

**DEPARTMENT OF PSYCHOLOGICAL SCIENCE  
BALL STATE UNIVERSITY  
MASTER OF ARTS IN COGNITIVE AND SOCIAL PROCESSES  
STANDARD DEPARTMENT APPLICATION FORM**

Read Application Instructions and Information *before* filling out this form. Please type or print clearly.

Enter full legal name. Do not use initials. This name is to be used on all your records and correspondence.

1. LAST NAME                      FIRST NAME                      MIDDLE NAME (not initial)			2. OTHER NAMES UNDER WHICH RECORDS HAVE BEEN ISSUED			
3. YEAR OF ENTRANCE FALL, 20____		4. CITIZENSHIP (Country) <input type="checkbox"/> US <input type="checkbox"/> CANADA <input type="checkbox"/> OTHER (specify) _____ <input type="checkbox"/> Permanent U.S. Res (alien)		5. FOREIGN APPLICANT--VISA STATUS <input type="checkbox"/> Student visa <input type="checkbox"/> Immigrant visa <input type="checkbox"/> Other (specify) _____		
6. CURRENT MAILING ADDRESS    STREET    CITY    STATE (or province)			ZIP CODE	UNTIL: DATE	PHONE (    )	
7. PERMANENT HOME ADDRESS    STREET                      CITY                      STATE (or province)			ZIP CODE	PHONE (    )		
8. E MAIL ADDRESS			Effective until (date):			
9. <u>Beginning with the most recent</u> , list in order of attendance all high schools, colleges and universities you have attended, including the one in which you are currently enrolled (if applicable). List all schools, regardless of the length of time enrolled or number of credits completed. If the college is part of a university with a different name, give the name of the university. Foreign applicants: list actual name of degree received or expected. Do not translate or interpret in terms of American or Canadian equivalent. Attach additional sheet if necessary.						
NAME OF INSTITUTION (Do Not Use Initials) Transcripts must be submitted from each institution listed except high schools	LOCATION (City, State, or Country)	ATTENDED/ATTENDING		MAJOR	NAME OF DEGREE OR DIPLOMA REC'D OR EXPECTED	DATE REC'D OR EXPECTED Mo/Yr
		FROM Mo/Yr	THROUGH Mo/Yr			
10. REGISTRATION STATUS (check one ) <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time						
11. ARE YOU APPLYING FOR A GRADUATE ASSISTANTSHIP? <input type="checkbox"/> YES <input type="checkbox"/> NO						
12. CUMULATIVE UNDERGRADUATE G.P.A.		13. G.P.A. IN JUNIOR-SENIOR YEARS		14. UNDERGRADUATE G.P.A. IN PSYCHOLOGY		
15. GRE SCORES (report all scores within past six years) Verbal: _____ Quantitative: _____ Analytical Writing: _____ Date(s) taken: _____						
16. I certify that the foregoing statements and all other information and transcripts submitted by me in conjunction with this application for admission are true and correct. I understand that falsification or deliberate omission of information is grounds for rejection of the application or dismissal from the school.						
_____			_____			
Date Signed			Applicant's Signature			

**BALL STATE UNIVERSITY  
DEPARTMENT OF PSYCHOLOGICAL SCIENCE  
RECOMMENDATION FOR GRADUATE STUDY**

*To the applicant:* Give this form to professors who can comment in detail on your qualifications for graduate study in psychology, including your academic ability and performance, research skills, and clinical experience (if applicable). You should not request a recommendation from a nonacademic person unless he or she supervises you in a research or clinical setting. Letters from friends and family members are usually inappropriate. Collect the completed recommendation forms and letters and include them when you submit your application materials. The letter writers should seal the materials in an envelope and sign across the envelope flap.

**PART I: TO BE COMPLETED BY APPLICANT**

Applicant's Name (print): \_\_\_\_\_

Applying for (check one): Cognitive and Social Processes \_\_\_\_\_ Clinical \_\_\_\_\_

Application for: Admission and Assistantship \_\_\_\_\_ Admission only \_\_\_\_\_

Under the federal Family Education Rights and Privacy Act of 1974, students are entitled to review their records, including letters of recommendation. However, those writing recommendations and those assessing recommendations may attach more significance to them if it is known that the recommendation will remain confidential. It is your option to waive your right to access to these recommendations or to decline to do so. Please mark the appropriate phrase below, indicating your choice of option, and sign your name:

\_\_\_\_\_ I waive my right to review of this recommendation.

\_\_\_\_\_ I do not waive my right to review of this recommendation.

Applicant's signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

**PART II: TO BE COMPLETED BY RECOMMENDER**

1. I have known the applicant for \_\_\_\_\_ years, \_\_\_\_\_ months.

2. I know the applicant: \_\_\_\_\_ slightly \_\_\_\_\_ fairly well \_\_\_\_\_ very well

3. I have known the applicant as (check all that apply):

\_\_\_ an undergraduate student    \_\_\_ a graduate student    \_\_\_ an advisee

\_\_\_ a teaching assistant    \_\_\_ a research assistant    \_\_\_ an employee

\_\_\_ an assistant in a mental health, crisis counseling, telephone hotline, or peer advising center

\_\_\_ other (explain: \_\_\_\_\_)

4. In comparison to the \_\_\_\_\_ (approx. number) undergraduate/graduate students with whom I have worked, I would rank this student in the (check one):

\_\_\_ bottom 50%, \_\_\_ top 50%, \_\_\_ top 25%, \_\_\_ top 10%, \_\_\_ top 5%, \_\_\_ top 1%

