Michigan State University
Master’s Degree Program in Higher, Adult and Lifelong Education
Program Code: 2288
Personal Record Form
(Please Print or Type)

Name:________________________________________

Address:______________________________________

Telephone:_______________________________E-mail:_________________________

If admitted:
A. I plan to attend (please circle):                   full-time part-time
   (9 hrs. unless assistantship) (6 hrs.)

B. I plan to begin formal course work:  Fall_________________Spring

C. I expect to complete my degree by:  ______________________________

I HAVE ENCLOSED AND COMPLETED THE FOLLOWING APPLICATION MATERIALS:

___ A. Copy of the Graduate Study Application Form
___ B. Official transcripts (copy) from undergraduate degree granting institution and for
graduate institution(s) attended
___ C. Personal Record Form and HALE Master’s Study Form
___ D. Statement of Professional Goals and Resume, if available
___ E. Three Letters of Recommendation on Letterhead
___ F. Writing Sample

Please indicate which source prompted your awareness of the HALE program at
Michigan State University.

Alumnus/a____________________  
A faculty or staff member ______________________
A friend
The reputation of the program
A campus visit to MSU
Attendance at a conference or recruitment fair____________________________
A search on the web
Other________________________
Higher, Adult and Lifelong Education
Master’s Program
Recommendation Letter Form

To the applicant: Three letters of reference are required. Please have letters completed by an individual under whom you have studied or worked and who is able to comment on your qualifications. Solicit at least one of the letters from a college or university faculty member who can attest to your potential for advanced graduate study. Complete the lower portion of this form and return with the letter of recommendation in your application packet to:

HALE Program
Department of Educational Administration
423 Erickson Hall
Michigan State University
East Lansing, MI 48824-1034

Name (as listed on the application)__________________________________________

Under the provisions of The Family Education Rights and Privacy Act which provides the student with the right of access to this reference letter. Please check the following:

I retain my right to access this information
I waive my right to review or access this recommendation

Signature:_____________________________________Date:_____________________

Name of person writing the letter of recommendation:_________________________
Title/Position:___________________________________________________________
Address:_______________________________________________________________
Telephone:___________________________________E-mail_____________________

Please provide a letter of the applicant’s qualifications for advanced graduate study. In your comments, stress the applicant’s verbal and written communication skills, noting both strengths and weaknesses. In addition, we are interested in knowing how the applicant relates to others as well as his/her analytical, intellectual and organizational ability. In this regard, please include how the applicant compares to others whom you have taught, supervised or worked. Thank you.
APPLICATION FOR HALE MASTER’S PROGRAM

Please fill out this form completely.

Name: ____________________________________________

Last     First     Middle

Current Mailing Address: ____________________________________________

__________________________________________________________

Home Telephone: __________________________ Work Telephone: ________________

Area Code                Area Code

E-mail: __________________________ Voice Mail: __________________________

U.S. Social Security Number ___ ___ ___ - ___ ___ - ___ ___ ___ ___

Date of Birth (please use numbers) __________________________

Month   Day   Year

Country of Birth________________________________________________________

Country of Citizenship_____________________________________________________

**Academic Background:** List all postsecondary education institutions, beginning with the degree you earned or expect to earn before attending Michigan State University’s HALE Master’s Program.

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<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Credits Earned</th>
<th>Dates Attended</th>
<th>Degree/Diploma Received or Expected &amp; Date</th>
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**Work Experience:** List most recent position first.

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<th>Employer</th>
<th>Location</th>
<th>Title</th>
<th>Dates of Employment</th>
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Other Activities: Include leadership positions, workshops, school-community collaborative activities, presentations, and professional associations.
Briefly describe your academic honors, scholastic recognition, grants, awards, publications, academic or professional activities you consider significant to your study in the HALE Program:

Other information you would like the Admissions Committee to consider:

Professional Goals Statement

Write a short essay (one to one and a half pages, single spaced) that addresses the following: (1) What are your short-term and long-term career objectives? (2) How have your educational and professional experiences shaped your career objectives? (3) How would this program contribute to your ability to achieve your career goals? (4) Explain, if applicable, other considerations that have contributed to your decision to apply for admission to this program. The goal statement is used to assist in determining if the applicant’s goals are consistent with those of the program, and to assess the clarity and coherence of the applicant’s writing.

Admission Information

Applicants to the HALE Master’s Program should direct all materials and questions to the HALE Graduate Admissions Assistant, Ms. Linda Driscoll, at the Department of Educational Administration, 423 Erickson Hall, College of Education, Michigan State University, East Lansing, MI 48824-1034, or telephone (517) 353-5187.

Admission decisions for the Master of Arts in Higher, Adult, and Lifelong Education occur once a year. The deadline for applications is January 5th.