THE ADMISSION PROCESS
Westfield State University offers a variety of licensure approved programs through Graduate and Continuing Education. These programs afford many adult students the opportunity to return to college and earn teacher licensure.
This application is for students who have already earned a bachelor’s degree and are returning to Westfield State University in order to earn teacher licensure. The program leads to teacher certification at the initial level. Students who seek a master’s degree should complete a graduate application.

GENERAL INSTRUCTIONS
Application to the post-baccalaureate teacher licensure program consists of the following:
1. Application and $50.00 fee (nonrefundable). Westfield State waives the application fee for veterans.
2. Two professional references
3. Passing scores on the Massachusetts Test for Educator Licensure: Communication and Literacy Exam
4. Official, sealed transcripts from all college or universities previously attended. If you attended more than one college, submit one transcript for each institution. Please have transcripts sent directly from your former college or university to the Graduate and Continuing Education office; opened transcripts will not be accepted.
5. International applicants (where applicable) must provide Official English translations and a Credential Evaluation of all secondary and post-secondary transcripts, an official copy of the Test of English as a Foreign Language (TOEFL) with passing score, bank-notarized Certification of Finances Form, and a photocopy of the applicant’s current visa.
International applicants may obtain a credential evaluation of documents from:
Center for Educational Documentation, Inc.
PO Box 170116, Boston, MA 02117
(617) 338-7171
(Applicants are responsible for processing fee.)
6. Submit a Proof of Residency form. (enclosed)

All forms and official transcripts should be sent to the address below. See page 3 for official transcript instructions.
WESTFIELD STATE UNIVERSITY
GRADUATE AND CONTINUING EDUCATION
ATTN: ADMISSIONS
577 WESTERN AVE
PO BOX 1630
WESTFIELD, MA 01086-1630

CERTIFICATION AREAS
This program affords students the opportunity to earn certification at the Initial level in the following subject areas and levels:

<table>
<thead>
<tr>
<th>Subject Area</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>8-12</td>
</tr>
<tr>
<td>Business</td>
<td>5-12</td>
</tr>
<tr>
<td>Early Childhood Education</td>
<td>PreK-2</td>
</tr>
<tr>
<td>Elementary Education</td>
<td>1-6</td>
</tr>
<tr>
<td>English</td>
<td>5-8, 8-12</td>
</tr>
<tr>
<td>History</td>
<td>5-8, 8-12</td>
</tr>
<tr>
<td>Mathematics</td>
<td>5-8, 8-12</td>
</tr>
<tr>
<td>Music</td>
<td>All Levels</td>
</tr>
<tr>
<td>Physical Education</td>
<td>PreK-8, 5-12</td>
</tr>
<tr>
<td>Moderate Disabilities</td>
<td>PreK-8, 5-12</td>
</tr>
</tbody>
</table>

ACCEPTANCE
Applications are accepted on a rolling basis. The student will receive a letter stating his/her status regarding acceptance from the Dean of Graduate and Continuing Education based on the Department Chair’s/Designee’s recommendation.
Students bring a variety of educational and professional backgrounds to this program. It is important that students meet with their advisor to insure that they take the correct coursework toward licensure.
Up to six credits of graduate coursework taken toward licensure may be applied to a Master’s degree. Refer to the Graduate Catalog for information regarding graduate policies.
All questions concerning the admission process should be directed to the Graduate Division at (413) 572-8020.

VETERANS BENEFITS
Veterans who qualify for the Massachusetts waiver of tuition or Federal educational benefits must provide the necessary document (DD214) to receive the benefit and must matriculate into a degree program within one semester of their first enrollment in classes to continue to receive the benefit. Westfield State University Veterans Affairs staff will verify the veteran’s application status as necessary during the registration period. The DD 214 must be provided by the veteran to the certifying official at Westfield State University, located in Horace Mann Center. Veterans are responsible for all fees associated with Westfield State University course work.
All questions concerning veteran benefits should be directed to Veterans Affairs at (413) 572-8370.
1. Name ___________________________________________________________
   Last            First              Middle
   Other Name(s) under which records may be found: ________________________________

2. Home Address ___________________________________________________________
   Street            City            State            Zip Code

3. Present Mailing Address __________________________________________________
   P.O. Box / Street            City            State            Zip Code

4. Email Address: ____________________________________________________________

5. Telephone: Home __________________ Work __________________ Ext. ______ Mobile __________________________

International Students, please provide your home country address:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

The information below is used to comply with the requirements of the Immigration and Naturalization Service

Citizenship
_____ United States
_____ Permanent Resident, Alien Registration # __________________________
    Enclose copies of Alien Registration Card (both sides) and/or Visa Documentation
_____ International (Non-Resident Alien) Specify country and Visa type; Enclose copies of Visa documentation.
    Transfer applicants also enclose copy of current I-20.
    Country and Visa type: __________________________________________________________

6. Will you be applying for Financial Aid?: _____ Yes _____ No

7. List colleges or universities previously attended (list most recent first). If you attended Westfield State University, indicate whether you were a Day Division or Continuing Education student.

