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Thank you for your interest in the Harvard Graduate School of Education (HGSE). We are pleased that you are considering graduate study at HGSE and welcome your application for admission. Our application is designed to allow you to tell us about yourself, your interests, and accomplishments, as well as to ensure the efficient and accurate processing of your materials. Please be sure to read and follow all instructions carefully.

### Application Deadlines

The doctoral online and receipt deadline is December 14, 2007. Decisions will be made available online by March 14, 2008.

The master's and C.A.S. online and receipt deadline is January 4, 2008. Decisions will be sent electronically and mailed by March 31, 2008.

**Official notification of an offer of admission is the letter signed by the Director of Admissions.**

All inquiries regarding decisions should be directed in writing to the Admissions Office.

### Application Components

A completed application to the doctoral or master's program consists of the following:

- Application Form
- Resume
- Statement of Purpose
- Standardized Test Score(s)
- Three Letters of Recommendation
- \$85 Application Fee
- Official Transcript(s) from each Postsecondary Institution Attended

**The application and all accompanying materials become the property of the Harvard Graduate School of Education and will not be returned.**

For Certificate of Advanced Study or Special Student requirements, please see the Non-degree Study section.

### Contact Information

Once you submit your application, it will not be possible to make any changes, except to your contact information. You will be able to update your email address, mailing and permanent addresses, and phone numbers in the Contact Information section.

Please be advised that if you change your email address in the application, you must also change it in your account profile. The online system pulls email addresses from account profiles only.

While you may change your name in your account profile, you will need to contact the Admissions Office regarding name changes in relation to your application.

### Statement of Purpose

The admissions committee will read your statement with great care. Your statement should be written by you alone and represent your original work. The statement should be typed, double-spaced, and no more than 1,500 words. In your statement, please discuss:

1. Your background: how your experiences (education, work, volunteer, and/or personal) have prepared you for graduate study
2. Your objectives for graduate study: your career goals, possible faculty mentors, and research interests (doctoral students)
3. Your decision to apply to HGSE: why you think there is a good fit between your objectives and our program

### Standardized Tests

You must request that official test scores be sent directly to the Admissions Office from the appropriate testing agency; photocopies of test scores are not acceptable. HGSE's institution code for the GRE and TOEFL is 3428. If your credentials will be submitted under any other name, be sure to indicate this in the Personal Information section of the application.

#### *GRE*

All applicants are required to take the Graduate Record Examination (GRE) General Test. The test must have been taken after February 1, 2003. Your application will not be considered complete until an official GRE score report has been received.

We strongly recommend taking the GRE no later than December 1, 2007, in order for the scores to reach the Admissions Office by the application deadlines.

#### *TOEFL*

If your native language is not English, you must submit the results of the Test of English as a Foreign Language (TOEFL) and, if taking the paper-based test, the Test of Written English (TWE). The test must have been taken after February 1, 2006. You are exempt from this requirement if you have earned a bachelor's degree from an institution where English was the language of instruction. Please note: Completion of graduate-level degrees at an institution where the instruction is conducted in English does not exempt an applicant from the TOEFL requirement.

HGSE seeks applicants with scores of at least 100 TOEFL on the Internet-based test, 250 TOEFL and 5 essay rating on the computer-based test, or 600 TOEFL and 5 TWE on the paper-based test.

### Letters of Recommendation

Applicants are requested to submit three recommendations using the online application system. Recommendations should be written by individuals who have supervised you in either an academic, employment, or community service setting and who can comment on your intellectual ability, creativity, initiative, sensitivity to others, and leadership potential. Recommendations should not be written by friends or family members. When feasible, at least one should be from a university professor familiar with your academic work. Applicants should obtain current recommendations that directly address their candidacy for admission to HGSE.

Please be sure that your recommenders are aware of the application deadlines and online process.

### Application Fee

You must submit your \$85 application fee using a major credit card (Visa, MasterCard, American Express, Discover). The application fee is nonrefundable. Written fee waiver requests will be considered if they are accompanied by documentation of need. Please note that fee waivers are subject to approval by the Admissions Office and are rarely granted.

### College and University Transcripts

Official transcripts from each postsecondary institution attended (including work done at any school at Harvard University and study-abroad programs) showing all undergraduate and graduate work are required. All transcripts should show courses completed, grades received, grading scale, duration of study, and degree or diploma received. Only one copy of each official transcript is required per application, unless required by the program. If you attended more than one institution, submit one transcript of grades from each (a list of transferred credits is not sufficient). If you are currently a student, do not wait for midyear grades; submit a transcript of grades through the preceding term.

