



The Graduate School

130 Bowman Hall · 715/232-2211 · www.uwstout.edu/grad/

Application for Admission or Enrollment



Admission

General Information

UW-Stout has established minimum admission requirements that must be fulfilled by all applicants. See the *Graduate Bulletin* for general regulations. Students seeking a degree or certification should consult with the program director of their proposed major regarding possible additional requirements and earlier deadlines for submission of credentials. The Graduate School will refer you to the appropriate program director upon your request. Students seeking WI DPI certification should contact School of Education at 715/232-4088. Our web address is <http://www.uwstout.edu/grad/>.

Admission to a Degree or Certification Program

Deadlines

Applications for graduate admission or enrollment and supporting credentials should be filed with the Graduate School at least 30 days in advance of the term to which you are seeking admission or by the deadline for that major. It takes a minimum of 30 days before a decision can be made. For majors with a deadline, notice of decision will not be sent until after the deadline. (See page 6 for application deadlines.)

Application Materials

Applicants must satisfy the requirements of their proposed major in addition to the requirements of the university. In order to be considered for admission, applicants must submit the following items to the Graduate School:

1. A Completed Application Form

All items are to be completed with a ball point pen or typewriter. Be sure to complete "Educational and Professional Goals" on the back. Be sure to complete all items on the form. Submit form to:

Graduate School
University of Wisconsin-Stout
PO Box 790
Menomonie, WI 54751-0790

Once your application is received and entered on our database, you will receive an acknowledgement e-mail which will explain how to use Access Stout on-line to check your application paperwork status.

2. Graduate Application Fee

A check or money order for \$56, made payable to UW-Stout must accompany your application. Your Application for Admission will not be processed until the application fee has been received. This is a non-refundable fee and is not applicable to any other university fee or bill.

3. Official Transcripts

Applicants need to submit one official transcript that shows the bachelors degree awarded, plus all transcripts showing any graduate work attempted and/or completed. If the bachelor's degree transcript shows grades for less than 55 semester credits or the equivalent in other units, then one transcript from your other schools will be required. Some programs may require submission of all transcripts; Industrial/Technology Education is one of them.

The applicant should request the registrar(s) to send the official transcript. An applicant may submit an official transcript providing it bears no restrictive statement. UW-Stout transcripts need not be requested. An applicant applying prior to being awarded a degree must submit a transcript which shows work through all but the last term. Such applications are subject to re-evaluation based upon the final transcript. In rare cases, an applicant may submit an attested copy of the transcript.

To be regarded as official, transcripts must bear the impression seal of the institution and of the registrar.

Please take special note that you are responsible for requesting transcripts. Transcripts become a permanent part of UW-Stout files and will not be returned.

Have transcripts sent to:

Graduate School
University of Wisconsin-Stout
PO Box 790
Menomonie, WI 54751-0790

Work-in-Progress If you are currently working toward a baccalaureate degree, you must submit current official transcripts with your application. It is possible to be admitted tentatively, pending the receipt of a final official transcript showing the degree award.

4. International Students – Additional Requirements

In addition to other application materials, international students must arrange to have an official TOEFL score report sent directly to the Graduate School by the Educational Testing Service. A Declaration of Finances form (*available from the Graduate School office or online at: http://www.uwstout.edu/intlstu/is_dof.pdf*) must be completed indicating sufficient financial means to support yourself during your study here. Send these documents to the Graduate School.

5. Additional Program Requirements

Master's programs:

The following programs have application forms in addition to those required by the Graduate School. Programs may require letters of recommendations and/or interviews. If you have questions about the completion of those materials, contact the program director.

Applicants to the *Masters in School Counseling, and School Psychology* programs submit additional program materials to:

The Graduate School
University of Wisconsin-Stout
PO Box 790
Menomonie, WI 54751-0790

Applicants to the *Applied Psychology, Education, Family Studies and Human Development, Marriage and Family Therapy, Mental Health Counseling, and Vocational Rehabilitation* programs:

Submit additional program materials directly to the Program Director and direct questions about receipt of those materials to him/her.