<table>
<thead>
<tr>
<th>Institution</th>
<th>Location</th>
<th>Dates Attended</th>
<th>Total Credits</th>
<th>Degree Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Voluntary Information

Gender
_____ Female
_____ Male

Ethnicity
_____ Hispanic or Latino
_____ Not Hispanic or Latino

Race: Please check all that apply.
_____ American Indian or Alaskan Native
_____ Asian
_____ Black or African American
_____ Cape Verdean
_____ Native Hawaiian or other Pacific Islander
_____ White

Are you or have you ever been a member of the U.S. Armed Forces? Yes _____ No _____ (If you answered yes, your application fee is waived).
8. Undergraduate Major ______________________________________________________ Minor ______________________________________________________

9. Massachusetts Test for Educator Licensure (please provide copy of pdf document provided by MA Dept. of Elementary and Secondary Education to DGCE) The Graduate and Continuing Education office does not receive MTEL scores directly from the MA Department of Education.

   Communication and Literacy Exam Date Taken __________________ Passed Yes or No ____________

10. Licensure(s) you currently hold (if any): Level ________________________________________________________________

   Area of Concentration ___________________________________________________

11. Licensure program for which you are applying:

<table>
<thead>
<tr>
<th>Biology</th>
<th>8-12</th>
<th>History</th>
<th>5-8</th>
<th>8-12</th>
</tr>
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<td>Business</td>
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</tr>
<tr>
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<td>Prek-2</td>
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<td>All Levels</td>
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</tr>
<tr>
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<tr>
<td>English</td>
<td>5-8</td>
<td>8-12</td>
<td>Moderate Disabilities</td>
<td>PreK-8</td>
</tr>
</tbody>
</table>

12. Disciplinary and Criminal Information

   Have you ever been placed on probation or suspended for disciplinary reasons?     ____ Yes     ____ No

   Have you ever been refused admission to a college or university for disciplinary reasons?     ____ Yes     ____ No

   If you answered yes to either question, enclose an explanation on a separate sheet. The college's dean of students, or the high school guidance counselor, as appropriate, also must submit a letter of explanation. Your application will be considered incomplete without this information.

   Have you ever been convicted of a felony?     ____ Yes     ____ No

   If you answered yes, enclose on a separate sheet an explanation of the circumstances leading to criminal conviction. Your application will be considered incomplete without this information.

13. REFERENCES: List two professional references.* Reference forms available upon request.

   1. ____________________________________________________________________________________________________________
   | Name | Position | Address |
   2. ____________________________________________________________________________________________________________
   | Name | Position | Address |

   *Students may not resubmit references from another program, although you may request references from the same individuals.

14. Please Note: All licensure candidates must submit proof of immunization including Hepatitis B.

   OFFICIAL TRANSCRIPTS FROM EACH SCHOOL LISTED IN SECTIONS 7 & 9 MUST BE SENT DIRECTLY FROM THE SCHOOL OR COLLEGE IN A SEALED ENVELOPE.

   All application materials are the property of the Division of Graduate and Continuing Education and cannot be returned to you or submitted to other parties for any other use.

   I certify that I have read and understood the general admission information on this application and that the information in this application is true and complete to the best of my knowledge.

   ___________________________________________________________ Signature
   __________________________________________________________________________ Date

Westfield State University maintains and promotes a policy of non-discrimination on the basis of race, color, creed, religion, national origin, gender, age, disability, sexual orientation, gender identity, marital status, genetic information or veteran status.

Applicants who fail to submit complete, official copies of all previous academic credentials are subject to University policies on academic dishonesty, which include rescinding an offer of admission.

Westfield State University also reserves the right to rescind an offer of admission at any time after the submission of an application if University officials acquire information that may place the safety of the University at risk.
Please read the rules and regulations for classification as a Massachusetts student on our website, GoBackNow.com. CONCEALMENT OF FACTS OR UNTRUE STATEMENTS MAY CAUSE YOU TO BE SUBJECT TO DISMISSAL FROM THE INSTITUTION.