Applicants are asked to collect and submit their transcripts in one envelope. This ensures that your credentials arrive at HGSE in their entirety and without delay. Be sure to specify to the institution(s) that your transcripts should be sent to you in a sealed envelope, signed across the flap. We suggest that you provide registrars with stamped, self-addressed envelopes. A few institutions will not release transcripts to students. If this is the case, we will accept such credentials sent directly from the institution.

When entering your academic history, if your institution does not offer a Grade Point Average (GPA), or offers a GPA on a scale other than 4.0, please enter 9999 for your GPA.

If you are unable to locate your institution in our list, please enter 0000 for the school code, and select “unknown” for the institution. You will then be able to enter your institution’s information yourself; be sure to change the institution name from “unknown.”

When mailing your transcripts, please use one of the following addresses:

#### **Doctoral**

Doctoral Admissions  
Harvard Graduate School of Education  
**114** Longfellow Hall  
Appian Way  
Cambridge, MA 02138

#### **All others**

Admissions  
Harvard Graduate School of Education  
**116** Longfellow Hall  
Appian Way  
Cambridge, MA 02138

### *International Transcripts*

Applicants who attended institutions outside of the United States are asked to provide their registrar with the International Transcript Form, which should be included with the official transcript.

If an institution does not provide academic records in English, you must provide a certified translation of your transcript. To do this, please take the original transcript in a sealed envelope to an official translator. Please request that the translator does the following:

- Translate the contents into English.
- Certify that the original is a true copy of your transcript, as the translator received it from you.
- Place the transcript and its translation in a new envelope that the translator should sign and seal.

Certified photocopies of original international transcripts, mark sheets, and diplomas will be accepted only if you are unable to obtain official transcripts and degree certificates, and only if they are translated into English. Letters from you and the institution stating why official transcripts cannot be obtained should be included with your application. The HGSE Admissions Office will determine whether the photocopies are acceptable.

#### Additional Program-Specific Requirements

##### *Urban Superintendents Program (Ed.D.)*

Incorporate answers to the following questions in your statement of purpose:

1. What leadership have you exercised, at any level, that contributed to the quality of education for children?
2. How does this program fit into your own short-term and long-term career goals?
3. Based on personal background, interests, and experience, what do you expect to contribute to the leadership development of others in this program?

##### *Language and Literacy Program*

##### Licensure as a Reading Specialist Teacher

If you are interested in pursuing licensure as a Reading Specialist, you must submit the following:

1. A photocopy of your teaching license
2. An official letter signed by your principal on school letterhead verifying your employment. This letter must clearly state that you have taught as a full-time teacher for at least one year under your teaching license and include the dates of employment. Please note that the teaching experience must be in the state in which you hold the license. (If you are not currently working as a teacher, you will still need to obtain from your former principal a letter confirming your teaching experience.)

To assist you and your principal, we are providing below a template of the letter that both HGSE and the Department of Education will accept to document experience:

[Date]

To Whom It May Concern:

[*Student Name*] possesses a [*Fill in Stage, Name, Grade Level and date of issuance of license – e.g., Professional Early Childhood, PreK-2, teacher license issued July 30, 2005*] from [*Name of State*] and has been teaching at [*Name of School*], full-time, under his/her license for [*number of years*] years, from [*dates employed*].

Sincerely,

[*Principal's Signature*]

[*Principal's Name*]

[*Title – i.e., “Principal” or “Headmaster”*]

If you have not yet completed one full year of employment, but will do so prior to September 2008, you should use the following template:

[Date]

To Whom It May Concern:

[*Student Name*] possesses a [*Fill in Stage, Name, Grade Level and date of issuance of license – e.g., Professional Early Childhood, PreK-2, teacher license issued July 30, 2005*] from [*Name of State*] and has been teaching at [*Name of School*], full-time, under his/her license from [*dates employed*]. We are anticipating the continued employment of [*Student Name*] for the remainder of the school year.

Sincerely,

[*Principal's Signature*]

[*Principal's Name*]

[*Title – i.e., “Principal” or “Headmaster”*]

*School Leadership Program*

Principal Licensure

If you are interested in the Principal Licensure Strand of the School Leadership Program, you must submit the following items with the application:

1. A photocopy of your teaching license

2. An official letter signed by your principal on school letterhead verifying your employment. This letter must clearly state that you have taught as a full-time teacher for at least four years and include the dates of employment.
3. Four original transcripts for every school attended

To assist you and your principal, we are providing a template of the letter that both HGSE and the Department of Education will accept to document experience:

*[Date]*

Dr. Mary Grassa O'Neill  
Director, Principals' Center  
Harvard Graduate School of Education  
14 Story Street, Third Floor  
Cambridge, MA 02138

ATTENTION: Alistair Witten, PLS Administrative Assistant

Dear Dr. O'Neill:

This letter confirms that *[Student Name]* has been successfully employed as *[Position and Grade Level]* at the *[School Name]*. *[Student Name]* worked in this position, full-time, for a total of *[number of years]* years, from *[dates employed]*.

