B elmont University
Graduate Application for
Master of Arts in English
Applying for Admission

Application Steps for Master of Arts in English (MA) Applicants:

1. Complete the entire Graduate Degree Seeking Application thoroughly. An incomplete application cannot be considered and will be returned to the applicant.

2. Submit the non-refundable application fee of $50. Checks or money orders should be made payable to Belmont University.

3. Submit two recommendation forms. Have two people who know you well complete a Belmont recommendation form (enclosed in this application packet) and send it directly to the Office of Admissions. Neither may be a relative and one must be from an academic.

4. Submit official transcripts from all colleges and/or universities attended, even those from which transfer credits were received. For a transcript to be official, it may not be marked “Issued to Student” or have previously been opened. All official transcripts must be on file with the Office of Admissions before an admissions decision can be made. In addition, applicants with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com). The evaluation and all official transcripts must be submitted. Please allow 4-6 weeks for all official transcripts to be received.

5. Submit official test scores from GRE (Graduate Record Examination), MAT (Miller Analogies Test) or GMAT (Graduate Management Aptitude Test). Test scores must have been earned within the last five years. Please allow 4-6 weeks for official test scores to be received.

6. Writing Sample: Two writing samples are required. A copy of one paper or written document prepared for a previous academic or professional purpose, and an essay of less than 500 words from one of the following topics: 1) Your goals for an M.A. in English 2) Your reasons for pursuing an M.A. in English 3) Your interest in literature or specific area of literary study 4) If your background is not in English, your strengths in preparation for this program.

Admissions Requirements

Admission requirements are program specific. For a list of the admissions requirements, please visit the admissions website (http://www.belmont.edu/prospectivestudents/graduate/index.html) and click on the program you wish to view. Applications for admission are also program specific so be sure to download and submit the application of the program to which you intend to apply. You can find a list of program applications at (http://www.belmont.edu/prospectivestudents/graduate/index.html).

International Applicants

1. International applicants whose native language is not English must demonstrate proficiency in the English language by submitting official TOEFL scores (required minimum of 550 PBT or 80 iBT) or by successful completion of ELS Language Center Level 112.

2. International applicants with college level course work from foreign institutions must have their transcripts evaluated by a credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny & Associates (www.jsilny.com).

3. In order to be issued an I-20 for the desired entry term, international applicants must be admitted, no later than October 1, March 1, or June 1 in order to enroll for spring, summer, or fall terms respectively.

Please send all application materials to:
Belmont University
Office of Admissions
1900 Belmont Blvd.
Nashville, TN 37212
615-460-5434 Fax

Questions about your application and/or requirements should be directed to:
Graduate English
1900 Belmont Boulevard
Nashville, TN 37212-3757
Phone: 615-460-5657
denise.mabry@belmont.edu
Belmont University
Degree Seeking Application for Graduate Admission

Applicant Information

Term you are applying for __________________________
Degree you are applying for __________________________
Program you are applying for __________________________
Program Track/Concentration (check one)
- Literature
- Writing
- Non-Thesis

Have you previously applied for admission to Graduate Studies at Belmont University? □ Yes □ No
If yes, what program? __________________________ for what term? ________

Have you previously attended Belmont University? □ Yes □ No If yes, for what term? ________

Personal Data

First Name __________________________ Middle Name __________________________ Last Name __________________________
Preferred First Name __________________________ Former Last Name (if any) __________________________
Social Security Number: __________________________ Email Address __________________________
Mailing Address Line 1 __________________________
Mailing Address Line 2 __________________________
City __________________________ State/Province __________________________ Zip/Postal Code __________________________ Country __________________________
Home Phone (____) __________________________ Work Phone (____) __________________________ Cell Phone (____) __________________________

Please select your citizenship status
□ US Citizen □ Dual US Citizen □ Permanent US Resident □ Other

If you are not a US Citizen, please fill out the International Supplement.

The following information is requested for statistical purposes only; completion is optional

Date of Birth ___________ MM/DD/YYYY Gender □ Male □ Female
Are you a US Armed Services Veteran? □ Yes □ No
Marital Status □ Single □ Married □ Separated □ Divorced □ Remarried □ Widowed
Religious Preference __________________________

Ethnic Background: Are you Hispanic or Latino? □ Yes □ No
Regardless of your answer to the prior question, please check one or more of the following groups in which you consider yourself to be a member.
□ American Indian or Alaska Native □ Asian □ Black or African American
□ Native Hawaiian or Other Pacific Islander □ White
### Education Information

List the names and locations of all colleges/universities at which you have taken courses (including Belmont if you are a former student) and the degrees you have been awarded starting with the most recent. Please attach Additional Education Information Sheet, enclosed in this application packet, if needed. All official transcripts must be mailed directly to the Belmont University Office of Admissions from each institution. In addition, students with postsecondary course work from foreign institutions must have their transcripts evaluated by a foreign credential evaluation service such as World Education Services (www.wes.org) or Joseph Silny (www.jsilny.com).