**To be filled out by applicant**  Please type or print.

<table>
<thead>
<tr>
<th>Applicant's Full Name:</th>
<th>Male:</th>
<th>Female:</th>
<th>SS#</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant's Permanent Address:</td>
<td>Since (Month/Day/Year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth:</td>
<td>City and State of Birth:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you a U.S. Citizen? Yes</td>
<td>No. If not, Alien Registration #:</td>
<td>Is Visa Temporary</td>
<td>or Permanent</td>
</tr>
<tr>
<td>College/Local Address, If Known:</td>
<td>Since (Month/Day/Year):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent’s/Legal Guardian’s Name*:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent’s/Legal Guardian’s Permanent Address:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Since (Month/Day/Year):</td>
<td>Are you and/or either of your parent(s) members of the Armed Forces on active duty in Massachusetts? Yes</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>

---

**STATEMENT OF APPLICANT IF 18 YEARS OF AGE OR OLDER:**

**Answer either A & B, or A & C only**

A) I certify that I have read the rules and regulations for the classification of students for tuition purposes at WESTFIELD STATE UNIVERSITY and that I am aware of the appeals procedure under those rules and regulations.

Signature: Date: 

B) I certify that I am years of age and that pursuant to said rules and regulations I am domiciled in Massachusetts and have maintained a residence herein continuously since: 

Signature: Date: 

C) I certify that I am NOT a Massachusetts resident and that I will be classified as an out-of-state student for tuition purposes.

Signature: Date: 

---

**STATEMENT OF PARENT/LEGAL GUARDIAN* IF APPLICANT IS LESS THAN 18 YEARS OF AGE:**

**Answer either D & E, or F only**

D) I certify that I have read the rules and regulations for the classification of students for tuition purposes at WESTFIELD STATE UNIVERSITY and that I am aware of the appeals procedure under those rules and regulations.

Signature: Date: 

E) I certify that I am the parent/guardian of and that he/she is domiciled in Massachusetts and has maintained a residence herein continuously since: 

Signature: Date: 

F) I certify that I am the parent/guardian of and that he/she is NOT a Massachusetts resident and that he/she will be classified as an out-of-state student for tuition purposes.

Signature: Date: 

* If legal guardian, please enclose proof of court appointment
RULES AND REGULATIONS FOR THE CLASSIFICATION OF STUDENTS FOR TUITION PURPOSES

These rules and regulations shall apply to the classification of students at Westfield State University as Massachusetts or non-Massachusetts students for tuition purposes.

SECTION 1. DEFINITIONS

1) ACADEMIC PERIOD – A term or semester in an academic year or a summer session, as prescribed by the Board of Trustees or under their authority

2) CONTINUOUS ATTENDANCE – Enrollment at the University for the normal academic year in each calendar year, or the appropriate portion or portions of such academic year as prescribed by the Board of Trustees or under their authority.

3) DOMICILE – A person’s true, fixed and permanent home and place of habitation, where he intends to remain permanently or for an indefinite time.

4) EMANCIPATED PERSON – A person (a) who has attained the age of 18 years of age, or (b) if under 18 years of age, whose parents have entirely surrendered the right to the care, custody and earnings of such person and who no longer are under any legal obligation to support or maintain such persons, or (c) a person who has no parent. If none of the foresaid definitions apply, said person shall be deemed an “unemancipated person.”

5) HIS – Shall apply to the female as well as male gender.

6) PARENT – With respect to a person (in the case of an adopted person, inserting the adjective “adoptive” before the words “father and “mother” whenever used)

a) the person’s father;

b) if the person’s father dies, either the legal guardian or if no legal guardian is appointed, the person’s mother;

c) if neither the father nor mother is living and no legal guardian is appointed, the person who then stands in loco parentis to the person;

d) if the father and mother are divorced, the person to whom legal custody of the person is awarded;

e) if the father and mother are divorced, separated or unmarried and legal custody has not been awarded, the father or the mother, as the case may be, with whom the person lives or, if he lives with neither and the father is living, the father.

7) RESIDENCE – A place of habitation

SECTION 2. RULES FOR DETERMINATION OF DOMICILE

1) Domicile is not acquired by mere physical presence in Massachusetts while the person is carrying on a course of study at the UNIVERSITY or while the person is engaged in employment for a specified term unless Massachusetts is otherwise the domicile of the person.