Sincerely,

*[Principal's Signature]*  
*[Principal's Name]*  
*[Title – i.e., “Principal” or “Headmaster”]*

### *Special Studies Program*

The Special Studies program is designed for students who are highly focused and whose academic and professional interests do not fit within any of the School's more structured programs. Successful applicants are those who have a clear sense of the topics they wish to study and present a convincing argument of how this academic program will help to achieve larger goals.

In your statement of purpose, you should mention the following:

- Your academic interests, i.e. what you hope to study
- Courses that will help fulfill your academic objectives
- Faculty with whom you would like to work
- Your career goals upon completing the program

## *Teacher Education Program*

Please address the following in your statement of purpose:

- Why you have decided to become an urban public school teacher
- What you have learned from previous experience (with adolescents, in instructional roles, and with your subject matter) that you can apply to your teaching
- How your experiences as a learner influence your thinking about teaching in an urban setting
- What you would like students to take away from your classroom

Please visit the Massachusetts Department of Education's website, which lists the subject-matter requirements for middle and high school disciplines. Copy the list of subject-matter requirements for your teaching discipline, and under each requirement, list all of the post-secondary courses you have taken that address each particular topic. Also list any AP credit you have earned. If relevant, please indicate any courses that you have taken/are taking during the fall of 2007 or intend to take in the spring of 2008.

### Current Students and Alumni

Currently registered Ed.D., Ed.M., or C.A.S. students at HGSE must submit a new application and all supporting documents. At the applicant's request, the Admissions Office will obtain from the Registration Office all transcripts (including the current HGSE transcript) and applicable test scores. Please self-report your scores in the Standardized Test section of the application.

Former Ed.D., Ed.M., or C.A.S. students at HGSE must submit a new application and all required supporting documents. At the applicant's request, the Admissions Office will obtain his/her HGSE transcript from the Registration Office.

Non-degree HGSE students must submit an application and all supporting documents, including their HGSE transcript.

### Reapplication Procedures

Previous applicants whose applications were incomplete, who were not admitted, or who were admitted and did not register must submit a new application and all supporting documents, since all prior application materials will have been discarded by the Admissions Office.

### Part-Time Study

A limited number of master's students are admitted to HGSE on a part-time basis. Applicants must include a brief statement in the Program Information section indicating why they are requesting part-time study.

Full-time enrollment is required in the following:

- Doctoral program
- Teacher Education program
- Certificate of Advanced Study, Risk and Prevention

### Year-in-Advance Admission

Applicants who need to arrange well in advance for a shift of professional responsibility or to develop personal funding strategies may apply for 2009-2010 admission. Applicants must submit all application materials by the application deadlines and include a statement in the Program Information section, indicating why they are requesting year-in-advance admission.

### Requests for Deferment

If an admitted student's circumstances change unexpectedly, he or she may petition the Admissions Committee in writing for a one-year deferment. Please note that deferments are rarely granted and are subject to the committee's approval. Admitted applicants who accept an offer of admission are expected to enroll in the term for which they applied and were admitted.

### Additional Information for International Students

International applicants must submit all application materials outlined in these instructions. All materials must be submitted in English, and applicants must verify any translations by including the original and a certified copy of the original.

Once students have been admitted as degree candidates, Harvard University requires international students who need a Harvard-sponsored student visa to submit financial certification that demonstrates adequate funding for one year of study. Detailed instructions regarding this process will be available upon admission to HGSE. Please note that admitted international students requesting J-1 or F-1 visas are required to enroll full-time.

### Non-degree Study

#### *Certificate of Advanced Study (C.A.S.)*

The C.A.S. is designed for Risk and Prevention (R&P) alumni who wish to continue their graduate studies beyond the master's degree and pursue Massachusetts initial licensure as a School Guidance Counselor or School Adjustment Counselor/School Social Worker. R&P master's students who have met the course requirements for either the School Guidance Counseling or School Adjustment Counseling tracks are eligible to apply for the C.A.S. R&P alumni who are interested in returning to HGSE to complete the C.A.S. should contact the Risk & Prevention office at 617-495-4954 to determine their eligibility to apply, which is based on their previously completed counseling-related coursework.

