

**Michigan State University**  
**Doctoral Degree Program in Higher, Adult and Lifelong Education**  
**Program Code: 2245**  
**Personal Record Application Form**  
**(Please Print or Type)**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**If admitted:**

A. I plan to attend (please check):

full-time	part-time
(9 hrs. unless assistantship)	(6 hrs.)

B. I plan to begin formal course work: \_\_\_\_\_

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 every previous undergraduate and graduate institution attended
- \_\_\_ C. Personal Record Application Form and HALE Doctoral Study Form
- \_\_\_ D. Statement of Professional Goals and Resume
- \_\_\_ 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

Doctoral 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 upper 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 review & access this information**

**I waive my right to review & access this information**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name of person writing the letter of recommendation: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail \_\_\_\_\_

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**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.**





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:

When did you or will you take the **Graduate Record Examination**?

Test \_\_\_\_\_ Date \_\_\_\_\_

Test \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

## **Goal 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 Ph.D. in the HALE Program should direct all materials and questions to the HALE Admissions Secretary, 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.**