

A LETTER FROM THE ASSISTANT DEAN

Dear Prospective Student:

Thank you for your interest in the Graduate School of Library and Information Science (GSLIS). We know there are many outstanding universities to choose from, and we are delighted you are looking carefully at Simmons.

GSLIS is big in many ways — a national leader with top-rated faculty, prestigious alumni, and an ideal Boston location. However, upholding our educational promise with students means the focus is on you. We offer a learning experience that is highly collaborative and much more personal than that of large universities. You'll have direct and frequent access to faculty who know your name and understand your aspirations. And you'll work closely with classmates in an engaging, supportive classroom environment.

We hope you will take every opportunity to explore whether Simmons might be a good match for your academic, professional, and personal interests. We also strongly encourage you to attend one of our information sessions, which are held monthly during the academic year.

To register for an information session, or to arrange a visit to the Boston campus, please call 617-521-2868 or e-mail gslisadm@simmons.edu. To set up an interview or a visit to South Hadley, please call 413-533-2400.

Please let us know if we can be helpful to you during the admission process, and please accept my best wishes as you explore new possibilities.

Sincerely,

A handwritten signature in black ink that reads "Sarah Petrakos". The signature is fluid and cursive, with a long, sweeping underline that extends to the left.

SARAH PETRAKOS
Assistant Dean for Admission and Recruitment

MASTER'S DEGREE ADMISSION APPLICATION

This application packet contains information, deadlines, and acceptance criteria for the Master of Science program. Applications for doctoral studies may be accessed from the GSLIS website at www.simmons.edu/gslis. Information about the dual-degree program in Children's Literature may be found at: www.simmons.edu/gradstudies/degrees.

APPLICATION DEADLINES

All required credentials must be on file by the following deadlines:

Fall — March 1, Spring — July 1, Summer — November 1 (Summer admission to Boston only)

FINANCIAL AID PREFERRED DEADLINES

March 1 for summer and fall, November 1 for spring

For additional information: <http://my.simmons.edu/services/sfs>

MASTER OF SCIENCE ADMISSION APPLICATION CHECKLIST

Admission decisions are based on a composite of all documentation in the application file. All documentation becomes the property of Simmons. We recommend (but do not require) you send all documents in one packet.

- Completed application form**
- \$35 non-refundable application fee** (Make checks payable to Simmons College.)
- Statement of career objectives**
This statement should convey how you believe the program will be of value and how it will contribute to your career aspirations. (250 words minimum, typed, signed and dated. Please include your name and the last four digits of your Social Security number on each page.)
- Current résumé or c.v.**
- Transcripts**
Sealed official transcript(s) of all academic work completed or currently in progress from every college attended (including transfer and/or study-abroad credits) are required. Transcripts should indicate the degree and date awarded, or college course work completed to date, if the degree has not been granted. College seniors may apply for admission when the transcript including first semester senior-year grades is available. Should the transcripts be in a foreign language, a certified English translation must be provided. Please see the International Student page of this document for further information.
- Three letters of recommendation**
We accept only sealed professional and academic references; these letters are accepted only if accompanied by our recommendation form. Recent college graduates may submit a college placement file in lieu of, or in addition to, the above, if it contains at least two letters of recommendation.
- GRE scores** (Simmons code: 3761)
If an applicant's cumulative undergraduate grade-point average (GPA) is below 3.0 (including all credits transferred into the degree) GRE scores are required. This requirement is waived only if a post-baccalaureate degree, with a cumulative GPA of higher than 3.0 (including all credits transferred into the degree) has been earned. No other exceptions will be considered. If it is not required that you submit GRE scores, you are encouraged to do so if you have already taken the exam.
- Interview**
Interviews are required for applicants to the GSLIS West program at Mount Holyoke; please call 413-533-2400 to schedule a GSLIS West interview. Other applicants will be contacted if an interview is required. Should you wish to have an interview regardless of requirements, please contact the GSLIS Admission office at 617-521-2868 or gslisadm@simmons.edu.

INTERNATIONAL STUDENTS (applies to all GSLIS programs)

International students must submit these additional items:

ENGLISH LANGUAGE PROFICIENCY

The faculty requires that all prospective students for whom English is not the first language achieve a satisfactory score on the TOEFL® exam (Test of English as a Foreign Language). No exemptions will be considered. Preferred scores are 213 (computer-based), 550 (paper-based), or 79-80 (Internet-based). Consult the Educational Testing Services website at www.ets.org for more information, or contact your nearest English language testing center.

TOEFL®
Educational Testing Service
PO Box 6151
Princeton, NJ 08541-6151, USA
Tel: 609-771-7100
Email: toefl@ets.org

Applicants living in the Boston area may contact:

TOEFL® Test Center
27-43 Wormwood Street
Boston, MA 02210
Tel: 617-345-8980

TRANSCRIPTS

English translations and U.S. equivalencies of all transcripts are required. Please submit your transcript(s) to an official service, such as World Education Services (www.wes.org) or Educational Credential Evaluators (www.ece.org). Notarized translations are not acceptable.

FINANCES

Declaration of Finances

You will be considered for admission to the program when your application file, including TOEFL® scores, is complete. However, we cannot send registration materials to you, nor issue the F-1 student visa application, until you have sent us your statement indicating the source of funds you will use to meet your living and tuition expenses. Please visit the international student portion of our website for more information:

<http://www.simmons.edu/gslis/admission/application/international.shtml>

Please arrange with your bank, sponsor, and/or government to send an official statement indicating that you have sufficient funds in a bank for these educational expenses and/or that your tuition and expenses will be paid by your sponsor(s) or government. You may send this statement to the address below with your application for admission to the program or as a separate document. We ask that you apply to the program only if you are reasonably sure you will be able to meet the financial obligations. We regret we are unable to offer financial assistance to international students.