Program applications can be found at the following website:
<http://www.uwstout.edu/grad/apply.html>.

Education Specialist programs:

Submit the items indicated directly to the Program Director and direct questions about receipt of these materials to them also.

Career and Technical Education applicants must submit a current dossier listing all pertinent biographical and educational data and two letters from administrators or supervisors who can provide evidence of at least two years of successful teaching experience and professional promise.

School Psychology applicants must submit a portfolio documenting their proficiency in seven of the 11 domains outlined in *School Psychology: A Blueprint for Training and Practice II*.

Notification

After the application is processed, you will be notified of the decision by letter. If you are accepted for graduate study, brief registration instructions will be included in the admission letter.

Your admission is valid only for the term indicated in your letter. If you are admitted but do not enroll, you generally must re-apply. For questions or further information, contact the Graduate School.

Non-Degree Seeking (Special Student) Enrollment Acceptance

To obtain permission to register as a non-degree seeking student (also called a graduate "special student") you must submit the Application for Admission or Enrollment completed through the signature line on the front. Non-degree seeking students must have earned at least a bachelor's degree from an accredited four-year institution and indicate so on the application form. No application fee is required.

The materials should be submitted 30 days prior to the first planned registration. You will be notified by mail of your acceptance status.

Change of Major

If you are currently admitted to the UW-Stout Graduate School (degree program or certification) and decide to change programs, you must complete a new Application for Graduate Admission or Enrollment, but the application fee will not be required. You will not be required to furnish transcripts or other credentials that are on file in the Graduate School, but you should check the AccessStout site or consult with the office to be certain that your records are complete.

Additional Major

Those who have or will have completed a graduate degree in one major and wish to work on a second (*Master's or Education Specialist*) must complete a new Application for Graduate Admission or Enrollment form and submit with the \$56 application fee.

Transfer of Graduate Credit

It is possible to transfer graduate credit to UW-Stout. This is done at the point of degree candidacy. See Graduate School policies at <http://www.uwstout.edu/grad/grpolicy.pdf>.

A Request to Transfer Credit form must be filed for course(s) for which transfer is requested. This form requires both the program director approval and subsequent Graduate School approval, and is available from the Graduate School or online at <http://www.uwstout.edu/grad/rtc.pdf>. Only graduate work which will apply to the degree program can be transferred.

Completing the Application Form

Section A: Important Addresses

1. Applicant's Address

If you are married, please include your maiden name. If you are commonly called by another name, please list that name also.

Your permanent home address is where you live and have established residency. Do not use a post office box number.

2. Former Addresses

List any other addresses where you have lived in the last two (2) years. If more space is needed, complete on a separate sheet and attach to the application. If this is the same address as Section A, number 1, then indicate "same as above."

3. Parent's Home Address

Your parents' address may help you establish that you are a resident of Wisconsin and therefore eligible for resident tuition. Please indicate your parents' current home address. If your parents are deceased, please indicate the address at which the last remaining parent lived for 12 months before death. This address will help the Graduate School confirm your residency status.

4. High School Education

Provide the name and location, (*city, state*) of the high school you graduated from. This may help you establish that you are a resident of Wisconsin and therefore eligible for resident tuition. This will help the Graduate School confirm your residency status.

Section B: Personal Information

1. Social Security Number

If you are applying for financial aid, the Social Security number is required and will be used as a means of correlating your application with other state and/or federal financial aid information. Submission of your Social Security number is voluntary if you are not applying for financial aid. A separate University I.D. number will be assigned to all students. However the advantage of supplying your Social Security number is that it provides you an easily remembered number for requesting transcripts or referencing to permanent records in future years or if your use of the financial aid system should change. If you do not have a Social Security number, you may request one at your nearest post office or Social Security Administration office. If you supply your Social Security number, the university will not disclose it or use it for purposes other than routine record keeping and institutional statistics without your written permission.

