

# Application Instructions



SIT Admissions counselors work with individual applicants from initial inquiry to program enrollment. Academic ability, career goals, cross-cultural experiences, ability to work well with others, adaptability, and ability to analyze cross-cultural and professional experiences are considered when reviewing applications. A variety of methods is used to assess these qualities, including an essay, review of past academic performance, references, and, in some cases, a personal interview.

## General Admissions Process

Please visit our Web site at [www.sit.edu/graduate](http://www.sit.edu/graduate) for detailed instructions. We do not require applicants to take either the Graduate Management Admissions Test (GMAT) or the Graduate Records Examination (GRE). Please be sure to include the following when submitting your application:

- A completed **application form**, signed and dated. To apply online, visit [www.sit.edu/graduate](http://www.sit.edu/graduate).
- A \$50 (US) **application fee**. No application will be processed prior to receipt of this fee.
- A 3–5 page **essay**, typed in English, answering **all** of the questions found in the **essay questions** box on page 2.
- Official transcripts** from all previous colleges or universities (including study abroad programs). **Note:** In some countries, the term “transcript” may not be a familiar term. To be official, a transcript must include the following information: (1) your name, (2) the institution’s name, (3) the dates you attended the institution, (4) the titles of the specific courses or subjects in which you were enrolled, (5) the number of hours of instruction or other learning involved in each course or subject, (6) the grade, mark, or other evaluation you received for each course or subject, and (7) any degree, diploma, certificate, or other qualifications awarded for completion of studies. To be official, the document(s) must contain the institution’s stamp or other certification that clearly indicates authenticity. In cases where the above requested information is not available, an applicant should contact the SIT admissions office for advice on the best way to proceed. In cases where the transcript is not in English, an original certified translation must accompany the official document.
- Three (3) **letters of reference** sent directly to SIT from the reference writers. If possible, please send a reference from a current or most recent supervisor who knows your work. Do not submit more than two academic references. Copy the Personal Reference Form and fill out the top portion of each form before submitting it to each reference writer. **Note:** If a reference is received without a Personal Reference Form accompanying it, you will automatically waive your right of access to that letter.
- Documentation of English Proficiency (*see next page*)



## DOCUMENTATION OF ENGLISH PROFICIENCY

Applicants whose first language is not English and who did not attend an undergraduate institution at which the language of instruction was English must take either the TOEFL (Test of English as a Foreign Language) or the IELTS (International English Language Testing System.) Applicants taking the TOEFL must receive a minimum score of 550 on the paper-based test or 213 on the computer-based test. Applicants taking the IELTS must receive a score of Band 6.0 or higher. These scores are considered the minimum proficiency needed to undertake graduate-level work. Scores must be dated within two years of the start date of your academic program. For the new Internet-based Test of English as a Foreign Language (TOEFL iBT), SIT's operational standard for admission for applicants whose first language is not English and who did not attend an undergraduate institution at which the language of instruction was English is a minimum total score of 79. This includes section scores of at least 24 on the Writing section and 23 on the Speaking section. These section scores should be considered guidelines for recommended minimum scores on the new TOEFL exam.

You can request to have your official scores sent to the SIT admissions office. SIT's institution code number is **3788**. Information about these tests is available using the following Web addresses: [www.toefl.org](http://www.toefl.org) or [www.ielts.org](http://www.ielts.org)

Once all your application materials have been received, the Admissions Committee will review your folder for a decision.

All applicants are encouraged to visit the SIT campus, if possible.



## Essay Questions

### For the Master of Arts in Teaching Program

- Please describe an intercultural interaction you have had and how it has been important and significant in your life. How can you use that experience to contribute to SIT's learning environment?
- Why do you want to attend SIT? What are your personal, educational, and career goals, and how will the MAT degree help you to achieve those goals?
- What personal qualities and experiences do you bring to the program that can be of benefit to other students? Please include your language teaching experience.

