthdate, and country of birth of each.

I hereby certify that the statements made on this declaration of finances are true, and that these funds are available and will be provided as indicated. I have sufficient funds available to support the student while they are attending Seattle University. Funding is to include tuition, living expenses, books, supplies, and health insurance as indicated on the back of this form.

Signature of sponsor(s) (or applicant if self-supporting) | Date

Bank Verification

We certify that the above named sponsor(s) has sufficient funds on deposit to meet the yearly costs at Seattle University. This certification is offered with no responsibility on the part of this bank or financial agency.

Name of Bank | Bank Stamp or Seal

Address of Bank | City | Zip Code

State/Province | Country | Phone (include country/city code)

Signature of bank official | Date

Statement of Responsibility

The student applicant must sign the statement below after reading carefully.

I have read the information and followed the instructions on the reverse side of this form, and I certify the statements made on this declaration of finances are true and correct. I understand that an incomplete declaration will not be accepted.

Signature of Applicant | Date

N ___ ___ ___ ___ ___ ___ ___ ___ ___ ___
SEVIS ID# (if known)

Seattle University ID#

Fully complete then return this form to:
Seattle University
Graduate Admission Office
901 12th Avenue
P.O. Box 222000
Seattle, Washington 98122-1090
U.S.A.

Declaration of Finances.

Please use enclosed form and obtain the appropriate signatures. Students receiving scholarships from their governments or employers must submit letters verifying such scholarship awards.

Immigration policies requires that Seattle University verify the financial resources of all international applicants. This form is for that purpose.

Please note the estimated costs are for one academic year (three quarters). You are required to certify that you or your sponsor have the amounts calculated below. These estimated costs do not include transportation costs to and from the United States.

It is important to remember that student visa holders are not authorized to work in the United States except under special circumstances. You should not plan on supporting your education through employment while being a student. ***There is no financial aid available for international graduate students.***

Instructions for completing the Declaration of Finances form

- Find your total yearly estimated costs.
- Have your sponsor complete, sign, and date the student section of this form.
- Have the bank verify your sponsor's funds and sign and date the bank verification section (include bank stamp or seal).
- If the bank verification section is submitted with a bank letter, please be certain it certifies sufficient funds as stated below.
- Sign and date the statement of responsibility section.
- Photocopies, electronic copies, and facsimiles of signatures and bank stamps/seals are acceptable. For students currently living in the United States, corresponding dates must be within 6 months of quarter of entry. For students living outside of the U.S., corresponding dates must be within twelve months of the quarter of entry.
- All portions of this International Student Declaration of Finances must be completed for admission consideration and issuance of an I-20A.

Estimated Graduate Expenses for 2012-2013

Tuition:	*based upon 9 credits per quarter for three quarters*	
	Arts Leadership	$ 17,577
	Business (MBA, MIB, MPAC, MSF)	$ 21,006
	Computer Science and Software Engineering	$ 21,006
	Criminal Justice	$ 17,577
	Education-Master and Education Specialist programs	$ 16,146
	Education Doctoral Program	$ 19,116
	Nonprofit Leadership or Public Administration	$ 17,577
	Nursing (DNP)	$ 18,495
	Nursing (MSN)	$ 17,955
	Psychology	$ 17,577
	Sport Administration and Leadership	$ 18,900
	Theology and Ministry programs	$ 16,308
Room and Board:		$ 12,525
Personal expenses and health insurance		$ 4,656
	Student Total	$ 33,327–38,187
Dependents:	$9,785 for first dependent	
	$4,893 for each additional	

Annual Expenses Worksheet:	Your tuition charges	$ _____
	Room and Board	$ 12,525
	Personal expenses and health insurance	$ 4,656
	Dependants	$ _____
	Total resources needed	**$** _____

SEATTLE UNIVERSITY
IHS
1891