

Application Process

To be eligible for degree candidacy, applicants must meet all of the requirements for admission to the Graduate School. Please note: Admission to the program is competitive. Meeting the Graduate School requirements does not ensure admission into the Historical Administration MA program.

Applications are due by February 1 for admission into the following academic year's class.

Summary of Application Procedures

To the Graduate School:

1. Completed [Graduate School Application for Admission Form](#).
2. Official transcript from your undergraduate and, if applicable, graduate universities.
3. Check for \$30.00.

To the Historical Administration Program Coordinator:

1. Historical Administration Program application (as follows on the next page).
2. Official transcript from your undergraduate and, if applicable, graduate universities.
3. Two letters of recommendation, preferably from people who know your academic and museum-related work best and can evaluate your potential for graduate study.
4. Completed [Application for Graduate Assistantship](#); while not mandatory, we encourage you to apply.
5. A typed "Statement of Professional Goals" (700 words), as described on the last page of the Historical Administration Program application.

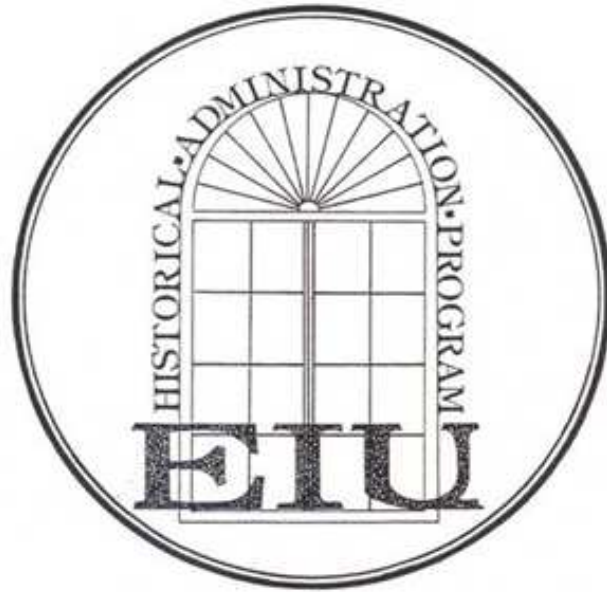
For Additional Information/Application Forms:

Contact:

Dr. Nora Pat Small
Historical Administration Program Coordinator
History Department
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920

Fax: 217-581-7233
Telephone: 217-581-6380
E-mail: npsmall@eiu.edu

Application
For The



Historical Administration
Program

Department of History
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920-3099

Applicant _____

Date _____



APPLICATION FOR ADMISSION

PERSONAL HISTORY

Full Name: _____ Date of Birth: _____

Mailing Address: _____

Home Address: _____

Home Phone: _____ Work Phone: _____

E-mail: _____

EDUCATION (Begin with highest degree earned.)

Name of Institution	Dates	Major and Minor	Degree Year
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_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Awards and Honors Received:

Extra-curricular Activities:

Computer Experience:

Travel:

PROFESSIONAL EXPERIENCE

Place of Employment (include volunteer work)	Position and Type of Work	Supervisor	Dates
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Publications (list with exact titles and co-authors, date and place of publication):

Professional Memberships:

Professional Activities (workshops attended, etc.) and Organizational Offices Held:

What type of position would you like to hold five years from now?

Experiences with Museums and Historic Sites:

Other Requirements:

1. Send one official transcript of all your college course work directly to the Historical Administration Program Coordinator, History Department, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920-3099.
2. Request two individuals who know your capabilities to send confidential letters of recommendation directly to the Historical Administration Program Coordinator, History Department, Eastern Illinois University, 600 Lincoln Avenue, Charleston, IL 61920-3099. It is best to have a specific letter rather than the general letters issued by University Placement offices.
3. Submit a separate typewritten statement of approximately 700 words, which explains your professional goals. Be sure to indicate how your academic background, work experience, personal associations, and special interest and crafts skills have led you to your present interest in an historical administration degree.
4. This application and your 700-word statement should be submitted to the Historical Administration Program Coordinator, History Department before February 1 of each school year. The faculty carefully reviews all application materials received by that date and invites the most qualified potential students to visit campus for interviews. This meeting is normally held on the first Sunday and Monday in March. This provides applicants a chance to meet the faculty, see the facilities at EIU, inquire about housing and financial aid, and talk with members of the current class about the Historical Administration Program. Those applicants selected for admission to the Program and for graduate assistantship awards will normally be notified in early April.
5. Everyone who is invited for an interview will have an opportunity to apply for an application for a graduate assistantship. Apply online at: <https://www.eiu.edu/~graduate/GAapplication/GAappl.php>. If you are interested in learning more about guaranteed government loans please contact the Financial Aid Office directly, Eastern Illinois University, 600 Lincoln Avenue, Charleston,, IL 61920-3099, (217) 581-5000, <http://www.eiu.edu/~finaid/>.
6. Apply for admission to the Graduate School, <http://www.eiu.edu/~graduate/>.