#### Institution Attended 1

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<th>College/University Name</th>
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Date attended from (MM/DD/YYYY): __________ to: __________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected __________________ if no degree earned/expected, please leave blank

#### Institution Attended 2

<table>
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Date attended from (MM/DD/YYYY): __________ to: __________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected __________________ if no degree earned/expected, please leave blank

#### Institution Attended 3

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</table>

Date attended from (MM/DD/YYYY): __________ to: __________ GPA earned at this college (on a 4.00 scale): __________
Degree earned/expected __________________ if no degree earned/expected, please leave blank

### Employer Information (if applicable)

<table>
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<th>Employer Name</th>
<th>Current Position</th>
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</table>

Address________________________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

Former Employer Name __________ Position __________

Address________________________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

### In case of emergency, notify the person below

<table>
<thead>
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<th>First Name</th>
<th>Last Name</th>
<th>Relationship</th>
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</table>

Address________________________________________________________________________

City __________________ State/Province __________ Zip/Postal Code __________ Country __________

Phone (______) __________________
Background Information

Have you ever been expelled or suspended from any high school or college?

☐ Yes  ☐ No   If yes, please describe in detail:

Have you ever been convicted of (or is any charge now pending against you for) any crime other than a traffic violation?

☐ Yes  ☐ No   If yes, please describe in detail:

References

College of Law applicants are not required to submit letters of reference.

For all other applicants, please list the name and address of two persons who know you (professionally and/or academically) and are willing to address your ability, interest and motivation for pursuing this program. Give each person a recommendation form and instruct them to return it directly to the admissions office. Your application cannot be reviewed until all references have been received.

1. ____________________________

2. ____________________________

I certify that all information given is complete and accurate. I understand that my failure to provide complete and accurate information may result in dismissal from the university or other appropriate disciplinary action. If admitted to Belmont University, I agree to abide by the policies and provisions stipulated in the university catalog.

Signature of Applicant ____________________________ Date ____________________________

For information regarding Belmont University’s campus security record and policies, please contact the Belmont University Office of Safety and Security at (615) 460-6617. In compliance with the Student Right to Know Act, Belmont’s persistence (retention) rates are available at the Institutional Research Office. In compliance with federal law, including provisions of Title IX of the Education Amendments of 1972, Sections 504 of the Rehabilitation Act of 1973, Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation in its administration of education policies, programs or activities; its admissions policies; or employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. The university has appointed the director of the Office of Human Resources to serve as coordinator of compliance with Title IX. Inquiries or complaints should be directed to the Office of the Provost or the Office of Human Resources.

Visit www.belmont.edu/prospectivestudents/graduate/ in order to confirm individual program requirements. Please forward all materials, including a $50 application fee, to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757, or fax to 615-460-5434.

How did you learn about Belmont University’s Graduate Programs? (please check all that apply)

☐ Academic Advisor  ☐ Advertisement  ☐ Another College/University  ☐ Belmont Alumnus

☐ Belmont Current Student  ☐ Belmont Faculty/Staff  ☐ College Fair  ☐ Employer

☐ Friend  ☐ GRE  ☐ Internet  ☐ Letter or Email from Belmont

☐ Professional Association  ☐ Publications  ☐ Other

Please provide names and/or details for the source checked above:
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<td>Date attended from (MM/DD/YYYY):</td>
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<tr>
<td>Degree earned/expected</td>
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Belmont University

International Supplement

First Name ___________________ Middle Name ___________________ Last Name ___________________

Email Address ___________________________________________ Date of Birth ___________________

Mailing Address Line 1 __________________________________________

Mailing Address Line 2 __________________________________________

City ___________________ State/Province ___________ Zip/Postal Code ___________ Country ___________

Home Phone (_____) ___________ Work Phone (_____) ___________ Cell Phone (_____) ___________

List any non-US countries of citizenship __________________________________________

Place of birth __________________________________________

City/Town ___________ State/Province ___________ Country ___________

First language __________________________________________

Primary language spoken at home __________________________________________

If you are a Permanent US Resident list your Alien Registration # ____________________________

If you have another citizenship status list your Visa Type ____________________________
Belmont University
Graduate Programs Recommendation Form

This section to be completed by the applicant

Applicant's Name ________________________________
First Name ____________________________ Middle Name ____________________________ Last Name ____________________________

Preferred Name ____________________________ Date of Birth ____________ MM/DD/YYYY

Country ____________________________ Email ____________________________

Note to Candidate:
Please enter your name above and deliver one copy of this form to two individuals who will provide you with a recommendation. Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Belmont University have access to their educational records, including letters of evaluation. However, students may waive their right to see letters of evaluation, in which case the letters will be held in confidence. If the applicant has not signed the waiver below, he or she may request to see the recommendation forms after enrolling at Belmont University.

I hereby □ waive □ do not waive my right of access to this document should I matriculate to Belmont University.

