

# GRADUATE APPLICATION FOR ADMISSION

Fee: \$65  
FREE Online

HOLY NAMES UNIVERSITY | 3500 MOUNTAIN BLVD | OAKLAND, CA 94619 | 800.430.1321 | WWW.HNU.EDU

NAME \_\_\_\_\_

Other names known by if different from above \_\_\_\_\_  
Last First Middle

Social Security No.    Date of birth M.  D.  Y.  Gender  M  F

U.S. Citizen  Permanent Resident (Green Card)  International Country of Citizenship (if not U.S.) \_\_\_\_\_

Country of Birth \_\_\_\_\_ First Language \_\_\_\_\_

All Languages Spoken \_\_\_\_\_

## CONTACT INFORMATION

Please print your permanent address as you would on an envelope for mailing:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Home phone number ( ) \_\_\_\_\_  
area code number

Work phone number ( ) \_\_\_\_\_  
area code number

Cell phone number ( ) \_\_\_\_\_  
area code number

Email address \_\_\_\_\_

## ENTRY TERM

Term for which you are applying for entry:

Semester:  Fall  Spring  Summer Year 20 \_\_\_\_

## PROGRAM (CHECK ALL THAT APPLY)

Masters  Certificate  Credential

## RESIDENTIAL INFORMATION

Are you interested in living in on-campus housing?  Yes  No

## ETHNICITY

Are you Hispanic or Latino?  Yes  No

If no please indicate which best describes you:

- American Indian or Alaska Native  Asian  
 Black or African American  White  
 Two or more races  Decline to state

## PLEASE INDICATE EDUCATIONAL OBJECTIVE

### BUSINESS ADMINISTRATION

- Master of Business Administration  
 Energy and Environment Management  
 Finance  
 Management and Leadership  
 Marketing

### COUNSELING AND FORENSIC PSYCHOLOGY

- Master of Arts in Counseling Psychology  
 Master of Arts in Forensic Psychology  
 Dual Master of Arts in Counseling Psychology & Master of Arts in Forensic Counseling  
 Certificate in Forensic Psychology  
 Certificate in Pastoral Counseling  
 Certificate in Traumatology & Treatment

### CULTURE AND SPIRITUALITY

- Master of Arts in Culture and Spirituality  
 Certificate in Culture and Spirituality  
 Certificate in Culture and Spirituality Sabbatical

### EDUCATION\* (Check all that apply)

\* All Education Credentials and Certificates can be taken in conjunction with Master of Urban Education

- Master of Urban Education  
 Special Education  
 Educational Therapy  
 Elementary Multiple Subject Teaching Credential  
 Traditional Option (for non-teachers)  
 Internship Option (for current teachers)  
 Secondary — Middle/High School Single Subject Teaching Credential  
 Traditional Option (for non-teachers)  
 Internship Option (for current teachers)  
 Teacher Apprenticeship Program (TAP) (Pre-Intern Teaching)

- Education Specialist Credential: Mild/Moderate Disabilities, Level I  
 Certificate in Educational Therapy  
 Bilingual Authorization  
 Autism Authorization

### ENGLISH

- Master of English — The Writer's Craft

### MUSIC

- Master of Music in Piano Pedagogy  
 Master of Music in Vocal Pedagogy  
 Master of Music Education with Kodály Emphasis  
 Certificate in Vocal Pedagogy  
 Certificate, Kodály Specialist  
 Certificate, Kodály Summer  
 Level 1  
 Level 2  
 Level 3

### NURSING

- RN to MSN  
 Nurse Educator  
 Administration/Management  
 Master of Science in Nursing  
 Family Nurse Practitioner  
 Nurse Educator  
 Administration/Management  
 Dual Master of Science in Nursing & Master in Business Administration  
 Post-Master Certificate - Family Nurse Practitioner  
 Post Master Certificate - Nurse Educator  
 Post Master Certificate - Administration/Management  
 Certificate in Business

## ACADEMIC INFORMATION

Beginning with your most recent college/university, please list all colleges/universities in which you have been enrolled. Omission of a school attended will invalidate your application.

| Name of Institution | City/State or County | Dates Attended<br>Mo/Yr to Mo/Yr | Degrees, Program |
|---------------------|----------------------|----------------------------------|------------------|
|                     |                      |                                  |                  |
|                     |                      |                                  |                  |
|                     |                      |                                  |                  |

## RECOMMENDATIONS (Please list with following information.)

| Name | Address | Email |
|------|---------|-------|
| 1.   |         |       |
| 2.   |         |       |
| 3.   |         |       |

## INTERNATIONAL STUDENTS

TOEFL Highest Score \_\_\_\_\_ Test Date(s) \_\_\_\_\_  
Check One:  Computer-based  Internet-based

## EMPLOYMENT INFORMATION (Please list in chronological order with most recent position listed first.)

| Organization | Position | Address |
|--------------|----------|---------|
| 1.           |          |         |
| 2.           |          |         |
| 3.           |          |         |

## OTHER PERTINENT INFORMATION

Have you ever attended Holy Names University?  Yes  No

Are any of your family members Holy Names University Alumni?  Yes  No

If so, please list name(s), relationship to you and years attended Holy Names University.

