Print Form

graduate school in child development
erikson institute

## USER INSTRUCTIONS FOR ERIKSON INSTITUTE'S ONLINE APPLICATION SYSTEM

1. You can begin your application and return to it at a later time. There is no limit to the number of times you can return to edit your application before submitting it. However, once you've submitted the application, you will not be able to make additional changes.

2. When you save or submit your application, you will have the option to request that your application key code (a unique password that allows you to return to your application) be sent to you via e-mail. Make sure to enter the e-mail address where you'd like the key code to be sent. The key code will also be presented to you onscreen and you can write it down for future reference. If you request a key code to be e-mailed to you and you do not receive it, please send an e-mail to admission@erikson.edu and we will sent it to you within 24 hours.

3. Depending on how long you choose to work on your application, you may experience a system time-out. We recommend that you save your application in regular intervals. If you receive a server error message, close your browser window completely and re-launch it to continue working on your application.

4. Please complete your essay responses, including work experience and honors/awards that you have received, in MS Word (or a similar word processing software) and then copy and paste your responses into the essay response boxes.

5. Erikson uses a self-managed application process. Please submit the remaining application materials (letters of recommendation, applicant self-disclosure form) once you have collected all of them. Your official, sealed transcripts, however, should be mailed to Erikson's Office of Admission directly from each college/university that you have previously attended. Note: You must submit an official transcript from each institution, even if you did not receive a degree/certificate from that institution.

6. If you need additional assistance with the application process, please feel free to contact us at 312-755-2250 or send us an e-mail at admission@erikson.edu.

# Application for Admission Checklist
# Ph.D. program in Child Development

Thank you for completing our online application for admission to the Ph.D. program in Child Development. The Doctoral Admission Committee is unable to review incomplete applications for admission. Therefore, we ask for your assistance in ensuring that all of your supporting documents are postmarked no later than February 1, 2010 so that we can give full consideration to your application. Please note that applicants to the Ph.D. program must also submit the requisite application materials to Loyola University Chicago.

With the exception of official GRE score reports and official transcripts which must be sent to Erikson directly from the issuing college or university, we ask that you collect and submit all application materials (including letters of recommendation) together.

Please place your initials next to each of the following items to indicate that it is complete.

___ I have requested official, sealed transcripts to be sent to Erikson Institute from ALL previous colleges and universities that I have attended. I understand that Erikson cannot accept transcripts that have been issued to me.

___ I have requested an official GRE exam score to be sent to Erikson Institute.

I am enclosing all of the following items in support of my application for admission to Erikson Institute:

___ Research paper or other academic writing sample

___ Applicant Self-Disclosure Form

___ 3 letters of recommendation. Letters should be placed in a sealed envelope with the recommender's signature across the flap.

**International applicants:** Please place your initials next to each of the following items to indicate that you are submitting the additional credentials required of international applicants.

___ I have requested an official course by course transcript evaluation report for each transcript that I am submitting to Erikson Institute.

___ I have requested official TOEFL or IELTS test scores to be sent to Erikson Institute.

_____ _____

Applicant signature Date

Please return this checklist along with all of the items noted above to:

Erikson Institute
Office of Admission
451 North LaSalle Street
Chicago, Illinois 60654-4510

# Applicant Self Disclosure Form & Permission for Background Check

The Institute requires the following disclosures both to comply with state law regarding field placements and also to ensure a safe environment for all members of the Institute community. The existence of a conviction or past disciplinary problem in your record does not necessarily mean that you will be denied admission to Institute programs or dismissed from the programs. Each case is evaluated individually on its facts and not all convictions or disciplinary actions are considered disqualifying to the course of study at the Institute. Please answer the following questions honestly; any false or misleading statements may result in rescission of admission or dismissal. Prior to beginning an internship, each student will be required to undergo and successfully complete a name-based student background check.