2. Date of Birth

Provide your date of birth and indicate where (*city, state or country if you are an international student*) you were born.

3. Gender

4. Racial/Ethnic Heritage

You are not required to disclose your racial/ethnic heritage. However, you are strongly encouraged to do so, since having this information will assist the UW System in providing effective programs to the heterogeneous population we seek to serve. American Indian and Alaska Natives are encouraged to enter tribal affiliation in addition to checking the appropriate category. The category Other Asian includes people with origins in the Far East, Southeast Asia and the Indian subcontinent.

If you choose not to submit this information, your admission will not be denied nor financial aid withheld. However, the United States Department of Education requires the university to submit this information for civil rights legislation enforcement. In addition, accurate data will assist the university in the funding, development and evaluation of the programs which contribute to the cultural diversity of the campus.

The information will be treated as confidential and will not appear on academic record cards, grade reports, class lists, or transcripts. Information about individual students will not be supplied to persons outside the UW System unless the student gives prior written consent. Within the UW System, it will be released only with the approval of the chancellor or his designee. Release of information about ethnic groups is governed by university policy.

5. Citizenship

Check the appropriate box. Permanent Resident (*immigrants*) should provide their registration number. Applicants who hold citizenship from outside the United States should write in their home country.

6. Residency

Tuition charges differ for residents and non-residents of Wisconsin. If you are not a resident of Wisconsin, your fees may be higher than those of students who are Wisconsin residents.

For tuition purposes, residency differs from conditions established for voting, paying taxes, and so on. Please consult the Graduate Bulletin for information on resident status.

Minnesota residents may qualify for reciprocity tuition fees by applying on-line: <http://www.getreadyforcollege.org>

Questions concerning your residency status should be addressed to the Graduate School.

Answers to questions in sections A and B of this application form will help the Graduate School confirm your residency status. If items are left blank, and there is a question on your residency, you will automatically be classified as non-resident for fee purposes.

Section C: Enrollment Information

1. Anticipated First Enrollment

Indicates when you desire to begin your graduate study. Be sure to fill in the year.

2. Enrollment Type

Check the appropriate box(es), several may apply. Definitions follow:

- a. **Degree Program Student** Program students are those planning to complete a master's or education specialist degree at UW-Stout.
- b. **Non-Degree Seeking (Special Student)** If you will be taking only selected graduate classes and do not intend to complete a degree or program (see above), you may enroll as a special student (*non-degree seeking student*). You need only complete the first page of the Application for Graduate Admission or Enrollment.

Non-degree seeking special students now applying for a major must pay the application fee and submit supporting admission documents.

- c. **Dual Level** UW-Stout undergraduate seniors with a cumulative GPA of at least 2.75, who wish to begin graduate work while completing their last 30 credits/year of undergraduate work are eligible to enroll *dual level*. The Dual Level Enrollment Statement must be completed and filed with the Application for Graduate Admission or Enrollment form. Students are subject to Graduate School regulations (*refer to Graduate School Policies*).

UW-Stout Master's students, with a graduate cumulative GPA of at least 3.25, who wish to begin an Education Specialist major while completing their final semester of Master's degree work (*including submission of research paper*) are eligible to enroll *dual level*. The Dual Level Enrollment Status form must be completed and filed with the Application for Graduate Admission or Enrollment form.

The Dual Enrollment Status forms can be found at the following website: <http://www.uwstout.edu/grad/apply.html> or in the Graduate School office.

- d. **Changing Program** If you are currently enrolled, but wish to change your program, you must complete a new Application for Admission form and submit necessary materials. You will not be required to pay an additional application fee, nor will it be necessary for you to submit new copies of supporting documents that are already part of your Graduate School file. Check the *Graduate Bulletin* for specific application requirements for the new program you are considering www.uwstout.edu/grbulletin/.
- e. **Additional Graduate Degree** If you are enrolling for an additional master's or education specialist degree program, you must complete an additional application form and submit necessary materials, including the application fee. You will not be required to submit new copies of supporting documents that are on file in the Graduate School. Check the current *Graduate Bulletin* for specific application requirements for the new program you are considering.