All C.A.S. applicants must submit the following:

- Online Application Form

- Resume
- Statement of Purpose that addresses the following question:
  - Discuss how your year in the Risk & Prevention master's program has motivated you or influenced you to pursue the C.A.S. year. What skills or knowledge do you hope to develop in this second year of graduate study?
- One Letter of Recommendation from either a R&P faculty member or a supervisor from a R&P practicum placement
- \$85 Application Fee

### R&P Current Students

Current students will be able to use the transcripts and test scores (i.e. GRE and TOEFL) they submitted in conjunction with their Ed.M. application; they will be asked to authorize the Admissions Office access to these records on the application form. At the same time, they are encouraged to self-report their GRE (and TOEFL, if applicable) scores on the application when possible.

In addition to the above requirements, individuals who apply to the C.A.S. program while in the R&P master's program must update their study plans after spring course enrollment is complete. If necessary, they may provide a new study plan, but it must be signed by their academic advisor prior to submission. Study plans are available on file in the R&P office. Please be advised each applicant's study plan will be copied and added to the C.A.S. admissions application.

### R&P Alumni

Risk and Prevention alumni who have current GRE scores must self-report their test date, registration number, and scores on the application or arrange for ETS to send an official score report directly to the Admissions Office by the application deadline. If the GRE scores are from a test administered before February 1, 2003, they are required to retake the test and submit an official score report to HGSE.

Alumni are asked to authorize the Admissions Office access to their HGSE transcript on the application form. However, alumni must submit official transcript(s) from each non-HGSE postsecondary institution attended.

In addition to the above requirements, R&P alumni applicants must submit two additional letters of recommendation. These two letters should be written by people who have supervised you in either an academic or professional capacity since the completion of the program.

### *Special Students*

Thank you for your interest in becoming a Special Student at the Harvard Graduate School of Education (HGSE). A select number of applicants for non-degree study may be admitted to take up two courses per semester during the 2007-2008 academic year. Course enrollment is on a space-available basis and is limited to HGSE courses only. The committee's decision will be

based on your eligibility, academic record, statement of purpose, and letter of recommendation (if required).

Please note that if you are a HGSE degree holder, a Certification of Advanced Study recipient, a voucher holder, or a Harvard Employee eligible to take a course through the Tuition Assistance Program (TAP), you do not need to fill out this application. You should contact the HGSE Registration Office to arrange to take a course as a non-degree student.

#### Deadline

Applications must be submitted by **December 14, 2007**, for the Spring 2008 semester.

#### Eligibility

This option is primarily available for the following individuals:

- Professional educators seeking to enhance current work
- College or university faculty from institutions other than Harvard

#### Application Components

- Application Form
- Resume
- Statement of Purpose - one page detailing how the course(s) you wish to take specifically relates to your current professional responsibilities as an educator or research interests as a faculty member
- Three Letters of Recommendation
- \$85 Application Fee
- Official Transcript(s) from each Postsecondary Institution Attended - Please request that your transcript(s) be sent directly to you in a signed, sealed envelope.
- Résumé or Curriculum Vitae
- One letter of recommendation

Professional educators: The letter of recommendation should be from a supervisor familiar with your work.

College or University Faculty: You do not need to submit a letter of recommendation.

NOTE: Applicants are asked to collect and submit their transcripts in one envelope. Please be sure your name and "Special Student" appear on your application, all transcripts, and the back of the envelope in which you mail your application.

#### International Applicants

International applicants must submit all standard application materials listed in these instructions. All materials must be submitted in English, and applicants must verify the translations by including the original or a notarized copy of the original. All transcripts/mark sheets should show

courses completed, grades received, grading scale, duration of study, degree or diploma received, and exact or approximate rank in class.

In addition, applicants whose native language is not English and whose baccalaureate is not from a college or university where English is the language of instruction are required to take the Test of English as a Foreign Language (TOEFL). Scores must be from a test administered no earlier than February 1, 2006.

Harvard University does not provide student visas to Special Students. If you require a visa, you will need to secure it through other channels.

### Contact Information

[www.gse.harvard.edu](http://www.gse.harvard.edu)

Harvard Graduate School of Education  
Admission Office  
111 Longfellow Hall  
Appian Way  
Cambridge, Massachusetts 02138

Phone	617-495-3414
Fax	617-496-3577
E-mail	<a href="mailto:gseadmissions@harvard.edu">gseadmissions@harvard.edu</a>

Financial Aid	617-495-3416
E-mail	<a href="mailto:gsefinaid@harvard.edu">gsefinaid@harvard.edu</a>