Name: _____ Social Security #: _____

1. Have you ever had a professional certificate or license denied, suspended or revoked?
   ☐ Yes ☐ No

2. Have you ever been convicted of a felony or any sex, narcotics or drug offense?
   ☐ Yes ☐ No

   *For purposes of this form, a "conviction" includes any plea of guilty or finding of guilt by a judge or jury to charges that you committed a crime other than a minor traffic offense. This includes any pleas of no contest or nolo contendre, or any conviction currently being appealed.*

   *You need not disclose any instance in which you were (1) arrested but not charged, (2) arrested and charged but the charges were dropped, (3) arrested and tried but found not guilty by a judge or jury, (4) arrested and found guilty, but the conviction was reversed on appeal, or (5) found or pleaded guilty but were subsequently pardoned.*

3. Have you ever been named by an agency responsible for child welfare as a perpetrator in any indicated report of child abuse or neglect if such report was not reversed after exhaustion of any appeal?
   ☐ Yes ☐ No

If you answer "yes" to any of the above questions, you are required to furnish complete details, including date, place, and documents (including police reports, certified court records, or any other documents constituting judicial, legislative, or agency decisions relating to the conduct at issue). Please answer these questions honestly; any false or misleading statements may result in rescission of admission or dismissal.

I, _____ understand that I have a continuing duty to disclose and agree to notify the Institute immediately of any conviction that occurs while I am enrolled at the Institute. I understand that I may be asked to respond to follow-up questions at subsequent intervals, to undergo fingerprinting analysis at the request of outside field placement entities, or to agree to an updated criminal background check during my studies at the Institute.

By my signature below, I authorize the Institute to obtain information from appropriate persons to validate or learn more about the above-referenced conduct or circumstances. I authorize the pertinent government agencies to disclose to appropriate officials of the Institute, on a strict need-to-know basis, the facts and circumstances of my criminal convictions, incarcerations, probations, and parole, if any. Finally, I consent to this disclosure to permit the Institute to make informed, education-related decisions regarding my admission, participation in internships or other field service, or continued studies at the Institute.

_____ _____

Applicant signature Date

# Recommendation for Admission
# Ph.D. program in Child Development

Applicant's Name _____
(Last) (First) (Middle) (Maiden/Birth name)

Address _____
(Street)

_____
(Street)

_____ _____ _____
(City) (State) (Country, if not U.S.) (Zip/Country code)

Daytime Telephone (_____) _____ E-mail address _____

**APPLICANT:** Please check the option of your choice and sign and date this form before submitting to recommender. If there is no applicant signature, this will be treated as a non-confidential recommendation.

_____ I wish to have access to this letter of recommendation; it will not be confidential and will be incorporated into my file for the purpose of seeking admission to Erikson Institute.

_____ I waive my rights of access to this letter of recommendation and request that it be incorporated into my file for the purpose of seeking admission to Erikson Institute.

Applicant's signature _____ Date _____

**RECOMMENDER:** Please attach a statement which includes your estimation of the candidate's: 1) intellectual and academic capabilities and prospects for future development in research and teaching; 2) experience with children and families and knowledge of child development; 3) stability, reliability, relationships with colleagues, and reactions to criticism.

Indicate with an "X" in the appropriate column your opinion of the applicant regarding each of the following characteristics. Compare the applicant to persons you know (or have known) who hold, or are candidates for, a doctoral degree.

| | Top 5% | Top 10% | Top 25% | Top 50% | No evidence |
|---|---|---|---|---|---|
| Speaking ability | _____ | _____ | _____ | _____ | _____ |
| Writing ability | _____ | _____ | _____ | _____ | _____ |
| Critical thinking | _____ | _____ | _____ | _____ | _____ |
| Motivation | _____ | _____ | _____ | _____ | _____ |
| Persistence | _____ | _____ | _____ | _____ | _____ |
| Leadership | _____ | _____ | _____ | _____ | _____ |
| Ability to relate to others | _____ | _____ | _____ | _____ | _____ |

Signature of recommender _____ Date _____

Name and title: _____

Organization _____

Address: _____

Daytime Phone (_____) _____ E-mail address _____