

# KEENE STATE COLLEGE

## *Application for the Master of Science Degree* Safety and Occupational Health Applied Sciences



Wisdom to make a difference.

Graduate Admissions | Keene State College  
229 Main Street | Keene, NH 03435-2605  
Phone: 603-358-2497 | Fax: 603-358-2569  
gradstudies@keene.edu | keene.edu/gradstudies/

## GENERAL INFORMATION

### Preferred Application Dates

Keene State College considers applications on a rolling admissions basis, however, students are encouraged to apply well in advance of scheduled classes. Applicants who submit all required materials by the dates listed below will receive prompt attention. Those who apply later risk possible delays or blocks to course registration and access to financial aid.

**MARCH 1** for programs that begin with **SUMMER** classes

**APRIL 1** for programs that begin with **FALL** classes

**NOVEMBER 1** for programs that begin with **SPRING** classes

Keene State College reserves the right to close admissions, irrespective of the preferred application dates, once class capacity has been reached. Upon acceptance, applicants are required to pay a \$100 nonrefundable enrollment services fee.

### Academic Calendar

**Summer** courses may begin in May, June or July depending on individual program requirements.

The **fall** semester starts the fourth week of August and ends in early December.

The **spring** semester starts mid-January and ends in early May.

## Financial Aid

No matter when you plan to enroll in an academic program, you should complete the Free Application for Federal Financial Aid (FAFSA) online at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). The closer you can complete the FAFSA to March 1 for the following academic year, the sooner your request for financial aid will be evaluated. Please do not wait until you are admitted into a program before completing the FAFSA. Requests for financial aid are evaluated after KSC receives FAFSA results and the applicant has been admitted into an approved program.

Does your academic program require summer course work? If so, it is your responsibility to bring this to the attention of a financial aid counselor to determine if you are eligible to receive financial aid during the summer.

All students admitted into a master's, post-master's, or post-baccalaureate program are eligible to apply for financial assistance, whether they are enrolled full-time or part-time. Full-time and part-time enrollment status for fall, spring, and summer is determined according to the following table:

Program	Academic Level	Credits	Enrollment Status
Master's	Graduate	5-8	Part-time
		9 or more	Full-time
Post-Master's	Graduate	5-8	Part-time
		9 or more	Full-time
Post-Baccalaureate	Undergraduate	6-11	Part-time
		12 or more	Full-time

Visit [keene.edu/gradstudies/](http://keene.edu/gradstudies/) and select "Financing Your Education" for more information, including graduate assistantships.

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## APPLICATION REQUIREMENTS

Forward all application materials to: KSC Graduate Admissions, 229 Main Street, Keene, NH 03435-2605.

- **Completed application form with signature** (refer to the preferred application dates listed above).
- **Nonrefundable application fee** – all applicants: \$50. Make check or money order payable to *Keene State College*.
- **Official score report for the Graduate Record Exam (GRE) General Test.** Preference will be given to applicants with a performance level at or above the 50th percentile for each subtest. *Sample questions, registration forms, location, and fee information may be obtained by visiting the Education Testing Service website: [www.ets.org/gre](http://www.ets.org/gre).*
- **Official transcripts from all prior colleges or universities attended** (undergraduate and graduate). Applicants must hold a bachelor's degree from an appropriately accredited institution of higher education, with a minimum grade point average (GPA) of 2.50. Preference will be given to those with a GPA of 2.75 or higher. A GPA below 2.50 may be considered if the performance level on the GRE General Test is at or above the 50th percentile for each subtest.
- **Essay and goal statement** – Follow directions on page iii
- **Work or internship experience** – Preference will be given to applicants who have gained relevant experience while serving as an employee or intern in an applicable work environment. College courses such as SAFE 200 or SAFE 400 at Keene State College may be used to satisfy this requirement.
- **Three KSC applicant recommendation forms** (two sides) completed by three different professional references. At least one reference must be from an individual who is not affiliated with KSC. A professional reference may include college or university professors, employers or supervisors, professional staff members or colleagues. Members of your family and friends are not considered to be professional references. Letters of recommendation written for employment are not acceptable.
- **Complete formal interview** with KSC faculty member designated by graduate admissions.
- **A copy of an alien registration card**, if applicable. If you are an international applicant, please review the additional requirements specified under INTERNATIONAL APPLICANT.

