

## **Application Tips: Some Things to Consider**

Link to on-line application: <https://admissions.fitchburgstate.edu/apply/>

1. Intended Program: Scroll down to Master of Education – **Choose Curriculum and Teaching (non-licensure)** This is the only M.Ed. to select. **Do NOT** select and M.Ed. with a content area. It is non-licensure because Catherine Leahy Brine is the endorsing agent, not Fitchburg.
2. Official transcripts need to be ordered from the registrar's office of your undergraduate and graduate institutions. They may be mailed directly to Fitchburg or, if it is an option, submitted to Fitchburg electronically.
3. When listing all institutions of learning you have attended, Fitchburg must be listed if you have taken any courses as an undergraduate or have taken a course for graduate credit.
4. You will be asked for the names and e-mail addresses of the three people you will ask for recommendations. They will be sent a link to the documents to fill out. Have their names and e-mail addresses on hand when you apply. One must be a person who has supervised you.
5. The new application fee is \$50. Have a credit card on hand when you apply
6. Suggestions:
  - You will be asked to upload your resume. Have it saved on your computer before you start the application.
  - You also will be asked to upload your Personal Statement, Choose one of these prompts and write a Personal Statement no longer than one full page. Save it on your computer so you can upload it.
    - Tell us about a positive situation in which you helped a person and made a significant difference in that person's life.
    - What are the most important factors in establishing a long-term working relationship with students, friends, etc.?
    - Tell us about a significant event that involved you in a teaching or helping role.
      - Describe the situation as it occurred at the time.
      - What did you do in that particular situation?
      - How did you feel about the situation at the time you were experiencing it?
      - How do you feel about the situation now?
      - What would you change, if anything.

### **Things to send to Catherine Leahy Brine so that we know you have applied to Fitchburg:**

- CLB Cover Sheet with Nonrefundable \$150 application fee to Catherine Leahy Brine.  
\*\*This will be deducted from your first tuition payment when you start the program.
- A copy of your teaching license
- A copy of the FSU Transfer Request Form, if applicable (we need this to create your Plan of Study and to issue you an accurate tuition bill). **This will also be submitted by you on-line as part of the application process.**
- Send these three things to us at 98 Randolph St, Weymouth, MA 02190.

If you need assistance with the on-line application, call the Admissions Office at 978-665-3144 or the Leahy-Brine offices at 781-331-8826.