Section D: For Non-Degree Seeking 'Special' Students Only

This section is to be filled out by non-degree seeking students only. **Do not** complete this section unless you checked non-degree seeking student in Section C, number 2. If you checked one of the other boxes, move on to Section E.

1. Institution

Provide information about the highest degree you have been awarded, indicating the awarding institution, the date you graduated, the abbreviation of the degree you were awarded (*B.S., B.A., B.F.A. and so on*), your major, and any minors. Your application will **not** be processed unless this section is completed.

Sign and date the form.

Non-degree seeking (*special*) students need only fill out the form this far. Please make a copy for your records, and submit the completed application to:

Graduate School
University of Wisconsin-Stout
PO Box 790
Menomonie, WI 54751-0790

Section E: Educational History For Degree Program Seeking Students Only

Provide information about your post high school education, (*beginning with your most recent*) indicating the institution(s) attended and their location, the dates you attended, the date you graduated (*or anticipate graduating*), the abbreviation of any degree you were awarded (*B.S., B.F.A. and so on*), your major, and any minors.

Request one official transcript from the registrar of the school(s) where you completed your bachelor's degree and any graduate work. If the bachelor's transcript shows less than 55 semester credits, or the equivalent in other units, from that school, then one official transcript from all schools attended must be submitted. These transcripts must be submitted directly to the Graduate School before your application will be evaluated. UW-Stout transcripts need not be requested.

Section F: Graduate Programs

From the list below, select the major you intend to pursue at UW-Stout. Concentrations are indicated in italics. Note that some majors also require selection of a concentration.

	Course Delivery Method	Program Application Required	Application Deadlines* (for term listed below)		
			Spring	Summer	Fall
Master of Science Degrees					
Applied Psychology	● □	Yes	Oct. 1	Feb. 1	Feb. 1
<i>Industrial/Organizational Psychology</i>					
<i>Health Psychology</i>					
<i>Program Evaluation</i>					
Career and Technical Education	● □ ▲	No	N/A	N/A	N/A
<i>Administration</i>					
<i>Career & Technical Education Coordinator</i>					
<i>Marketing Education</i>					
<i>Special Needs Teaching</i>					
Education	● □ ▲	Yes	N/A	N/A	N/A
Education-Professional Development (on-line)	●	Yes	N/A	N/A	N/A
Family Studies and Human Development	● □	Yes	N/A	March 1	N/A
Food and Nutritional Sciences	● □	No	N/A	N/A	N/A
<i>Food Packaging</i>					
<i>Food Science and Technology</i>					
<i>Human Nutritional Science</i>					
School Counseling	□ ▲	Yes	Oct. 1*	Feb. 1*	Feb. 1*
Industrial/Technology Education	● □ ▲	No	N/A	N/A	N/A
Information and Communication Technologies (on-line)	●	No	N/A	N/A	N/A
Marriage and Family Therapy		Yes		Feb. 1	Feb. 1
Manufacturing Engineering (on-line)	●	No	N/A	N/A	N/A
Mental Health Counseling	□	Yes	Oct. 1*	Feb. 1*	Feb. 1*
Must select an option and may also select concentration					
Clinical Mental Health Counseling Option					
<i>Alcohol and Other Drug Abuse Counseling</i>					
<i>Career Counseling</i>					
<i>Child and Adolescent Counseling</i>					
<i>Eating Disorders</i>					
<i>Gerontological Counseling</i>					
<i>Health Psychology Counseling</i>					
Risk Control	□	No	Dec. 1		June 1
School Psychology	● □ ▲	Yes		Jan. 15	Jan. 15
Technology Management	● □ ▲	No	N/A	N/A	N/A
Training and Development	● □ ▲	No	N/A	N/A	N/A
Vocational Rehabilitation	● □ ▲	Yes		Mar. 15	Mar. 15
<i>Rehabilitation Counseling</i>					
<i>Rehabilitation Counseling & Vocational Evaluation</i>					
<i>Rehabilitation Leadership</i>					
<i>School to Work Transition</i>					
<i>Vocational Evaluation</i>					
Vocational Rehabilitation-Rehabilitation Counseling (on-line)	●	Yes			Apr. 15*
Education Specialist Degrees					
Career and Technical Education	● □ ▲	Yes	N/A	N/A	N/A
<i>Industry and Technology</i>					
<i>Professional Education</i>					
School Psychology	● □ ▲	Yes	N/A	N/A	N/A

