

SUPPLEMENTAL APPLICATION

GRADUATE APPLICATION

COLLEGE OF ARTS AND SCIENCES

School of Communication



UNIVERSITY OF HARTFORD



COLLEGE OF ARTS AND SCIENCES

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DIRECTIONS FOR APPLICATION TO GRADUATE STUDY

The Center for Graduate and Adult Academic Services and the College of Arts and Sciences welcome your application for graduate study at the University of Hartford. In order to be considered for graduate study in the School of Communication, you must complete the items listed in the CHECKLIST below. The Admissions Committee will review applications once the application is complete

- Complete and sign the Application for Graduate Admission form.
- Submit the non-refundable application fee—\$45 for domestic applicants, \$45 for international applicants—payable to the *University of Hartford*.
- Write a Letter of Intent to the Director of Graduate Studies, using the enclosed form, describing your professional and career goals and how you expect graduate study to help you accomplish them.
- Request official transcripts of all college and university courses and grades.
- Request three recommendations from academic or supervisory personnel with whom you have been associated, using the forms provided.
- Submit official GRE scores only if you plan to apply for a graduate assistantship.
Visit: ets.org
University of Hartford Test Code: 3436
- Immunization Form. Please complete the Immunization Form and return to Health Services. Although the Immunization Form is not required for an admission decision, it is mandatory to be on file to register for classes. The form can be downloaded at http://www.hartford.edu/student_affairs/departments/health_services/files/pdf/immun_form.doc

International Applicants

The following items are required in addition to the above items:

- English Proficiency Examination. The official score from the TOEFL or IELTS is to be submitted by international students who earned their baccalaureate degree in a country where English is not the first language. The University of Hartford's test code number is 3436. Visit TOEFL at: www.ets.org or IELTS at www.ielts.org.

TOEFL: minimum score 80 iBT; 550 paper-based
IELTS: minimum score 6.5
- Transcript Evaluation International transcripts must be evaluated by the World Evaluation Services/WES Visit: www.wes.org. You will incur an expense for the WES evaluation; therefore, the \$45.00 application fee will be waived.
- Guarantor's Statement A certified Guarantor's Statement of financial support is required. You may download the Guarantor's Statement at: www.hartford.edu/graduate/int.

Complete your application form online at:

<http://www.hartford.edu/graduate/> or complete the attached application form and return to the address above.



UNIVERSITY OF HARTFORD

Center for Graduate and Adult Academic Services
Computer and Administration Center
University of Hartford
200 Bloomfield Avenue
West Hartford, CT 06117-1599
Telephone: (860) 768-4371 Fax: (860) 768-5160
E-mail: GradStudy@hartford.edu

COLLEGE OF ARTS AND SCIENCES

School of Communication

STUDENT'S ID/SOCIAL SECURITY NUMBER (OPTIONAL)
OR STUDENT'S TELEPHONE NUMBER
OR STUDENT'S EMAIL

LETTER OF INTENT

In the space below, describe your professional and career goals and how you expect graduate study to help accomplish them.
If necessary, continue your letter on the back of the page.

SIGNATURE



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APPLICATION FOR ASSISTANTSHIP – TO BE FILLED IN BY APPLICANT

NAME OF APPLICANT _____

In the space below, explain why you are applying for an assistantship and describe any special qualifications you might have.

Please Type

If you do not qualify for an assistantship, do you still wish to be considered for admission? Yes No

> Please return this form to the address above.



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RECOMMENDATION FOR GRADUATE STUDY – TO BE FILLED IN BY APPLICANT

NAME OF APPLICANT _____

PROPOSED DEGREE PROGRAM _____ PROPOSED MAJOR _____

Waiver (optional): I hereby waive my rights under the Family Educational Rights and Privacy Act of 1974 to inspect this letter of recommendation.

SIGNATURE _____ DATE _____

To the person completing this recommendation:

We would appreciate your candid opinion of this applicant's personality, motivation, and capacity to undertake graduate-level study. We are interested in learning of specific strengths as well as weaknesses, both personal and academic. Please be aware that the student has access to this recommendation unless he or she has signed the waiver-of-confidentiality statement.

(use reverse side, if necessary)

RECOMMENDER'S NAME _____ PHONE NUMBER _____

DATE _____ SIGNATURE _____

INSTITUTION _____ TITLE/POSITION _____

STREET ADDRESS _____ CITY _____ STATE _____ ZIP _____

E-MAIL _____

> Please return this form to the address above.



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MAIL TO:

University of Hartford Health Services

200 Bloomfield Avenue

West Hartford, CT 06117-1599

Telephone: (860) 768-6601

Fax: (860) 768-5140

IMMUNIZATION RECORD

> Required to register for classes. Not required for admission.

The State of Connecticut's Department of Public Health mandates that a registered student must have an Immunization Record on file at the Student Health office two weeks prior to moving onto or attending classes.

The immunization requirements are intended to protect the health of the entire campus community. If you do not have a current physician or do not have records, you can do the following:

- You can have your doctor or Student Health Services run a titre blood test to check for immunity.
- You can contact your last school or educational program to see if they have records. They must keep them for a minimum of seven years.
- You can repeat the series of injections and/or have a booster vaccine done at area clinic or at Student Health Services.

You may download an Immunization Form at:

http://www.hartford.edu/student_affairs/departments/health_services/files/pdf/immun_form.doc

or visit the Student Health Services website at:

http://www.hartford.edu/student_affairs/departments/health_services/default.aspx

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COLLEGE OF ARTS
AND SCIENCES

HILLYER
COLLEGE

HARTFORD
ART SCHOOL

BARNEY SCHOOL
OF BUSINESS

COLLEGE OF ENGINEERING,
TECHNOLOGY
AND ARCHITECTURE

COLLEGE OF EDUCATION,
NURSING AND HEALTH
PROFESSIONS

THE HART
SCHOOL

STATEMENT OF NONDISCRIMINATORY POLICIES

Consistent with the requirements of Title IX of the Education Amendments of 1972, as amended, the University does not discriminate on the basis of gender in the conduct or operation of its educational programs or activities (including employment therein and admission thereto). The University admits students without regard to race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the University. It complies with Title VI of the Civil Rights Act of 1964, as amended, and does not discriminate on the basis of race, gender, physical ability, creed, color, age, sexual orientation, national and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other University-administered programs. The University of Hartford hereby provides notice to its students, employees, applicants, and others that it supports the language and intent of Section 504 of the Rehabilitation Act of 1973 (and regulations issued pursuant thereto), which prohibits discrimination on the basis of disability in its educational programs and activities, including admission to and access to the University. The Dean of Students (Gengras Student Union, telephone (860) 768-4260) is the individual designated to coordinate efforts by the University to comply with and carry out requirements under Title IX and Section 504.

Inquiries concerning the application of Title IX, Section 504, and Title VI may be referred to the Regional Director, Office of Civil Rights, U.S. Department of Education, Boston, Massachusetts 02109.