

# GRADUATE STUDIES IN EDUCATION

APPLICATION



UNION  
UNIVERSITY

---

1050 Union University Drive | Jackson, TN 38305-3697 | 731.661.5523

---

2745 Hacks Cross Road | Germantown, TN 38138 | (901) 759-0029

---

205 Indian Lake Blvd. | Hendersonville, TN 37075 | (615) 447-2500

---

**Our Mission:** *Union University provides Christ-centered education that promotes excellence and character development in service to Church and society.*

*(Please Type or Print Clearly)*

Name \_\_\_\_\_  
First Middle Maiden Last

Address \_\_\_\_\_  
Street City State Zip

Telephone \_\_\_\_\_  
Home Work Cell

Social Security Number \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Are you 24 years of age or older?  Yes  No

**Indicate below your academic plans at Union University.**

- Pursue the Doctor of Education Degree in Educational Leadership  
 Check one:
  - Instructional Leadership (Attach copy of teaching license)
  - Curriculum and Supervision (Attach copy of teaching license)
  - Higher Education (Available only through Jackson campus)
- Pursue the Education Specialist Degree in Educational Leadership  
 Check one:
  - Instructional Leadership (Attach copy of teaching license)
  - Curriculum and Supervision (Attach copy of teaching license)
- Pursue the Master of Education Degree (Attach copy of teaching license)  
 Check one:
  - Teaching and Learning
  - Instructional Leadership
- Pursue the Master of Arts in Education Degree  
 Check all that apply:
  - To pursue the Master of Arts in Education Degree
  - To seek initial teacher licensure (Admission to the Teacher Education Program is required)  
 What endorsement area will you seek? \_\_\_\_\_
  - To add an endorsement to an existing teaching license (Attach copy of teaching license)  
 What additional endorsement area will you seek? \_\_\_\_\_
  - To enroll in graduate courses for license renewal or for personal or professional growth
  - To enroll in graduate courses to be applied to another program
  - Other (Please specify) \_\_\_\_\_

What semester do you anticipate enrollment at Union University? \_\_\_\_\_

<b>For Office Use Only</b>						ID# _____	
Program:	EdD	EdS	MAEd-DS	MAEd-ND	MEd	Term _____	
Adm Status:	IQ	AP	AC	PA	AD	RE	CA
Application Fee MAEd, MEd, EdS (\$25) _____			Moved to Student _____				
EdD Assessment Fee (\$50) _____							

**OFFICIAL TRANSCRIPTS**

Official transcripts from all institutions where you have attended since high school must be sent directly to the Office of Graduate Studies in Education, Union University. Course credit from a previous school that appears on the transcript of a subsequent school does not constitute an official transcript. It is the student’s responsibility to see that all official transcripts are submitted as soon as possible to avoid delays in the admission process. Please list below all the institutions you have attended since high school.

Name and Location of Institution	Dates Attended	Degree Earned (or number of hours)	Grade Point Average	Name Under Which Transcript will be Issued

Are you currently enrolled in a college or university?  Yes  No

Have you ever been charged, arrested, or convicted of a criminal offense?  Yes  No

If yes, please provide specific details. \_\_\_\_\_

Federal laws require that, in order to enroll at Union University, one must either be a United States citizen or have proper legal immigration status certification. Prior to enrollment, students must present immigration paperwork to Union’s Designated School Official (DSO) for processing.

Are you a U.S. citizen?  Yes  No If no, \_\_\_\_\_ Permanent Resident \_\_\_\_\_ Resident Alien \_\_\_\_\_ Non-resident Alien

If you are not a U.S. citizen, an international student application must be completed and submitted with this application.

<p>Union University admits students of any race, color, sex, handicap, and national or ethnic origin. As prescribed by the Department of Education and the National Center for Education Statistics, we are required to report demographic information including racial background. This information is not used in the admission process. Using the terminology of the NCES, please answer the following:</p>	<p>1. Are you Hispanic/Latino? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Respond Yes to one or more of the following groups:</p> <p>a. American Indian/Alaskan Native <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>b. Asian <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>c. Black or African American <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>d. Hawaiian/Pacific Islander <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>e. White <input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p><input type="checkbox"/> Male <input type="checkbox"/> Female Place of Birth: _____ Church Affiliation: _____</p>	

**PROFESSIONAL EXPERIENCE**

Current Employer \_\_\_\_\_

Give name and location of school, when applicable \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Previous Employer (if less than 5 years in current position) \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Do you hold a current teaching license?  Yes  No If yes, in which state(s)? \_\_\_\_\_

Current Endorsement Area(s) \_\_\_\_\_

By signing below, I agree to abide by the rules and regulations of the college as described in the current Graduate Catalogue.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## GENERAL ADMISSION REQUIREMENTS FOR GRADUATE STUDIES IN EDUCATION

- Application for admission to Graduate Studies in Education.
- Application fee of \$25 (non-refundable) payable to Union University. Additional \$25 Assessment Fee is required for EdD applicants.
- Official transcripts from all institutions attended since high school documenting the minimum program specific GPA.
- Satisfactory writing sample as required by specific program. The sample must be completed in the Office of Graduate Studies in Education during regular office hours.
- Certificate of Immunization form.

---

### IMPORTANT—PLEASE READ

Admission to degree programs will require additional materials. If your plans include seeking a degree or initial teacher licensure or adding an endorsement to an existing teaching license, please see the *Graduate Catalogue* for specific requirements for program admission. If you have questions, please call the Office of Graduate Studies in Education: Jackson campus 731-661-5523, Germantown campus 901-759-0029, Hendersonville campus 615-447-2500.

