



# **Master of Science in Education**

## **Admission Application**

**Nova Southeastern University**  
Fischler School of Education and Human Services (FSEHS)  
Office of Enrollment Services – Admissions Department  
1750 NE 167<sup>th</sup> Street  
North Miami Beach, FL 33162



## **Master of Science in Education Admission Application**

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Thank you for applying to Nova Southeastern University's (NSU) Fischler School of Education and Human Services (FSEHS). Please read the pages that follow carefully and complete the application in its entirety. If you have any questions, please call 1-800-986-3223, ext. 8500.

### **Admission Criteria and Application Instructions**

#### **Special Student – Non-degree seeking**

A non-degree-seeking student is one who wishes to take a course in the Master of Science in Education - Graduate Teacher Education Program (GTEP), but does not intend to pursue a degree at the time of application. Non-degree seeking applicants must submit the following in order to register for classes:

- A completed application form with a \$50 nonrefundable fee
- An official transcript indicating a conferred bachelor's degree from a regionally accredited institution with a 2.0 minimum grade point average (based on a 4.0 grading scale)

Non-degree-seeking students are limited to enroll in a maximum of 18 semester hours of graduate courses. Enrollment in these courses does not guarantee acceptance into a degree-seeking program. After taking graduate classes as a non-degree-seeking student, the student must submit a completed application to become degree-seeking. The student must also meet all the requirements for admission for their intended program of study. An additional application fee is required.

If you require assistance with this application form, please contact our office at 800-986-3223, ext. 1559.

#### **Application Instructions**

- 1) Complete this Master of Science in Education admission application form. Include a \$50 nonrefundable application for processing.
- 2) Sign and date the application form.
- 3) Submit with the application an official bachelor's or graduate degree transcript (with conferral) from a regionally accredited institution. A photo copy of the official transcript is acceptable.
- 4) Send the complete admission application form and fee to:

**Nova Southeastern University**  
Fischler School of Education and Human Services (FSEHS)  
Office of Enrollment Services – Admissions Dept.  
ATTN: American Museum of Natural History (AMNH)  
1750 NE 167<sup>th</sup> Street  
North Miami Beach, FL 33162-3017  
Fax: (954) 262-3910

**Note: Please allow 2-3 business days for processing of your application. Our office will notify via U.S. mail you once you have been admitted.**

### **Graduate Credit**

Upon admission to the Fischler School of Education and Human Services, you must complete an register for the corresponding Seminar in Science course(s) in order to receive credit. Once you have been officially registered and all payments and other related fees have been submitted you may request an official transcript from Nova Southeastern University. Please note that depending on the Master of Science in Education term dates, it may take up to 45 days to receive an official transcript.

If you are interested in learning how these credits may apply toward a Master's of Science in Education degree program, please contact our Academic Advising department at (800) 986-3223, ext. 1559.

<b>For Office Use Only</b>		
College – <u>FE</u>	Degree Program: <u>NON_6</u>	Level: <u>F1</u>
Rate _____	Major Code: <u>F524</u>	Concentration _____
Minor _____	Department: <u>FGTP</u>	Admit Type _____
Student Type: <u>B</u>	Term Code: _____	Site: _____
Campus: <u>Y</u>	Cohort: <u>F1GXAMNH01</u>	



**General Information Section**

**Ethnic Origin Data:**

(The provision of this information is voluntary and we request it for reporting purposes only. This information will not be used in any discriminatory manner.)

- White (not of Hispanic origin)
- Black or African American
- Native Hawaiian/Pacific Islander
- Chinese
- Mexican
- Filipino
- Other \_\_\_\_\_
- Thai
- Puerto Rican
- Hispanic or Latino
- Other Hispanic or Latino
- Native American or Alaskan Native
- Korean
- I decline to respond
- Asian Indian
- Unknown or not reported
- Other Asian not listed
- Japanese

**Veterans' Information**

Have you ever served in the United States Armed Forces?  Yes  No

If yes, complete the following:

Branch of service: \_\_\_\_\_ Rank: \_\_\_\_\_  
 Entry date: \_\_\_\_\_ Date and type of discharge: \_\_\_\_\_  
 Reserve status: \_\_\_\_\_ Are you eligible for veterans benefits?  Yes  No  
 If so, under what law? \_\_\_\_\_

**Citizenship Status**

Failure to complete this information may delay the processing of your financial aid and delay your matriculation should you require certain documentation in order to attend classes in the United States.

- United States Citizen
- Nonresident Alien
- Temporary resident
- Permanent Resident

If you are a nonresident alien, please complete the following.

Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Is English your native language?  Yes  No If not, documentation of English literacy is required.