## International Applicants

If you are not a U.S. citizen, you are an international applicant. If transcripts of course work you did at a foreign college or university are being forwarded to KSC, you must have the transcripts evaluated by a professional service such as World Education Services, Inc. ([www.wes.org](http://www.wes.org)), and the transcripts must be accompanied by a certified English translation. In addition, all international applicants must demonstrate proficiency in the English language.

For international applicants:

- Complete the application.
- Enclose the \$50 application fee.
- Submit transcripts of all college preparatory education and/or college- or university-level coursework (a certified English translation must accompany the transcripts).
- Submit official results of the Test of English as a Foreign Language (TOEFL) if the language of instruction for the majority of your education has been taught in any language other than English.
- Submit a Certification of Finances form. This form is available through the Graduate Studies Office at Keene State College. Call 603-358-2497 or e-mail [gradstudies@keene.edu](mailto:gradstudies@keene.edu). Please note that information disclosed on the Certification of Finances has no bearing on the admissions decision.

Refer to the PREFERRED APPLICATION DATES and forward your application, fee, and all required materials to Graduate Admissions, Keene State College, 229 Main Street, Keene, NH 03435-2605.



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APPLYING FOR:  January 2013  Summer 2013  September 2013

Please TYPE or PRINT clearly

Name (no nicknames please) Last First Middle Former last name, if any

Permanent address, number and street

City /State /Zip

Telephone, with area code

Mailing address, if different

City /State /Zip

Telephone, with area code

E-mail address

Gender

Male

Female

Date of birth

Month/Day/Year

Social Security number \*

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\* Students who fail to supply the correct Social Security number are not eligible to apply for financial aid.

**FOR OFFICE USE ONLY**

Application date: \_\_\_\_\_

\$50 fee: \_\_\_\_\_

If you wish to pay your application fee by credit card (Visa or MasterCard), please provide us with the following information:

Visa  MasterCard

Credit card #

Expiration date

Signature

Are you a U.S. citizen?

Yes  No

If you are not a U.S. citizen, please specify:

Country of birth \_\_\_\_\_

Country of citizenship \_\_\_\_\_

Type of Visa \_\_\_\_\_

Native language \_\_\_\_\_

TOEFL test dates \_\_\_\_\_

1. Are you Hispanic or Latino?

- Yes, go to question #2
- No, go to question #3

2. Which of the following best describes your Hispanic origin or descent? Mark one.

- Mexican or Chicano
- Puerto Rican
- Cuban
- Other Hispanic – Specify \_\_\_\_\_

3. What is your racial background?

- Check all that apply
- American Indian or Alaska Native  
Specify tribal affiliation(s) \_\_\_\_\_
  - Native Hawaiian or other Pacific Islander
  - Asian
  - Black or African American
  - White

Have you been a New Hampshire resident for the past 12 months?

Yes  No

If yes, for how long? \_\_\_\_\_

Are you a veteran?

Yes  No

If yes, date of entry \_\_\_\_\_

Date of discharge \_\_\_\_\_

Type of separation or discharge (please enclose a copy of your DD214 form)

*If you are not separated from the service, please provide us with a letter from your commanding officer certifying your current dates of active service and that you are in good standing.*

**FAMILY INFORMATION** *Optional for applicants who are over 24 years of age and financially independent.*

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran?  Yes  No

What is the highest degree obtained by this parent?

- High school diploma
- Associate's (2-year) degree
- Bachelor's (4-year) degree
- Master's degree or higher

Parent or guardian's full name

Address (if different from above)

City/State/Zip

E-mail address

Occupation and location of employment

Veteran?  Yes  No

What is the highest degree obtained by this parent?