How did you learn about Holy Names University? \_\_\_\_\_

Have you served in the military?  Yes  No What branch/career field? \_\_\_\_\_

Have you ever been convicted of a felony or other crime?  Yes  No \_\_\_\_\_

Have you ever been found responsible for a disciplinary violation (academic or behavioral) at any college or university you have attended that resulted in your probation, suspension removal, dismissal or expulsion?  Yes  No

## SIGNATURE

I certify that all information on this application is complete and accurate to the best of my knowledge and I understand if it is not, this application will become null and void.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Holy Names University does not discriminate on the basis of race, color, age, sex, sexual orientation, religion, physical/mental disability, marital status, national or ethnic origins in the administration of its educational or admission policies. Be aware that all documentation submitted to Holy Names University as part of your application for admission becomes the property of Holy Names University and will not be returned at any point. All documents will be held as part of the applicant record in accordance with HNU academic policy. Students who do not enroll within two years of the date of their original application will be required to re-submit all required official documentation as part of their re-application for admission. Students who enroll and then pursue a leave of absence from HNU for a period of five years or longer, will be required to re-submit all required official documentation and re-apply for admission.

## ADDITIONAL APPLICATION MATERIALS

The following materials must be completed and submitted by students applying to one of our Graduate Programs. International Students have additional requirements that may be found at the bottom of this form.

### EDUCATION – MASTER, CERTIFICATE, CREDENTIAL, AUTHORIZATION

- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
  - Credential Students are required to submit two official copies of each transcript
- Two Recommendations from previous professors or current or previous work supervisors using form obtained from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu)
- 1-3 page personal statement
- Interview with Education Faculty (contact your Enrollment Counselor for more information)
- Credential Students are preferred to have taken the CBEST and CSET exams, however you may be admitted prior to completion of those exams provided you complete them within the first 15 units of your program

### MASTER OF ARTS IN ENGLISH – THE WRITER’S CRAFT

- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))
- 15-20 page writing sample (contact your Enrollment Counselor for more information)

### CULTURE AND SPIRITUALITY – MASTER OF ARTS, CERTIFICATE, SABBATICAL

- Master applicants only - Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- Certificate and Sabbatical applicants only - Unofficial Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion
  - A Bachelor Degree may be waived for Certificate & Sabbatical candidates with permission of the Program Director in the form of a written letter stating that the applicant is capable of doing advanced work.
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))

### MUSIC – MASTER, CERTIFICATE

- Master, Certificate and Kodály Summer Level 3- Official Transcripts of ALL college/university coursework completed previously, including date of Bachelor Degree completion (must be in sealed envelope from Registrar of college/university).
- Kodály Summer Level 1 and 2 - Unofficial Transcripts showing Bachelor Degree in progress or Bachelor Degree completed.
- 1-3 page statement of purpose
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))
- Audition with the Music Faculty (contact your Enrollment Counselor for more information)

### COUNSELING AND FORENSIC PSYCHOLOGY - MASTER OF ARTS, CERTIFICATE

- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- 1-3 page statement of purpose
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))
- Interview with the Program Director (contact your Enrollment Counselor for more information)

## NURSING – MASTER OF SCIENCE, CERTIFICATE

- Bachelor of Science in Nursing Degree and a Current RN License (If you have a bachelor's degree in another field, you are eligible for the Pathway program)
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))
- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- 1-2 Page Written Personal Statement addressing the following:
  - Why you have chosen this particular program
  - Your plan upon completion of the program

## MASTER OF SCIENCE IN NURSING AND MASTER IN BUSINESS ADMINISTRATION

- Bachelor of Science in Nursing Degree and a Current RN License (If you have a bachelor's degree in another field, you are eligible for the Pathway program)
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors (May obtain a Graduate Academic Recommendation Form from your Enrollment Counselor or at [www.hnu.edu](http://www.hnu.edu))
- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- Courses in statistics and research at the undergraduate level
- Resume
- 1-2 Page Written Personal Statement addressing the following:
  - Why you have chosen this particular program
  - Your plan upon completion of the program

## MASTER IN BUSINESS ADMINISTRATION

- Official Transcripts of ALL college/university coursework completed previously, including date of bachelor degree completion (must be in sealed envelope from Registrar of college/university)
- Two Recommendations (letter or form) from previous professors or current or previous work supervisors. Form may be obtained from your enrollment counselor or at [www.hnu.edu](http://www.hnu.edu)
- 1-3 page personal statement addressing the following:
  - Why you have chosen this particular program
  - Your plan upon completion of the program
- Resume

## INTERNATIONAL STUDENTS

- International Student Transcripts are evaluated by World Education Services (WES), a professional evaluation service. From each school you attended, request two copies of Official Transcripts to be sent in a sealed envelope. One copy should be mailed to Holy Names University, Office of Admissions and the second copy should be mailed to World Education Services (WES).
  - Visit [www.wes.org/students](http://www.wes.org/students) to create an account and sign up for WES ICAP, Course by Course Evaluation for \$195. After all required documents and payment have been submitted to WES, HNU will receive the completed evaluation in 7 days.
- Test of English as a Foreign Language (TOEFL) with a score of 550 (paper-based), 213 (computer based) or 79 (internet based) or higher if English is a second language