



## **MASTER OF SCIENCE IN EDUCATION (MSED) APPLICATION/ADMISSION PROCESS**

**INTRODUCTION:** Thank you for your interest in graduate studies at Winona State University. The faculty and staff of the Rochester Education Department are committed to ensuring that prospective students are well informed about graduate study in education and that all questions are answered in a timely manner. Thus, the following information is provided to facilitate the application process. Please read all information carefully before completing the application process. Questions regarding the Rochester Education Department or the application process may be directed to Megan Simonson, MS: 507-292-5126 or [megan.simonson@winona.edu](mailto:megan.simonson@winona.edu)

**ADMISSION TO GRADUATE STUDY:** Before an applicant can be considered for admission into the Winona State University Rochester Education Department, they must first apply for admission to graduate studies. Admission to graduate study requires that the applicants complete and submit the *online Application for Admission* form by **January 15<sup>th</sup>**. The form is available at:

<http://www.winona.edu/gradstudies/how-to-apply.asp>

Additionally, the applicant must contact all colleges/universities previously attended and request one (1) official transcript. Official transcripts are to be mailed to: Office of Graduate Studies Winona State University P.O. Box 5838 Winona, MN 55987 Phone: (507) 457-5038

For complete information on graduate education at Winona State University please consult the *Winona State University Graduate Catalog* available on-line at:

<http://www.winona.edu/gradcatalog>

**ROCHESTER EDUCATION DEPARTMENT PROGRAM INFORMATION:** Rochester Education Department program information is provided in the *Winona State University Graduate Catalog* (web address listed above).

**APPLICATION DEADLINE:** All application materials, including completed reference forms, must be on file in the Rochester Education Department by **February 15<sup>th</sup>**. Completed application materials are to be mailed to:

Winona State University-Rochester, Rochester Education Department (H1408) 859 30<sup>th</sup> Ave SE, Rochester, MN 55904

## **Rochester Education Department - Application and Admission Process 2 of 2**

**ROCHESTER EDUCATION DEPARTMENT APPLICATION AND ADMISSION:** In order for an applicant to be considered for admission into the Rochester Education Department they must complete the following:

- 1. Application Form** (*included in this packet*): Complete contact information & select program.
- 2. Two (2) Reference Forms** (*included in this packet*): Two (2) Reference Forms are to be completed and returned to the Rochester Education Department by people who know the applicant professionally and/or personally, but are not part of the applicant's family (reference forms are included in this document).
- 3. Current Resume:** A synopsis of the applicant's education, work history, leadership experience, scholarships, honors and awards, volunteer service activities, and other pertinent information
- 4. Personal Statement:** All program applicants are required to write a personal statement explaining the basis for their decision to apply for admission into the Rochester Education Department at Winona State University. Additionally, applicants are to write about any tentative post-degree plans they have for their MS in Education degree. The applicant's name is to appear on the top right-hand side of each page of the Personal Statement document. The personal statement is to be no more than three (3) double-spaced, 12-font word-processed pages in length. The Personal Statement paper is to be submitted along with all other department application materials.

**SPECIAL NOTE TO APPLICANT:** It is the applicant's responsibility to ensure that all required application materials, including completed reference forms, are on file in the Rochester Education Department by the scheduled application deadline. Incomplete or late applications will not be considered. Before submitting application materials to the Rochester Education Department, a photocopy or electronic file of all application materials should be made and kept in the applicant's personal files.

**NOTIFICATION OF ADMISSION DECISION:** After a review of all application files, Rochester Education Department faculty will select only the top qualified candidates for admission into the department. Notification of admission decisions will be sent to applicants via email (we will use the email address that you provide on the Master of Science Application for Admission) within six (6) weeks of the completed Graduate School application.



**MASTER OF SCIENCE IN EDUCATION (MSED)  
APPLICATION FORM**

Date \_\_\_\_\_

Name \_\_\_\_\_  
(First) (Last) (Middle)

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Institution/Employer \_\_\_\_\_ Position \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Bachelor's Degree (Major/Minor) \_\_\_\_\_

College/University \_\_\_\_\_

Graduation Date \_\_\_\_\_ Cumulative GPA \_\_\_\_\_

Program Application (Check One Emphasis)

Curriculum & Instruction       STEM Certificate       Teacher Licensure (TPC)

Please send materials to Megan Simonson (Winona State University-Rochester, Rochester Education Department (H1408) 859 30<sup>th</sup> Ave SE, Rochester, MN 55904) by February 15<sup>th</sup>.



MASTER OF SCIENCE IN EDUCATION (MSED) REFERENCE FORM

To the Applicant: The Rochester Education Department requires all persons seeking admission into the department to provide two (2) completed reference forms for inclusion in their application file. References may be provided by people who know the applicant and their work either professionally or personally. Family members do not qualify as references. Please complete the top portion of this form before providing it to the reference for completion.

Name of Applicant: \_\_\_\_\_

(Check One Emphasis)

\_\_\_ Curriculum & Instruction      \_\_\_ STEM Certificate      \_\_\_ Teacher Licensure (TPC)

\_\_\_ I waive my right to see this reference; it should remain confidential and not available to me.

\_\_\_ I reserve the right to see this information.

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

\*\*\*\*\*

To the Reference: Your willingness to take the time to complete this reference form for the above named Rochester Education Department program applicant is greatly appreciated by department faculty. Your honest assessment of the applicant's qualifications is an important component of the admissions process and your assistance is greatly appreciated. Thank you in advance for your help.

SPECIAL NOTE: Completed Reference Form must be on file in the Rochester Education Department by February 15th for admission. Please mail completed reference form to: Megan Simonson, Winona State University-Rochester, Rochester Education Department (H1408), 859 30th Ave SE, Rochester, MN 55904.

Name \_\_\_\_\_ Position \_\_\_\_\_
(Please print)

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Institution/Employer \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_





MASTER OF SCIENCE IN EDUCATION (MSED) REFERENCE FORM

To the Applicant: The Rochester Education Department requires all persons seeking admission into the department to provide two (2) completed reference forms for inclusion in their application file. References may be provided by people who know the applicant and their work either professionally or personally. Family members do not qualify as references. Please complete the top portion of this form before providing it to the reference for completion.

Name of Applicant: \_\_\_\_\_

(Check One Emphasis)

\_\_\_ Curriculum & Instruction      \_\_\_ STEM Certificate      \_\_\_ Teacher Licensure

\_\_\_ I waive my right to see this reference; it should remain confidential and not available to me.

\_\_\_ I reserve the right to see this information.

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

\*\*\*\*\*

To the Reference: Your willingness to take the time to complete this reference form for the above named Rochester Education Department program applicant is greatly appreciated by department faculty. Your honest assessment of the applicant's qualifications is an important component of the admissions process and your assistance is greatly appreciated. Thank you in advance for your help.

SPECIAL NOTE: Completed Reference Form must be on file in the Rochester Education Department by February 15th for admission. Please mail completed reference form to: Megan Simonson, Winona State University-Rochester, Rochester Education Department (H1408), 859 30th Ave SE, Rochester, MN 55904.

Name \_\_\_\_\_ Position \_\_\_\_\_
(Please print)

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Institution/Employer \_\_\_\_\_ Telephone # (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

How long have you known the applicant? \_\_\_\_\_ In what capacity? \_\_\_\_\_

