



Learning, Teaching
and Curriculum
University of Missouri

GRADUATE STUDIES PERSONAL DATA SHEET

If you have completed an online application through the Graduate School site, this information should be included in the application.

You do not need to duplicate your records.

Submit this completed departmental form to the LTC Graduate Studies staff via email (rosbachc@missouri.edu) along with any other supplemental materials (see summary sheet for clarification).

DEGREE INFORMATION:

Please indicate (bold, highlight, circle) the correct choices and complete all fields.

| | | | |
|------------------------|-------------------------|-------|----------------|
| GRADUATE DEGREE: | EXPECTED ENTRANCE TERM: | | EMPHASIS AREA: |
| MASTERS | FALL | YEAR: | |
| EDUCATIONAL SPECIALIST | SPRING | | |
| DOCTORATE | SUMMER | | |

FACULTY MEMBER (LAST NAME) WITH WHOM YOU HAVE COMMUNICATED:

(This is a requirement for the doctoral programs. Students are encouraged to speak with faculty advisors about additional requirements and/or financial opportunities in the emphasis area.)

DEMOGRAPHIC INFORMATION:

Please complete all fields.

| | | | | |
|-----------------------------------|-----------|-------|-------------|-----|
| NAME | | | GENDER | |
| STREET ADDRESS | | CITY | STATE | ZIP |
| PHONE | | EMAIL | | |
| BIRTH DATE | ETHNICITY | | | |
| MU STUDENT NUMBER (IF APPLICABLE) | | | US CITIZEN? | |

| | | | | | | | |
|---|---|---|---|-----|---|----|----|
| HOW MANY FULL ACADEMIC YEARS HAVE YOU COMPLETED AS A CONTRACTED CLASSROOM TEACHER? | | | | 0 | 1 | 2 | 3+ |
| ARE YOU CURRENTLY CERTIFIED TO TEACH? | | | | YES | | NO | |
| IF YES, PLEASE LIST YOUR CURRENT CERTIFICATION DETAILS (AREA(S) OF CERTIFICATION, STATES HELD): | | | | | | | |
| IF NO, PLEASE SELECT: | I AM CURRENTLY COMPLETING CERTIFICATION REQUIREMENTS AT MY INSTITUTION. | I AM SEEKING CERTIFICATION THROUGH ALTERNATIVE METHODS (EX. ABCTE PROGRAM). | I AM NOT PURSUING CERTIFICATION AT THIS TIME. | | | | |

The following two background sections can be replaced by a résumé /CV.

ACADEMIC BACKGROUND:

UNDERGRADUATE EDUCATION:

| NAME & LOCATION OF INSTITUTION: | DEGREE AND MAJOR: | DATES OF ATTENDANCE (YEARS): |
|---------------------------------|-------------------|------------------------------|
| | | |

GRADUATE EDUCATION (if applicable):

| NAME & LOCATION OF INSTITUTION: | DEGREE AND MAJOR: | DATES OF ATTENDANCE (YEARS): |
|---------------------------------|-------------------|------------------------------|
| | | |

ADDITIONAL EDUCATION (if applicable):

| NAME & LOCATION OF INSTITUTION: | DEGREE AND MAJOR: | DATES OF ATTENDANCE (YEARS): |
|---------------------------------|-------------------|------------------------------|
| | | |

PROFESSIONAL BACKGROUND:

| | | |
|---|-----------------|------------------|
| EMPLOYER: | TITLE/POSITION: | DATES (FROM/TO): |
| | | |
| EMPLOYER: | TITLE/POSITION: | DATES (FROM/TO): |
| | | |
| EMPLOYER: | TITLE/POSITION: | DATES (FROM/TO): |
| | | |
| List any honorary and professional organizations in which you are an active member (ex: Phi Delta Kappa, Pi Lambda Theta, MSTA, NEA, etc.): | | |
| List any publications that bear your name (you may include reprints): | | |
| List any completed research in which you actively participated, even though you may not have carried the major responsibility: | | |
| List any foreign languages you have studied and the amount of participation in each: | | |
| List any additional experience or activities: | | |

SUMMARY:

Please be aware that completion of a Personal Data Sheet **does not constitute a formal application to the LTC Department**. The Personal Data Sheet is a supplemental department document.

Please note that the LTC Master's programs do not grant initial teaching certification. Any secondary certification that coursework may meet for a state's teacher certification agency must be submitted directly to the appropriate agency via the student. Any additional questions regarding certification can be directed to the Academic Advising and Certification Office (coedcert@missouri.edu).

If you have completed an online application through the Graduate School site, this information should be included in the application. **You do not need to duplicate your records.**

If you are completing the Personal Data Sheet with a Change of Degree Form and other supplemental materials are necessary, please view the list of materials to ensure everything is submitted:

Unofficial Transcripts: required for all degrees and emphasis areas. PDF is the preferred file type.

Statement of Purpose: required for all degrees and emphasis areas. This document should speak to your reasons for undertaking graduate study (including career objectives, motivation and other pertinent information). NOTE: Because the Admissions Committee may consider this section to be a sample of the quality of your written expression skills, please formulate your response accordingly.

Letters of Recommendation: required for all degrees and emphasis areas. Two (for M.Ed. and Graduate Certificates) or three (for Ed.S., Ed.D. and Ph.D.) letters of reference should be provided for your materials. These letters should be written by persons with whom you have studied or who have supervised your work, concerning your ability to do graduate study in this area.

TOEFL Scores: required for all students whose native language is not English. Please see the Office of Graduate Studies website for further information if this pertains to you.

If you have specific questions about the availability of degree programs or the status of an emphasis area accepting applications, please visit our website (www.ltc.missouri.edu) or contact the LTC Graduate Studies Office (rosbachc@missouri.edu).

PLEASE READ THE FOLLOWING AND CONFIRM:

By signing/typing my name below, I confirm that all provided information above is true and correct. I have read over the Summary page and will attend to the additional supplemental materials, if applicable.



| | |
|------------------------------|------------------|
| Signature (typed or signed): | Submission Date: |
|------------------------------|------------------|

To submit, please use "Save As" and save as a PDF with your first and last name in the file name. Submissions can be emailed to the LTC Graduate Studies Office (rosbachc@missouri.edu).