- Online Courses Available
- Evening/Weekend
- ▲ Off-Campus Courses Available
- * FIRM DEADLINE; all other dates are priority deadlines

Post-Baccalaureate Certifications (Non-degree)

For Application Materials contact School of Education (715) 232-4088 or visit the following website:
<http://www.uwstout.edu/soe/PostBacc.html>

Section G: Occupational Experience

List your work experience and provide a brief description of the nature of the work. If you need more space, submit it on an extra sheet.

Section H: Educational and Professional Goals

Describe your long term educational and professional goals.

Section I: How were you introduced to the graduate programs at UW-Stout.

Section J: Signature

Sign and date the form.

Make a copy for your records, and submit the completed application to:

Graduate School
University of Wisconsin-Stout
PO Box 790
Menomonie, WI 54751-0790

Disability Disclosure

According to UW System policy on non-discrimination on the basis of disability, students requesting services have the following responsibilities: to make timely and appropriate disclosures and requests, to provide medical or other diagnostic documentation of the disability if requested by the university, and to seek funding first through the Division of Vocational Rehabilitation. If this applies to you, contact Services for Students with Disabilities directly at, 206 Bowman Hall, 715/232-2995.



STOUT
UNIVERSITY OF WISCONSIN

Application for Graduate Admission or Enrollment

Consult the accompanying instruction booklet in order to answer questions *appropriately* and ensure prompt processing of this application. Attach all additional materials requested and submit to the Graduate School.

A. Important Addresses

1. Applicant's Address:

Name: Last	First and Middle/Maiden	Other names used
Permanent Home Address (number and street Do <u>NOT</u> use <u>P.O. BOX</u>)		From (mo/yr): To (mo/yr):
City, State (and <u>county</u> if Wisconsin), Zip		Telephone: ()
Mailing Address (number and street or P.O. BOX)		Until: (date)
City, State (and <u>county</u> if Wisconsin), Zip		Telephone: ()
Current e-mail address:		Business Telephone: Cell Phone:

2. Former Addresses (if any during the last two years)

Address (number and street)	From (mo/yr): To (mo/yr):
City, State, Zip	
Address (number and street)	From (mo/yr): To (mo/yr):
City, State, Zip	

3. Parents' Home Address

Address (number and street)	From (mo/yr): To (mo/yr):
City, State, Zip	
Address (number and street)	From (mo/yr): To (mo/yr):
City, State, Zip	

4. High School

Name:
City, State

D. Non-Degree Seeking (Special Students) Only

1. Institution (City, State)	Graduated <small>mo/yr</small>	Degree <small>abbreviation</small>	Major	Minor

2. Application must be signed and dated to be processed.
I certify that I am applying as a Non-Degree Seeking Student, that the information in this application is true and complete to the best of my knowledge, and that I understand that inaccurate or incomplete information may affect my enrollment or financial aid status.