Do you currently have a U.S. visa?  Yes  No If yes, what type? \_\_\_\_\_

What is the expiration date? \_\_\_/\_\_\_/\_\_\_ (mm/dd/yy)

Do you require an I-20?  Yes  No

If you have any questions, please visit our Web site: <http://www.nova.edu/cwis/registrar/iss>

**Financial Aid**

Have you applied for financial aid?  Yes  No

Have you filed a Free Application for Federal Student Aid (FAFSA)?  Yes  No

If yes, when was the FAFSA sent to Iowa? Date: \_\_\_\_\_

**Teaching Certification/Licensure**

State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

List Area(s) of Certification: \_\_\_\_\_

Certificate Type:  Professional  Temporary  Statement of Eligibility

**Current Employment**

Position	School/Company	City/State	Date Employed From	Date Employed To

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**Declarations**

**Employment Statement of Understanding**

I understand that I am responsible for gaining access to an educational setting related to my selected specialization in order to complete the Applied Professional Experience (APE), as applicable for degree completion requirements.

Initial here: \_\_\_\_\_

**Certification/Licensure Waiver**

I understand that the Master of Science in education program does not guarantee certification or licensure at the local, regional, or state level. Students seeking certification/licensure should contact the department of education in the state in question to confirm certification or licensure requirements.

Initial here: \_\_\_\_\_

**Please note the following statements:**

1. I declare that the above information, to the best of my knowledge, is complete and accurate. I have read and understand the requirements, policies, and procedures stated in the catalog and student handbook. I agree to abide by all the rules and regulations of Fischler School of Education and Human Services and Nova Southeastern University.
2. I give Nova Southeastern University permission to publish and use any photos in which I appear that may be taken during class or other University activities.
3. I understand that all required official and final admission documents must be received within 90 days from the official start date of the term. If my documents are not received by the end of this 90 day period I understand the following will apply until my student status is changed to “fully admitted.”
  - a. Further attendance will be disallowed.
  - b. Financial aid will not be disbursed.

Initial here: \_\_\_\_\_

Have you ever been convicted of a criminal offense, been found guilty or entered a plea of guilty or nolo contendere (no contest), regardless of adjudication?

Yes

No

If the answer is yes, please explain. \_\_\_\_\_

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The disclosure obligation is a continuing one. All applicants must report to the Fischler School of Education and Human Services any such event that occurs after filing their application. The admissions committee and the Fischler School of Education and Human Services will consider new information submitted and, in appropriate circumstances, may change the status of applicant or student.

Permission is hereby given to make any necessary inquiries. I voluntarily and knowingly authorize any former school, government agency, employer, person, firm, corporation, its officers, employees and agents, or any other person or entity making a written or oral request for such information.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Nova Southeastern University is accredited by the Commission on colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097 (<http://www.sacscoc.org>), Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees. Nova Southeastern University admits students of any race, color, sex, age, nondisqualifying handicap, religion or creed, or national or ethnic origin.



**NOVA SOUTHEASTERN UNIVERSITY**  
 Enrollment Processing Services (EPS)  
 Attn: Fischler School of Education and Human Services  
 3301 College Avenue  
 P.O. Box 299000  
 Ft. Lauderdale, FL 33329-9905

**Request for Official Transcript**

**Student: Complete both sections of this form and mail to your former school(s).**

Please send to Nova Southeastern University an official transcript of my academic work while attending your institution. Return the form below to Nova Southeastern University.

**A. I attended your school** \_\_\_\_\_ **to** \_\_\_\_\_  
**from**

**B. While in attendance, my name on your records** \_\_\_\_\_  
**was**

	<b>Last</b>	<b>First</b>	<b>Middle/Maiden</b>
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**C. My student identification number was** \_\_\_\_\_

Thank you for your assistance.

Sincerely,

\_\_\_\_\_  
**Signature**

*Dear Alma Mater: Please return this form with the transcript. Thank you.*

**TRANSCRIPT TRANSMITTAL FORM**

**Soc. Sec. #** \_\_\_\_/\_\_\_\_/\_\_\_\_ **Date:** \_\_\_\_\_

**Name** \_\_\_\_\_

<b>LAST</b>	<b>FIRST</b>	<b>MIDDLE/MAIDEN</b>
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**Address** \_\_\_\_\_  
**STREET**

\_\_\_\_\_  
**City** **State** **ZIP**

Please send copy to: Nova Southeastern University  
 Enrollment Processing Services (EPS)  
 Attn: Fischler School of Education and Human Services  
 3301 College Avenue  
 P.O. Box 299000  
 Ft. Lauderdale, FL 33329-9905