



**HARVARD  
GRADUATE SCHOOL OF EDUCATION**

## **Special Studies in Education (SSE) General Instructions**

### **Deadlines:**

**Fall 2006 - August 11, 2006**  
**Spring 2007 - December 11, 2006**

Thank you for your interest in the Special Studies in Education at the Harvard Graduate School of Education (HGSE). A select number of applicants for non-degree study will be admitted to take up two courses per semester during the 2006-2007 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 objective, 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 course through Tuition Assistance Program (TAP), you do not need to fill out this application. Instead, please contact the HGSE Registration Office to arrange to take a course as a non-degree student.*

### **Who is Eligible to Apply?**

- Professional educators seeking to enhance current work
- Graduate students conducting relevant research
- Faculty from other institutions

### **Application Instructions**

The following materials must be submitted with your application:

- \$75.00 nonrefundable application fee (All checks must be made out to Harvard University)
- Official Transcript showing all courses, grades, and the awarding of the baccalaureate
- Official Transcript (s) showing all post- baccalaureate courses and grades  
*Be sure to specify to the institutions(s) that your transcripts should be sent to you in a sealed envelope, signed across the flap.*
- Statement of Objective: one page detailing how the course(s) you wish to take specifically relates to your current professional responsibilities or research interest as a faculty member or graduate student.
- One letter of recommendation:
  - **Professional educators:** from a supervisor familiar with your work
  - **Graduate students:** from your academic advisor
    - Be sure to specify to the recommender(s) that the recommendation should be sent to you in a sealed envelope, signed across the flap.
  - **Faculty from other institutions:** need NOT submit a recommendation.

NOTE: Applicants are asked to collect and submit their credentials, with their application, in **one envelope**. Please be sure your name and "SSE" appear on your application, all supporting documents, and on the back of the envelope in which you mail your application.



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### **TUITION AND FEES**

The tuition fee for 2006-2007 is \$3,818.00 per course (4 credits). Health fees for the part-time students are \$1303 (\$695 for the University Health Service and \$608 for Blue Cross/Blue Shield) per semester. If you are currently covered under another health plan, you may waive the Blue Cross/Blue Shield fee. All SSE students may waive the University Health Service fee. Both forms are available online at <http://huhs.harvard.edu>.

A check or money order payable to “Harvard University” is required at registration.

### **REGISTRATION**

FALL: Friday, September 8, 2006 (9:30am-6pm)

SPRING: Friday, January 26, 2006 (9:30am-6pm)

### **MAIL COMPLETE APPLICATION TO:**

#### **ADMISSIONS OFFICE**

Harvard Graduate School of Education  
111 Longfellow Hall, 13 Appian Way  
Cambridge, MA 02138

Phone: (617) 495-3414

Fax: (617) 492-3577

Email: [gseadmissions@harvard.edu](mailto:gseadmissions@harvard.edu)

Online Course Catalogue: <http://gseweb.harvard.edu/academics/catalogue/index.html>

### **INTERNATIONAL APPLICANTS**

International applicants must submit all standard application materials listed in the application 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 or 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, 2005.

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





**COURSE CHOICE**

Note: Admissions to Special Studies in Education (SSE) does not guarantee admission to the course of your choice. Since some of HGSE courses are restricted, please indicate your course choices and an alternate course.

- 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
- Alternate Course: \_\_\_\_\_

Course descriptions, faculty information, and general information about HGSE are available online at <http://www.gse.harvard.edu>

Official notification of the committee’s decision is a letter signed by the Director of Admissions.

All materials filed in support of this application become the property of the Harvard Graduate School of Education. **They will not be returned. We recommend that you keep a copy of your Application Form and Statement of Objective.**

I CERTIFY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS ACCURATE, COMPLETE, AND HONESTLY PRESENTED. I CONFIRM THAT THE STATEMENT OF OBJECTIVE WAS WRITTEN BY ME AND IS, IN ITS ENTIRETY, MY OWN ORIGINAL WORK. I UNDERSTAND THAT ANY INACCURATE OR MISLEADING INFORMATION OR OMISSION WILL BE CAUSE FOR DISQUALIFICATION FROM FURTHER CONSIDERATION FOR ADMISSIONS AND WILL BE CAUSE FOR THE RESCINDING OF ANY OFFER OF ADMISSION, OR FOR DISCIPLINE, DISMISSAL, OR REVOCATION OF DEGREE IF DISCOVERED AT A LATER DATE.

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



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**CHECK LIST**

YES

NO

- |                          |                          |  |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | A check or money order for \$75 payable to Harvard University            |
| <input type="checkbox"/> | <input type="checkbox"/> | Statement of Objective   |
| <input type="checkbox"/> | <input type="checkbox"/> | One letter of recommendation (if necessary)                              |
| <input type="checkbox"/> | <input type="checkbox"/> | Official transcript showing the award of the baccalaureate is enclosed   |
| <input type="checkbox"/> | <input type="checkbox"/> | Official transcript(s) showing all post-baccalaureate courses and grades |
| <input type="checkbox"/> | <input type="checkbox"/> | TOEFL Score (if applicable)  |
| <input type="checkbox"/> | <input type="checkbox"/> | I have signed the application form.                                      |