Signature: ____________________________ Date: ____________________________

Term you will enter ____________________________

Degree you are applying for ____________________________

Program you are applying for ____________________________

Program Track/Concentration ____________________________

This section to be completed by the evaluator

You are completing a recommendation for an applicant to a graduate program at Belmont University. Your assessment is very important to the Admissions Committee, and we greatly appreciate the time and effort on your part in giving us your appraisal of this candidate.

Name ____________________________ Current Occupation ____________________________

Current Employer/Organization ____________________________

Address ____________________________

City ____________________________ State/Province ____________ Zip/Postal Code ____________

Phone (______) ____________________________ Email Address ____________________________

How long have you known this applicant? ____________________________

In what capacity do you know this applicant? ____________________________
Is there any aspect of this applicant's background that might interfere with successful completion of their graduate study?
☐ Yes ☐ No  If yes, please specify: __________________________________________________________

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant's ability to complete the program to which he or she is applying: __________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

In what areas do you think the candidate needs the most improvement? __________________________________________________________

How well do you think the applicant has considered plans for graduate study? __________________________________________________________

How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? __________________________________________________________

____________________________________________________________________________________

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<th>Emotional stability</th>
<th>Exceptional (Top 5%)</th>
<th>Outstanding (Top 15%)</th>
<th>Above Average (Top 1/3)</th>
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Please complete this section ONLY IF YOU ARE EVALUATING AN APPLICANT FOR GRADUATE STUDY IN MUSIC:

Music Performance Ability | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
Knowledge of music history and theory | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
Aural Skills | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

In regards to this student's application to graduate study at Belmont University:

☐ Highly Recommend ☐ Recommend ☐ Recommend with Reservation ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to: Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615-460-5434.

Signature: ___________________________ Date: _________________
Belmont University
Graduate Programs Recommendation Form

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<td>First Name ___________________________ Middle Name __________________________ Last Name __________________________</td>
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<td>Preferred Name __________________________</td>
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Note to Candidate:
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I hereby ☐ waive ☐ do not waive my right of access to this document should I matriculate to Belmont University.

Signature: ___________________________ Date: ___________________________

Term you will enter ___________________________

Degree you are applying for ___________________________

Program you are applying for ___________________________

Program Track/Concentration ___________________________

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<td>City __________________________ State/Province __________________ Zip/Postal Code __________________</td>
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<td>Phone (_____) __________________________ Email Address __________________________</td>
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How long have you known this applicant? __________________________

In what capacity do you know this applicant? __________________________
Is there any aspect of this applicant’s background that might interfere with successful completion of their graduate study?  
☐ Yes  ☐ No  If yes, please specify: ________________________________________________________________

Please describe those qualifications, traits, or accomplishments you feel are significant in demonstrating the applicant’s ability to complete the program to which he or she is applying:__________________________________________________________________________________________

__________________________________________________________________________________________

In what areas do you think the candidate needs the most improvement? ________________________________________________________________

__________________________________________________________________________________________

How well do you think the applicant has considered plans for graduate study? _____________________________________________________________

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How well do you think the applicant will perform in an environment that stresses a high degree of teamwork, independent thought and action, and personal motivation? _____________________________________________________________

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Knowledge of music history and theory | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |
Aural Skills | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

In regards to this student’s application to graduate study at Belmont University:  
☐ Highly Recommend  ☐ Recommend  ☐ Recommend with Reservation  ☐ Do Not Recommend

You may attach any additional comments you feel would help us in assessing this applicant. Please forward this form to:  
Belmont University, Office of Admissions, 1900 Belmont Blvd., Nashville, TN 37212-3757 or fax to 615-460-5434.

Signature: ___________________________________________________________________________ Date: ___________________________
Belmont University
Graduate Application Fee Form

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<th>Middle Name</th>
<th>Last Name</th>
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<tr>
<th>Preferred Name</th>
<th>Date of Birth (MM/DD/YYYY)</th>
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<tr>
<th>Program Applying for</th>
<th>Term Applying for</th>
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**Instructions:** The $50.00 non-refundable application fee may be paid by check, money order, or credit card. Check or money orders should be made payable to Belmont University.

**Please indicate your method of payment:**
- [ ] Check (Payable to Belmont University)
- [ ] Money Order (Payable to Belmont University)
- [ ] VISA
- [ ] MasterCard
- [ ] Discover
- [ ] American Express

*If you are paying by credit card, complete the credit card authorization below*

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<th>Card Number:</th>
<th>Expiration Date (MM/YYYY):</th>
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**Amount to be charged:** $50.00

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<th>Cardholder's Name:</th>
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<tr>
<th>Cardholder's Signature:</th>
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Graduate English
1900 Belmont Boulevard
Nashville, TN 37212-3757

Phone: 615-460-5657
Email: misty.wellman@belmont.edu
Web: www.belmont.edu/gradenglish

Belmont University does not discriminate on the basis of race, sex, color, national or ethnic origin, age, disability, military service, or sexual orientation.