5. Please indicate the strength of your overall endorsement of the applicant:

\_\_\_ *Not recommended*    \_\_\_ *Recommended with some reservations*    \_\_\_ *Recommended*    \_\_\_ *Highly Recommended*

*Please turn the page. . .*

6. Please attach a letter to the Director of Graduate Studies in the Department of Psychological Science (or use the space below), and try to include information that is not reflected in the applicant's transcript and test scores (i.e., work done outside of class and other characteristics you believe are related to success in graduate school). We are especially interested in the applicant's academic ability and performance, research skills, and clinical experience (if applicable).
7. Signature of person completing this form:

Printed name: \_\_\_\_\_ Title \_\_\_\_\_

Institutional Affiliation \_\_\_\_\_ Date \_\_\_\_\_

Please check to make sure items are completed correctly, seal the envelope and please sign your name across the envelope seal. Then return the form to the applicant so that the recommendations can be included with his/her application.

**Ball State University**  
**Department of Psychological Science**  
**Application Instructions and Information**

Admission to our graduate programs is selective and is separate from admission to the Graduate School. Thus, in order to be considered for admission, students must formally apply to both the Graduate School and the Department of Psychological Science. Note that when materials are requested by both the Graduate School and the department, separate copies must be sent to both of those offices. The department will not review incomplete applications; you must submit all items listed below. For our two graduate programs and for graduate assistantships, the application deadline is March 1 of the year in which you intend to begin your studies. Late applications will be considered only if openings are available after consideration of all applications received by March 1. All materials listed below (except GRE scores and possibly transcripts) should be submitted by the applicant in one packet. Send the packet to:

Director of Graduate Studies  
Department of Psychological Science  
Ball State University  
Muncie, IN 47306

**Required Application Materials**

1. Submit transcripts of all undergraduate work and any previous graduate courses. Submit a transcript for each institution you attended, regardless of length of time enrolled or number of credits earned.
2. Ask the Educational Testing Service to send an official report of your scores on the general test (verbal, quantitative, and analytic writing sections) of the Graduate Record Examination. The Advanced Psychology test is not required. Ball State's institution code is 1051. The department code is 2001 for Clinical Psychology and 2002 for Cognitive and Social Processes.
3. Submit three recommendation forms and three letters of recommendation, preferably written by professors who can comment in detail on your qualifications for graduate study in psychology, including your academic ability and performance, research skills, and clinical experience (if applicable). You should not request a recommendation from a nonacademic person unless he or she supervises you in a research or clinical setting. Letters from friends and family members are usually inappropriate. Collect the completed recommendation forms and letters and include them when you submit your application materials. The letter writers should seal the materials in an envelope and sign across the envelope flap.
4. Submit a personal statement of approximately two double-spaced pages in length that addresses the following points: (a) why you're interested in the clinical program or the cognitive/social program in our department (why this program would be a good fit for you); (b) your long term career goals (what you plan to do after you finish your Master's degree); (c) your research experience (what projects you've completed and what skills you've acquired); (d) your research interests (what areas you'd like to study in the future); (e) your clinical experience, if applicable (describe the settings in which you've worked and the skills you've acquired); and (f) any qualifications that may not be obvious from your transcripts or other materials.
5. Submit a résumé or vita outlining education, honors and awards, work or internship experience, research, and other psychology-related experience.
6. Submit the Department of Psychological Science Standard Department Application form. Detailed instructions for this form appear in the following section.

## Instructions for the Standard Department Application Form

Items 1 and 2. Report your full legal name, along with any names you previously used.

Item 3. The University is on the semester system. Students in both programs begin their studies during fall semester, and the application deadline is March 1 of the previous spring. We will consider late applications only if they arrive before all open slots have been filled. To be considered for an assistantship, you must apply by March 1.

Items 4-8. Self-explanatory.

Item 9. Remember to include transcripts from all institutions you attended, regardless of length of time enrolled or number of credits earned.

Item 10. Indicate by checking the appropriate box whether you intend to be a full-time or part-time student. A full-time student is one who registers for nine or more credit hours per semester.

Item 11. Indicate here whether you wish to be considered for a graduate assistantship. The department can offer assistantships to approximately 8 new students per year. These are awarded to the students with the best academic credentials who apply by the March 1 deadline. Assistantships come with a stipend plus a partial remission of the tuition (visit [www.bsu.edu/provost/graduate/psysc](http://www.bsu.edu/provost/graduate/psysc) to obtain up-to-date information about stipend amounts). Graduate assistants are required by university policy to work 20 hours per week assisting faculty with teaching, research, or administrative duties. To learn about other forms of financial assistance, contact the Office of Scholarships and Financial Aid at 1-800-227-4017.

Item 12. Compute your undergraduate cumulative grade point average as follows: First, convert letter grades to numerical grades using the following scale: A = 4, A- = 3.667, B+ = 3.333, B = 3.000, B- = 2.667, C+ = 2.333, C = 2.000, C- = 1.667, D+ = 1.333, D = 1.000, D- = 0.667, F = 0. Then multiply each numerical grade by the number of credit hours assigned to that course. Add the products, and divide by the total number of credit hours taken. Be sure to include all undergraduate grades, including credits you may have transferred from one institution to another.

Item 13. Follow the instructions in Item 12, but base your calculations on the courses you have taken during your junior and senior years only.

Item 14. Follow the instructions in Item 12, but base your calculations on the courses you have taken in psychology.

Item 15. Report all GRE scores that you've earned within the past six years. Your scores will be verified using reports from ETS, but your application may be processed more quickly if you submit your scores on this form.

Item 16. Self-explanatory.