2) Domicile at birth may be changed thereafter, by action of the parent in the case of an unemancipated person or by action of the person himself in the case of an emancipated person.

3) A person claiming Massachusetts as his domicile shall furnish evidence to support such claim. The following shall be of probative value, although not necessarily conclusive, in support of a claim of domicile within Massachusetts:

a) Birth certificate;

b) Motor vehicle registration and/or operator’s license;

(c) Voting or registration for voting;

(d) Certified copies of Federal and State Income Tax returns;

(e) Property ownership;

(f) Continuous physical presence in Massachusetts during periods when not enrolled as a student;

(g) Permanent employment in a position not normally filed by a student;

(h) Reliance on Massachusetts sources for financial support;

(i) Former domicile in Massachusetts and maintenance of significant connections therein while absent;

(j) Domicile of parent within Massachusetts.

Evidence submitted in support of an assertion of domicile or of parental relationship shall be in such form as Westfield State University may require. Copies of official records or documents shall be authenticated by a proper officer. Assertions of fact made other than by an authenticated copy of an official record shall be certified as to accuracy and completeness by the person submitting the same.

SECTION 3. PROOF OF PARENTAL RELATIONSHIP

A person asserting that he is an emancipated person shall furnish evidence to support such assertion. Such evidence may include:

a) Birth certificate or any other legal document that shows place and date of birth;

b) Legal guardianship papers: court appointment and termination must be submitted;

c) Statements of the person, his parent(s), guardian(s), or others certifying no financial support;

d) Certified copies of Federal and State Income Tax returns filed by the person and his parent(s);

e) Where none of the foregoing can be provided, an affidavit of the emancipated person in explanation thereof and stating fully the grounds supporting the claims of emancipation.

SECTION 4. RULES FOR CLASSIFICATION

1) Every emancipated person applying for admissions to the University who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the date of his application and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes.

2) Every unemancipated person applying for admissions to the University whose parent had maintained a residence in Massachusetts for a period of no less than one continuous calendar year preceding the date of application and has established a domicile in Massachusetts, shall be eligible for classification as a Massachusetts student for tuition purposes.

3) Every emancipated person seeking a change of classification who has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which he registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuition purposes for such academic period.

4) Every unemancipated person seeking a change in classification whose parent has maintained a residence in Massachusetts for a period of no less than one continuous calendar year next preceding the beginning date of the academic period for which the person registers and has established a domicile in Massachusetts shall be eligible for classification as a Massachusetts student for tuitions purposes for such academic period.

5) A person having his domicile elsewhere than in Massachusetts shall not be eligible for classification as a Massachusetts student for tuition purposes except as herein provided.

6) Any person who is registered at the University as a Massachusetts student shall be eligible for continued classification as a Massachusetts student for tuition purposes (until attainment of the degree for which he is then enrolled) during continuous attendance at such institution.

7) A member of the Armed Forces of the United States and his/her spouse and unemacipated children shall, while he/she is on active duty and stationed in the Commonwealth of Massachusetts, be eligible for classification as Massachusetts students for tuition purposes.

SECTION 5. CHANGE IN CLASSIFICATION

No application for change to classification as a Massachusetts student for tuition purposes submitted later than the first day of classes shall affect a classification during the then current academic period.

SECTION 6. PENALTY FOR MISREPRESENTATION

Misrepresentation in or omission from any evidence submitted of any fact which if correctly or completely stated would be grounds to deny classification as a Massachusetts student for tuition purposes shall be cause for exclusion or expulsion from or other disciplinary action by the university.

SECTION 7. APPEALS

Appeals from a determination denying classification as a Massachusetts student shall be initiated by filing a written request with the Bursar of the University or his/her designee specifying the particular grounds for said request.

SECTION 8. MISCELLANEOUS

Nothing contained herein shall be construed as limiting or prohibiting the authority of the Board of Trustees to waive or reduce tuition charges.
A check or money order for $50.00 payable to Westfield State University is enclosed

Two professional reference letters sent to the Graduate and Continuing Education office

Official transcripts from each school listed have been sent directly from the school or college in a sealed envelope, or will be forwarded

Results of the Massachusetts Test for Educator Licensure Communication and Literacy Exam have been forwarded

I understand that once the above requirements have been met, I must meet with my advisor(s) to complete a Program of Study form

Submitted Proof of Residency