Signature: _____ **Date:** _____

B. Personal Information

1. Social Security Number (see section B#1)
2. Date of Birth (mo/day/yr) Place
3. Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
4. Racial/Ethnic Heritage: (check all that apply) <input type="checkbox"/> African American or Black <input type="checkbox"/> American Indian or Alaska Native Tribal Affiliation: _____ <input type="checkbox"/> Hawaiian or Pacific Islander <input type="checkbox"/> Cambodian <input type="checkbox"/> Hmong <input type="checkbox"/> Laotian <input type="checkbox"/> Vietnamese <input type="checkbox"/> Other Asian <input type="checkbox"/> Puerto Rican <input type="checkbox"/> Mexican, Mexican American or Chicano/a <input type="checkbox"/> Cuban <input type="checkbox"/> Other Hispanic or Latino/a <input type="checkbox"/> White or Caucasian <input type="checkbox"/> Other, specify: _____ <input type="checkbox"/> I choose not to respond
5. Citizenship: <input type="checkbox"/> United States Citizen <input type="checkbox"/> Permanent Resident (<i>immigrant</i>) Registration Number: _____ <input type="checkbox"/> Non-Immigrant Alien Country (<i>Non-USA</i>): _____
6. Residency: a. Resident <input type="checkbox"/> Yes <input type="checkbox"/> No (State): _____ b. Wis. Income Tax <input type="checkbox"/> Yes/Yrs: _____ <input type="checkbox"/> No Last voter registration: (City, State, Mo/Yr)

C. Enrollment Information

1. Anticipated first enrollment: (enter year) Semester 1 – August 20 _____ Winterm (3 wks) 20 _____ Semester 2 – January 20 _____ Summer Session 20 _____
2. Enrollment type (check all that apply, see page 5) a. <input type="checkbox"/> Degree Program Student (MS/EdS) b. <input type="checkbox"/> Non-degree seeking Special Student c. <input type="checkbox"/> Dual Level (BS/MS or MS/EdS) d. <input type="checkbox"/> Changing Program e. <input type="checkbox"/> Additional Graduate Degree (MS or EdS)

Office Use Only

Residency _____
County/State _____
Enrollment Status _____
Major/Concentration _____
Application Fee Rec'd: Amt: _____
Date: _____

E. Education

Institution (City, State)	Attended <i>mo/yr to mo/yr</i>	Graduated <i>mo/yr (or anticipated)</i>	Degree <i>abbreviation</i>	Major	Minor

F. Graduate Programs

I am applying for the following degree (see page 6 for list of programs and concentrations):

MS degree program in: _____

Concentration: _____

OR

EdS degree program in: _____

Concentration: _____

Check this box if you are applying for one of the programs available on line - Do not check the box unless the program appears on page 6 as being offered on-line

G. Occupational Experience

Dates <i>mo/yr to mo/yr</i>	Employer <i>Name, address</i>	Position

H. Educational and Professional Goals

I. How were you introduced to the graduate programs at UW-Stout?

(Check all that apply).

- | | | |
|--|--|--|
| <input type="checkbox"/> Internet using search engine (Google, etc.) | <input type="checkbox"/> Alumni of Program | <input type="checkbox"/> Education (Career) Fair |
| <input type="checkbox"/> Internet using <i>gradschools.com</i> | <input type="checkbox"/> Friend | <input type="checkbox"/> Print Materials |
| <input type="checkbox"/> Internet using <i>petersons.com</i> | <input type="checkbox"/> From a current UW-Stout student | <input type="checkbox"/> Co-Worker |
| <input type="checkbox"/> Internet directly from UW-Stout website | <input type="checkbox"/> I am a current UW-Stout undergrad | <input type="checkbox"/> Faculty |
| <input type="checkbox"/> Advertisement (paper) | | |
| <input type="checkbox"/> E-mail from UW-Stout | | |

J. Signature

Application must be signed and dated to be processed.

I certify that I am applying to a specific major, that the information in this application is true and complete to the best of my knowledge, and that I understand that inaccurate information may affect my enrollment or financial aid status.

Signature:

Date: