

DEPARTMENTAL APPLICATION FOR AN ADVANCED DEGREE
Ph.D. in Special Education
Ph.D. in Rehabilitation Counseling
Ph.D. or Ed.S. in School Psychology

Proposed Starting Date (semester/year)..... Full time Student..... Part time Student.....

Major Area: Special Education..... Rehabilitation (fall admission only)..... School Psychology (fall admission only).....

Proposed Study Area* Minor Area (doctoral students only).....

* For applicants to the Special Education program

NAME..... Phone.....

Address, City, State.....

Student ID / Social Security #..... Citizenship..... Arizona resident? Y/N.....

Email address*

*Please be sure that the given e-mail address is correct and legible since it will usually be the primary source of communication regarding your application.

- Degree Sought (check one)
 - Doctor of Philosophy (Ph.D.) Special Education, Rehabilitation, or School Psychology
 - Educational Specialist (Ed.S.) School Psychology only

2. List colleges and universities attended. Attach sheet if additional space is needed.

Name/Location of College	Dates Attended	Major	Minor	Degree

3. Approximate total semester hours to date in graduate level courses:

4. If applicable, title of Master's Thesis (if published, please cite the specific reference):
5. List membership(s) in professional organizations
6. Record your professional employment and services during the last ten years. Attach sheet if additional space is needed.

Position	Area of Disability (if Special Education)	Duties	Employer and Supervisor	Dates

7. Other Data/Documentation
 A. Attach a list of your publications
 B. Areas of research interest
 C. **Doctoral** students in **Special Education** or **Rehabilitation Counseling** have additional requirements to submit with their application. (See "ADDITIONAL APPLICATION REQUIREMENTS.")
8. Advanced Degree Applicants must take the Graduate Record Examination (GRE) or the Miller Analogies Test (MAT).
 Scores are sent to us from *Educational Testing Service* upon your request, and an official document of your scores must be received by the department by including it with the application materials or faxing a copy to 520-621-3821. **GRE scores must be at most two years old. School Psychology will only accept the GRE.**
 Have you taken the GRE or MAT? Yes No If 'No' or the GRE test was taken more than two years ago, please give a date for when we may expect to receive scores (approximate date if not known):
9. Secure three college professors and/or administrative supervisors who will be writing professional letters of recommendation for you. These should be people who are acquainted with your professional preparation and experiences. Include at least one person who has supervised your work. At least one letter must be from someone who has earned a doctorate. These **signed and original letters, not copies**, must in the application package in individual sealed envelopes.
10. Compose and submit a brief autobiographical essay noting how or why you became interested in Special Education, Rehabilitation Counseling, or School Psychology as a career field and your long-range professional goals. Also, include what you consider to be your strengths and weaknesses. Complete your statement on 1-2 separate pages, typed and double-spaced.

.....
 Signature Date

The Family Educational Rights and Privacy Act of 1974 (FERPA) opens many student records for the student's inspection. The law also permits the student to sign a waiver relinquishing his/her rights to inspect letters of recommendation. The applicant's signature on this document constitutes a waiver signifying that the letters of recommendation submitted will remain CONFIDENTIAL.

APPLICATION PROCESSING INSTRUCTIONS

..... Complete a Graduate College Application Form, which can be done online by visiting: <http://grad.arizona.edu/admissions/>. Paper applications can be printed from the website but are not recommended. If using a Graduate College *paper* application, be sure to send it to:

The University of Arizona
Graduate Admissions Office
P.O. Box 210066
Tucson, AZ 85721-0066

..... **Complete the following application materials for a DPS Advanced Degree in Special Education, Rehabilitation, or School Psychology and send them in one complete package to:**

Cecilia Carlon, Graduate Coordinator
DPS, College of Education
P.O. Box 210069
The University of Arizona
Tucson, AZ 85721-0069

