



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 maiden name if applicable.
- 3-7. No explanation needed.
8. If you wish a Graduate Assistantship, you must complete the attached "Application for Graduate Assistantship" and send it along with this form 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 here 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 attached 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. Michael Havey
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