- High school diploma
- Associate's (2-year) degree
- Bachelor's (4-year) degree
- Master's degree or higher

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**FOR ALL APPLICANTS**

How did you learn about the master of science degree at Keene State College? \_\_\_\_\_

**Disciplinary History**

A. Have you ever been found responsible for a disciplinary violation (related to academic or behavioral misconduct) at an educational institution you attended after high school (or the equivalent) that resulted in your probation, suspension, removal, dismissal, or expulsion?  Yes  No

B. Have you ever been convicted of a misdemeanor, felony, or other crime?  Yes  No

If you answered Yes to either or both questions, please attach a separate sheet of paper and provide approximate dates and an explanation of each incident.

**If your situation changes after you apply, it is your responsibility to notify the Graduate Studies Office.**

**EDUCATION**

List all undergraduate and graduate colleges and universities at which you have taken courses for credit. Submit official transcripts from each institution in order to complete your application.

College/University Name	Location (City, State/Province, Zip/Postal Code, Country)	Degree Candidate?		Dates Attended (mm/yyyy)	Degree(s) Earned	# cr
		Yes	No			
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____	_____

**EMPLOYMENT**

Please list your most recent employment experiences.

Job Title and Nature of Work	Employer	Full- Time	Part- Time	Approximate Dates (mm/yyyy – mm/yyyy)
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

**REFERENCES**

List the individuals who will be submitting letters of recommendation. Three are required; additional ones are optional.

Name \_\_\_\_\_ Title \_\_\_\_\_ Relationship to applicant (supervisor, associate, etc.) \_\_\_\_\_

Work address \_\_\_\_\_ Telephone number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Relationship to applicant (supervisor, associate, etc.) \_\_\_\_\_

Work address \_\_\_\_\_ Telephone number \_\_\_\_\_

Name \_\_\_\_\_ Title \_\_\_\_\_ Relationship to applicant (supervisor, associate, etc.) \_\_\_\_\_

Work address \_\_\_\_\_ Telephone number \_\_\_\_\_

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**REQUIRED ESSAY AND GOAL STATEMENT – DIRECTIONS**

Prospective students must submit an essay of approximately three typewritten, double-spaced pages, with full name and page number in the upper right-hand corner of each page. The form and content of your essay will be reviewed by the Admissions Committee to help assess your potential to effectively engage in graduate work and your ability to think and write clearly.

Please address the following points:

- how earning the master of science degree would fit in with your personal and professional goals
- special abilities, life experiences, and personal qualities you would bring to the program
- self-assessment: areas of strength in your knowledge and skills and areas for further development
- underlying values that guide you in your work
- your experiences, thoughts, and feelings about working with people who are different from you
- your experiences as an advocate or agent of change within an organization or system



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FOR ALL APPLICANTS

I certify that to the best of my knowledge the information I have given in this application is correct and complete.
I understand that the College charges and bills for the entire semester. Checking this box is required and represents, upon registration, a firm commitment to pay in full the total charges for the entire semester.

NOTE: Applications will not be processed without a signature.

Today's date Signature of applicant

The information provided to Keene State College becomes the property of the College. In accordance with the Family Educational Rights and Privacy Act (FERPA), students retain the right to review their records.

NEW HAMPSHIRE RESIDENTS ONLY

You must complete and have notarized the statement below regarding domicile. If this is not appropriate, attach a notarized statement detailing all facts upon which your claim for New Hampshire domicile is based.

not in itself constitute the basis for a claim to legal domicile. New Hampshire residents who are military personnel on assignment outside the state and who are applying for admission or have dependents doing so, should submit a statement establishing that they entered the armed forces from the state of New Hampshire.

A copy of "Rules Governing Tuition Rates for the University System of New Hampshire" may be obtained by writing the Admissions Office. Misrepresentation of facts in order to establish a claim to New Hampshire domicile will be viewed by the Admission Office as justification for revoking an acceptance or returning an application without consideration.

Student's name Last First Middle

Legal domicile Street City New Hampshire

I have been legally domiciled at the address above for the past 12 months. I have no other domicile, am on the checklist of the town or city of domicile, and am financially independent.

SIGNATURE OF APPLICANT

Sworn to me this day of, 20

(notary public, justice of the peace, etc.) (SEAL)

WHEN COMPLETED

Return the completed application with requested materials to:

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