---

Send this application with a \$25 non-refundable application fee (payable to Union University) to the appropriate location below. Additional \$25 Fee is required for EdD applicants.

**Office of Graduate Studies  
in Education**  
Union University, Box 1876  
1050 Union University Drive  
Jackson, Tennessee 38305-3697

**Office of Graduate Studies  
in Education**  
Union University—Germantown  
2745 Hacks Cross Road  
Germantown, Tennessee 38138

**Office of Graduate Studies  
in Education**  
Union University—Hendersonville  
205 Indian Lake Blvd.  
Hendersonville, TN 37075

Annual reports indicating compliance with the [Student Right-to-Know](#) and [Campus Security Act](#) are available in the Office of Safety and Security during regular office hours. Admission to the University does not automatically guarantee admission to specific academic programs within the University.

In compliance with all applicable state and federal law, including provisions of Title IX of the Education Amendments of 1972 and Section 504 of the Rehabilitation Act of 1973, Union University does not illegally discriminate on the basis of race, sex, color, national origin, age, disability, or military service in admissions; in the administration of its education policies, programs, or activities; or in employment. Under federal law, the university may discriminate on the basis of religion in order to fulfill its purposes. Persons who believe their rights under this policy have been violated should contact Office of the President, Union University.



# REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Student Address \_\_\_\_\_  
Street City State Zip

Institution \_\_\_\_\_

Institution Address \_\_\_\_\_  
Street City State Zip

Name used when officially enrolled \_\_\_\_\_  
Last First Middle Maiden

Date of Enrollment \_\_\_\_\_ Birthdate \_\_\_\_\_

Number of official copies requested \_\_\_\_\_ ( ) Self ( ) For address below. Please mail transcript to:  
Union University—Hendersonville  
205 Indian Lake Blvd.  
Hendersonville, TN 37075

Check attached for \$ \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_



# REQUEST FOR OFFICIAL TRANSCRIPT

Note: It is the student's responsibility to mail this form to the college/university where credit was earned.

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Student Address \_\_\_\_\_  
Street City State Zip

Institution \_\_\_\_\_

Institution Address \_\_\_\_\_  
Street City State Zip

Name used when officially enrolled \_\_\_\_\_  
Last First Middle Maiden

Date of Enrollment \_\_\_\_\_ Birthdate \_\_\_\_\_

Number of official copies requested \_\_\_\_\_ ( ) Self ( ) For address below. Please mail transcript to:  
Union University—Hendersonville  
205 Indian Lake Blvd.  
Hendersonville, TN 37075

Check attached for \$ \_\_\_\_\_

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

All graduate students must complete parts A–C.

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Phone # \_\_\_\_\_

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

**A. MEASLES, MUMPS, AND RUBELLA (check one):**

Attach copy of Immunization record showing two (2) doses of Measles, Mumps & Rubella (MMR) vaccine

Attach copy of immune MMR titer Date: \_\_\_/\_\_\_/\_\_\_ Results \_\_\_\_\_

The state of Tennessee requires all students, born after January 1, 1957, entering colleges and universities to provide proof of two (2) doses of Measles, Mumps, and Rubella (MMR) vaccine on or after the first birthday or proof of immunity to measles with an MMR titer (blood test).

I was born prior to 1957.

**B. VARICELLA OR "CHICKENPOX" (check one):**

Attach copy of Immunization record showing two (2) doses of varicella vaccine

Attach copy of immune varicella titer Date: \_\_\_/\_\_\_/\_\_\_ Results \_\_\_\_\_

Attach letter from health care provider stating that he/she believes student has had chickenpox. Year of illness: \_\_\_\_\_

The state of Tennessee requires all students born on or after January 1, 1980 to provide proof of two doses of varicella (chickenpox) vaccine given no earlier than 4 days before 1st birthday or proof of immunity to varicella with a varicella IgG (titer) blood test.

I was born prior to 1980.

Signature of Physician/Provider \_\_\_\_\_ Date \_\_\_\_\_

Name of Physician/Provider \_\_\_\_\_

Address \_\_\_\_\_

**C. HEPATITIS B (HBV) IMMUNIZATION:**

Recommended for all new students and required for students in the **School of Nursing**. Hepatitis B (HBV) is a serious viral infection of the liver that can lead to chronic liver disease, cirrhosis, liver cancer, liver failure, and even death. Hepatitis B vaccine is available to all age groups to prevent Hepatitis B viral infection. A series of three (3) doses of vaccine are required for optimal protection. Missed doses may still be sought to complete the series if only one or two have been acquired. The HBV vaccine has a record of safety and is believed to provide lifelong immunity in most cases. Union University Health Services, located on the Jackson Campus, is open Monday – Friday 8 a.m.-4p.m. and offers Hepatitis B vaccine for \$50 per injection (price subject to change).

I decline receipt of vaccine to protect for Hepatitis B.

I have received the complete three dose series of the Hepatitis B vaccine.

I plan to receive the Hepatitis B series.

Student Must Sign Here \_\_\_\_\_ Date \_\_\_\_\_

I refuse immunization because of religious objections, have attached an official clergy statement, and affirm this reason under the penalties of perjury.

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

**Return to:**

Union University—Hendersonville

205 Indian Lake Blvd.

Hendersonville, TN 37075

**Contact information:**

(615) 447-2500