GRADUATE STATUS

REQUIREMENTS

DEGREE: Students who wish to apply for a Master of Education, Master of Science, or Master of Arts Degree must adhere to the following requirements in order to be considered for acceptance. Early contact with the Admissions Office is strongly encouraged.

NOTE: Those applicants with previous master’s or doctoral degrees may be exempt from standardized tests and/or other requirements. Please contact the Director of Admissions, School of Graduate Studies for your specific application requirements.

Applicants will be informed of admission decisions through an email from the Director of Graduate Admissions and a letter from the Dean of the School of Graduate Studies.

• Complete and submit the application form
• Submit three recommendations: academic and professional (no personal)
• Submit Professional Goals Essay (see guidelines for Professional Goals Essay)
• Interview with the Department Chair or Coordinator (for qualified applicants)

FOR INTERNATIONAL STUDENTS: Contact the Director of International Student Services (215.248.7989) prior to beginning application process. In addition to the above, international students whose first language is not English, must submit TOEFL scores. The I-20 Certificate of Eligibility will be sent after acceptance into the graduate program.

Please send application with the $55 non-refundable application fee to:
Graduate Admissions
Chestnut Hill College
9601 Germantown Avenue
Philadelphia, PA 19118-2693

TUITION

Tuition will be charged at the undergraduate rate until you graduate. Financial aid is not available during the summer terms before you graduate, so please discuss your financing plan with a Financial Aid Counselor as soon as possible: finaid@chc.edu. The current tuition rate for graduate courses is $562 to $610 per credit, depending on your program.

Once you graduate, you will be eligible for federal Stafford Loans. Always take out the least amount possible when designating your desired loan amount. There are also a limited number of graduate assistantships, which can help subsidize your graduate education costs.

APPLICATION GUIDELINES

Chestnut Hill College has a rolling admissions policy for graduate applicants. In order for file reviews to take place in time for registration, application requirements should be received by the following dates to be considered: for Fall Semester, July 1; for Spring, November 1; for Summer, March 1.

It is the prospective student’s responsibility to schedule the required interviews and ensure that all materials have been received by the Graduate Office. Submitted materials become the property of Chestnut Hill College.

PLEASE NOTE: Chestnut Hill College is committed to providing equal educational opportunities for qualified students in keeping with their career and professional goals. In all of its policies and operations, the College complies with applicable federal and state laws. Before undertaking a field of study, students are responsible to learn eligibility requirements and issues related to licensure and/or employment in their field of interest (such as satisfactory GPA, course requirements, criminal background checks, certification and professional licensure requirements, internship requirements, etc.).
**Combined Program Application**

Please print clearly or type. In order to be processed, all information requested on this form must be completed.

**PERSONAL INFORMATION**

Name ____________________________________________  
(Last) (First) (Middle)

Other Name(s) on Transcript, if Applicable ____________________________________________________________

Street Address ___________________________________________________________  
Apt # __________________________

City ________________________________________________  State ______________  ZIP _________________

Phone ______________________  Cell Phone _____________________  Email ________________________________

Marital Status ______________  Gender ______________  Religious Affiliation ___________________________

**CITIZENSHIP**

Social Security# ___________________________  Birth Date ___ / ___ / ____  Country of Citizenship ______________________

Birthplace ___________________________________________  First Language______________________________  
(City) (State)

Permanent Resident# ___________________________________________  Visa Type ___________________________

**PROGRAM INFORMATION**

Undergraduate Program ________________________________________________  Credits Completed ________

Graduate Program of Interest ____________________________________________  
*Please list all that apply: Degree, Concentration, Certification(s)*

My planned baccalaureate graduation date:  Month _____________  Year _____________
EMPLOYMENT

Present Employer ______________________________________________  Position ____________________________________________

Address ____________________________________________ City ____________________ State ________ ZIP __________

Phone ____________________________________  Email _______________________________________________________

IN CASE OF EMERGENCY

Name _________________________________________________ Relationship to You _______________________________

Address ____________________________________________ City ____________________ State ________ ZIP __________

Phone ____________________________________  Email _______________________________________________________

OTHER INFORMATION

As required by the Federal Government, the following race/ethnicity questions enable diversity research as well as grant qualification and program development. This information will never be used in decisions concerning admission, registration, and/or employment. Please check your response in both columns below as accurately as possible. If you choose not to answer, please check here: __

Please check one or more of the following:  

Hispanic, Latino, or of Spanish Origin __  American Indian or Alaska Native __  
Cuban __  Asian __  
Puerto Rican __  Black or African American __  
South American __  Native Hawaiian or Pacific Islander __  
Central American __  White __

None of these __

I have read and understand the foregoing application, and affirm that all information on my application is complete, factually correct, and honestly represented. I understand that withholding information or submitting false or misleading information may make me ineligible for admission to the college or subject to dismissal.

Applicant’s Signature ______________________________________________  Date ______/ ______/ ______