Simmons GSLIS
Office of Admission
300 The Fenway
Boston, MA 02115-5898

Tel: 617-521-2868
Fax: 617-521-3192
E-mail: gslisadm@simmons.edu

ADMISSION APPLICATION

MASTER OF SCIENCE (LIBRARY AND INFORMATION SCIENCE) DEGREE PROGRAM

SUBMIT TO: OFFICE OF ADMISSION SIMMONS GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE 300 THE FENWAY BOSTON, MA 02115-5898
TEL: 617-521-2868 FAX: 617-521-3192 E-MAIL: GSLISADM@SIMMONS.EDU

The \$35 application fee, a current résumé or c.v., and a minimum 250-word statement of career objectives must accompany this application. See application checklist for remaining credentials, which must be on file by the designated deadline.

Date of application _____ Proposed entrance: Fall 20____ Spring 20____ Summer 20____ (Boston only)

Boston campus Mount Holyoke campus (fall and spring only)

Proposed degree (must choose one): Master of Science (M.S.) Dual-degree Archives/History (M.S./M.A.)

Program interest (optional): Archives Management School Library Teacher Program

Specific field(s) of interest (optional): Academic Corporate Public
 Children/Young Adults Preservation Other _____

Have you previously applied to GSLIS? yes no If so, when? _____

Have you previously attended GSLIS? yes no If so, when? _____

Name _____
last first middle

maiden _____ other names under which your credentials might be listed _____ Date of birth _____
month day year

Present address _____
street

city _____ state _____ zip _____

country _____

Telephone (_____) (_____) (_____) _____
cell home work

E-mail address _____

Present address to be used until _____
month day year

Permanent address _____
street

city _____ state _____ zip _____

country _____

EMERGENCY CONTACT

Name _____ Relationship _____

Telephone (_____) (_____) (_____) _____
cell home work

CITIZENSHIP INFORMATION

Country of citizenship _____

If not a U.S. citizen, are you a permanent resident of the U.S.? yes no

If not a U.S. citizen, what is your visa? F F1 F2 J1 J2 H1 Other _____

What is your first language, if not English? _____

WOULD YOU LIKE TO BE CONSIDERED FOR FINANCIAL AID?

yes no If yes, please visit www.simmons.edu/gslis/admission/finaid/

Social Security number _____
(No financial aid can be awarded without this information.)

LETTERS OF RECOMMENDATION

Please provide the names of the individuals from whom we should expect letters of recommendation:

- 1. _____
- 2. _____
- 3. _____

TEST DATA (Simmons code: 3761)

Please provide date completed or date scheduled. Scores must be submitted directly from the Educational Testing Service (ETS). Copies are not acceptable. Note: GRE scores are only valid for five years from test date; TOEFL® scores are only valid for two years.

GRE (Department codes: 4701 Library Science; 4702 Archives) _____

TOEFL® (Department code: 90) _____

OPTIONAL INFORMATION

Simmons GSLIS seeks to enhance diversity for the benefit of the educational experience of all students. You may, but are not required to, provide information concerning your race, gender, or other characteristics. To provide such information, please complete the following:

- African American Asian American Caucasian
- Hispanic/Latino Native American Other _____
- Male Female

HOW DID YOU HEAR ABOUT THE GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE AT SIMMONS?

- alumna/alumnus current student graduate school fair employer website faculty radio
- newspaper _____ other _____

The information on this application is complete, factually accurate, and honestly presented as of the date it is submitted.

signature

date

RECOMMENDATION FORM (Master of Science applicants only)

GRADUATE SCHOOL OF LIBRARY AND INFORMATION SCIENCE

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TEL: 617-521-2868 FAX: 617-521-3192 E-MAIL: GSLISADM@SIMMONS.EDU

TO BE COMPLETED BY THE APPLICANT

Please provide the following information before giving this form to the recommender.

Term applying for: Fall Spring Summer Year: 20_____

Applicant's name _____ last four digits of social security number _____

Address _____
street city state

zip _____ country _____ E-mail address _____

Telephone (_____) (_____) (_____)
cell home work

By signing, I understand that the officials of the Graduate School of Library and Information Science will hold in confidence the information contained in this recommendation, and I hereby waive any rights to examine it.

applicant's signature _____ date _____

TO BE COMPLETED BY THE RECOMMENDER

The person whose name appears above is applying to the Simmons Graduate School of Library and Information Science. We would appreciate your assessment of the candidate's ability to work independently and under pressure, aptitude for self-expression in written and oral form, responsibility, and relationships with supervisors, co-workers, and others. **In a brief statement, via an attached letter, please describe the major strengths and weaknesses of the applicant as a potential graduate student.**

Please print clearly

Name _____

Title _____ Organization _____

Address _____
street

city _____ state _____ zip _____ country _____

E-mail address _____

Telephone (_____) (_____) (_____)
cell home work

How long have you known the candidate, and in what capacity? _____

Would you recommend the candidate for graduate study in library and information science at Simmons?

yes, without reservation yes, with some reservation not at this time

If you checked "with some reservation" or "not at this time," please address this in your statement.

recommender's signature _____ date _____

May we contact you for further information? yes no

Do you have any relationship to Simmons? yes no If yes, please describe _____

Thank you for your recommendation. Please submit your recommendation by the application deadline:

Fall — March 1, Spring — July 1, Summer — November 1 (Summer admission to Boston only)

ID#

FIRST

FOR OFFICE USE ONLY: LAST

RECOMMENDATION FORM (Master of Science applicants only)

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