



DEPARTMENT OF PSYCHOLOGY
Eastern Illinois University
Charleston, IL 61920

**INSTRUCTIONS FOR
PSYCHOLOGY GRADUATE
APPLICATION
S.S.P. & M.A. DEGREE**

As a courtesy to applicants who commonly apply to several graduate schools, our institution has adopted the Standard Biographical Information Form developed by the American Psychological Association. You may submit either an original of this form or a clean photocopy. However, you must be certain that the submitted form complies with the specific instructions that follow.

ITEM NO. AND INSTRUCTIONS

1. Social Security Account Number: Section 7(b) of the Privacy Act of 1974 (5 U.S.C. 522a) requires that when any federal, state or local government agency requests an individual to disclose his or her social security account number, that individual must also be advised whether that disclosure is mandatory or voluntary, by what statutory or other authority the number is solicited, and what uses will be made of it.

Accordingly, you are advised that disclosure of your social security account number (SSAN) is required as a condition for making application to our institution, in view of the practical administrative difficulties that our system would encounter in maintaining adequate student records without the continued use of the SSAN.

The SSAN will be used to verify your identity, and it will be used as a student identification number throughout the period in which you are enrolled in or otherwise associated with our institution, in order to record data accurately. As a student identification number the SSAN is used in such activities as: reconciliation of documents in order to determine eligibility for admission and residency for tuition purposes; registration and academic record-keeping; use of library materials; student affairs programs requiring verification of enrollment for the purpose of providing services; and alumni affairs.

If you do not have a social security number, apply for one through your local Social Security Administration Office. Foreign applicants who have previously been assigned a U. S. Social Security Number by an employer or university must use that number. Those foreign applicants who do not have a number will be assigned one by the Graduate Division. Canadian applicants should provide their Social Insurance Number in the space provided.

2. Provide former name if applicable.
- 3-7. No explanation needed.
8. If you wish to apply for a Graduate Assistantship, you must complete the "Application for Graduate Assistantship" form and send it along with this application to the Psychology Department. Please note the maximum academic loads.
9. Please briefly indicate any specific interests you have and/or would like to develop. Use additional paper if necessary.

10. Enter all psychology courses taken for credit. Use additional paper as necessary. Be sure to indicate exact title, credit hours, and grades for each course. Please convert all quarter hours into semester hours (multiply by 2/3). Please list numbers, not grades, e.g. A=4, B=3, etc.
11. Compute your cumulative undergraduate grade point average (GPA) as follows: First, convert letter grades to numbers using the scale in item 13. Then multiply each number grade by the number of credits assigned to that course. Add the products, and divide by the total number of credits taken.
12. Junior - Senior year only (overall)
13. Follow the instructions in item 11, but base your calculations on all courses offered by Department of Psychology only. These should be those listed in item 10.
14. Please indicate both the date and score of your GRE. The general test is required and the subject test is recommended. If you have not taken the GRE, please indicate when you intend to take this test. When you receive your GRE scores from ETS send the psychology department a photocopy immediately. THIS WILL NOT SUBSTITUTE FOR OFFICIAL REPORTS REQUIRED BY THE GRADUATE SCHOOL. We have found in the past that files are incomplete due to a delay from ETS.
- 15-16. No explanation necessary. If your research and/or experience is extensive, do not hesitate to attach a resume, additional sheets, or other supporting materials.
17. Illinois law precludes those convicted of felonies from certification for work in the public schools. If you have such a conviction, pursuing a degree in school psychology would probably not be fruitful.
18. Please list relevant (psychologically-related) experience. Also indicate under "Paid or Volunteer" the average number of hours per week.
19. Only three (3) recommendations are required. However, you may send more. Please use the "Letters of Recommendation" form. The recommendation form should be sent directly to the Psychology Department. You may use letters from your placement file for this purpose if appropriate.
20. Make sure you sign.
- 21-24. No explanation necessary.
25. Send official transcript to the Graduate School (see The Graduate School Application Instructions). Send official or photocopy of transcript and Departmental Application to:

School Psychology Applicants:

Dr. Assege HaileMariam
Graduate Program in School Psychology
Department of Psychology
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

Clinical Psychology Applicants:

Dr. Wesley Allan
Graduate Program in Clinical Psychology
Department of Psychology
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

11. Cumulative Undergraduate Grade Point Average _____
12. GPA in Junior-Senior Years _____
13. Undergraduate GPA in Psychology _____
14. GRE Scores: Verbal _____ Analytic _____
Quantitative _____ Subject _____
15. Foreign languages (indicate level of reading and speaking ability)
16. Academic honors, prizes, election to honorary societies, distinctions, scholarships, fellowships, publications, professional society membership.
17. Have you ever been convicted of a felony? ☐ Yes ☐ No
18. Relevant occupational experience (professional, vocational, military or teaching experience, including assistantships)

Position Title or Description	Location	Dates	Paid or Volunteer

19. References. List the names, titles, addresses, phone numbers and emails of three persons acquainted with your academic and professional work with whom you have already asked to complete the attached reference forms (see instructions).

Name	Title	Address	Phone #	Email

20. I certify that the forgoing statements and all other information and transcripts submitted by me in connection with this application for admission are true and correct. I understand that falsification or deliberate omission of information is grounds for rejection of the application or dismissal from the school.

Date Signed

Signature

21. If you have other addresses and/or telephone numbers where you might be reached, please indicate them.
22. As part of the application process you may be asked to come to campus to meet with the appropriate departmental graduate committee or, if this is not feasible, to participate in a telephone interview with the coordinator. Please check your preference in this matter:
☐ I will be able to come to campus if requested.
☐ I would prefer a telephone interview. The best time to reach me is: _____
23. Is there any other information which you need at this time? Is there any way we can be of help to you?
24. Add a statement describing your educational and professional goals. Be sure to include reasons why you wish to pursue graduate study in psychology and describe the strengths that you will bring to a graduate program in psychology. Attach statement to this form.
25. Send transcripts and application (see instruction sheet for further information).