- Departmental Application (otherwise known as the Personal Data Blank)
 - Autobiographical Essay (refer to number 10 above)
 - Two copies of official, sealed transcripts
 - Three current (within the past year) original letters of recommendation from individuals (college professors and administrative superiors) who know your professional work and/or academic work and can address your potential for success in a graduate program. All of the letters must be sent to the Graduate Coordinator within the application package. (There is no required format.)
 - Updated résumé / Curriculum Vita
 - Rehabilitation program only: professional / scholarly writing sample (provide a 3 page paper describing the major challenges facing rehabilitation today).
 - Official GRE (must include Verbal, Quantitative, and Analytical scores, and **must not be older than two years**) or MAT scores (**MAT is not accepted by School Psychology**).
 - International applicants: official TOEFL (Test of English as a Foreign Language) passing score(s)
 - Doctoral students applying to **Special Education** or **Rehabilitation Counseling** must also submit materials listed in “**ADDITIONAL APPLICATION REQUIREMENTS**.” Students applying to the **School Psychology** major **DO NOT** need to fulfill the additional requirements.
- ❖ Applicants may be invited to interviews (group or individual). Interviews may be requested but can not always be granted.
 - ❖ Application materials, besides the GRE scores, that are faxed or e-mailed must be followed-up with the originals.
 - ❖ Application materials (like this document) can be downloaded from www.coe.arizona.edu/dps/apply

Inquiries concerning application to Title IX, Title VII and Section 504 may be referred to the Assistant Executive Vice President for Affirmative Action, University Services Building. The University of Arizona is an Equal Opportunity Affirmative Action Employer. In compliance with Title IX (Education Amendments of 1972) and Title VII (Civil Rights act of 1973), the University does not discriminate on the basis of sex, race, creed, national origin, color, disability, or national origin in its educational program(s) or activities, including admissions and employment.

Doctoral Degree Applicants
ADDITIONAL APPLICATION REQUIREMENTS
Ph.D. in Special Education
Ph.D. in Rehabilitation Counseling

SCHOOL PSYCHOLOGY APPLICANTS: DISREGARD THESE ADDITIONAL APPLICATION REQUIREMENTS PAGES

Completed application materials to be returned should include the following:

..... GRE (must be current within two years) or MAT scores; for international students, the TOEFL is also required

..... Documentation of your performance in the following areas of evaluation:

1. Professional Career
2. Leadership
3. Scholarship
4. Standardized Tests
5. Writing

Documentation to Demonstrate Performance

Applicants are responsible for compiling samples of their performance in all five areas above to be considered for acceptance into the Special Education or Rehabilitation major for a doctoral degree. Applicants must demonstrate superior performance in three of the five areas. Listed on the next page are suggested products or other evidence that can be submitted in each area. Applicants should feel free to select among these suggested products or to include other appropriate materials. We do not expect, nor should the candidate try, to include all suggested materials.

Please indicate which of the following items have been included in your application.

1. **Professional Career** (e.g., teaching, teacher education, clinical work, supervision, administration)

- Examples of clinical programs developed or directed
- Examples of curricula developed
- Samples of policies developed
- Samples of handbooks or other materials designed
- Outlines of staff development seminars or workshops presented
- Performance evaluations
- Audiovisual Materials (examples of your teachers, curricula, counseling, or clinical skills)
- Other (please specify).....

2. **Leadership** (e.g., elected or appointed offices, committee membership or chairpersonships, service to organizations, at the local, state, national, or international levels)

- Descriptions of activities or projects completed
- Elected offices held in organizations and descriptions of the responsibilities of these offices
- Policies, handbooks, or other materials developed
- Copies of awards or other recognition(s) received
- Presentations at professional conferences
- Copies of grant proposals written
- Other (please specify).....

3. **Scholarship** (e.g., research and other work involving collection of original data, or analysis of data to address questions of practical or theoretical significance)

- Grades and grade point average (this will not be obtained from the submitted transcript)
- Descriptions of research projects in which applicant has been involved, together with a description of applicant's role in the project.
- Master's thesis
- Grant proposal written
- Scholarly papers (published or unpublished)
- Other (please specify).....

4. **Standardized Tests**

- GRE (**NOT OLDER THAN TWO YEARS**)
- MAT
- Other (please specify).....

5. **Writing** (e.g., creative or technical communication through print)

- Publications
- Unpublished scholarly or creative papers
- Book reviews
- Editorials
- Other (please specify).....