### For all other Master's Programs

- Please describe an intercultural interaction you have had and how it has been important and significant in your life. How can you use that experience to contribute to SIT's learning environment?
- What effect have intercultural experiences had on your education and career choices?
- What is the relationship between your personal/career goals and the mission and goals of SIT? How can SIT help you to further define your goals?

### Additional questions for Low-Residency International Education candidates

- What is your experience and familiarity with instructional technology, distance learning and/or independent learning that you feel will help you be successful in a low-residency master's degree or graduate certificate program?
- Please describe the setting (work or otherwise) in which you will apply learning to and from the Low-Residency Program while you are enrolled. How do you envision this setting will contribute to your own learning and the learning of others in your cohort?

# Application

SIT Graduate Institute

a program of World Learning



**MASTER of ARTS in TEACHING English to Speakers of Other Languages**

**ACADEMIC YEAR PROGRAM**

September \_\_\_\_\_ (year)

*Additional Options*

- Teacher Training and Professional Development Institute

**MASTER of ARTS in CONFLICT TRANSFORMATION**

September \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

*Optional concentration*

- Conflict and Development  
 Arts and Theater in Social Change  
 Youth Program Leadership

*Optional programs — choose one*

- Master's International Programs with US Peace Corps  
 Master's Community Development Program with AmeriCorps\*VISTA  
 Joint CONTACT Graduate Certificate/Master of Arts

**MASTER of ARTS in INTERNATIONAL EDUCATION, On-Campus**

September \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

*Optional concentrations — choose one*

- International Education Advising  
 Educational Exchange Management  
 Youth Program Leadership

*Optional programs — choose one*

- Master's International Programs with US Peace Corps  
 Master's Community Development Program with AmeriCorps\*VISTA

**MASTER of ARTS in INTERNATIONAL EDUCATION, Low-Residency**

June \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

**LOW-RESIDENCY GRADUATE CERTIFICATE in INTERNATIONAL EDUCATION**

June \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

**MASTER of ARTS in SUSTAINABLE DEVELOPMENT, Vermont**

September \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

*Optional concentrations — choose one*

- Community Development and Social Action  
 Development Management  
 Policy Analysis and Advocacy

*Optional programs — choose one*

- Master's International Program with US Peace Corps  
 Master's Community Development Program with AmeriCorps\*VISTA

**MASTER of ARTS in SUSTAINABLE DEVELOPMENT, Washington, DC**

September \_\_\_\_\_ (year)

**MASTER of ARTS in INTERCULTURAL SERVICE, LEADERSHIP, and MANAGEMENT**

September \_\_\_\_\_ (year)      January \_\_\_\_\_ (year)

*Optional programs — choose one*

- Master's International Program with US Peace Corps  
 Master's Community Development Program with AmeriCorps\*VISTA  
 Joint CONTACT Graduate Certificate/Master of Arts

**Personal Information**Name \_\_\_\_\_  
*family first middle preferred name*

Mailing address \_\_\_\_\_

Dates to use this address for mailing \_\_\_\_\_

Home telephone \_\_\_\_\_ Business telephone \_\_\_\_\_  
*area code or country and city codes area code or country and city codes*

Primary email for all admissions purposes \_\_\_\_\_

Permanent address \_\_\_\_\_

Permanent telephone \_\_\_\_\_ Fax \_\_\_\_\_  
*area code or country and city codes area code or country and city codes*Date of birth \_\_\_\_\_ Country of birth \_\_\_\_\_  
*month/day/year*

Country(ies) of citizenship \_\_\_\_\_

US Social Security number \_\_\_\_\_ Gender \_\_\_\_\_

Non-US citizens, currently in the US, please indicate US visa status:  student  tourist  work permanent resident  exchange visitor  other *Please indicate* \_\_\_\_\_Will you be applying for financial aid?\*  yes  no*\* Applicants must complete separate application forms for consideration for financial aid. Please visit our Web site [www.sit.edu/graduate](http://www.sit.edu/graduate) for detailed instructions.***Educational Background****Indicate all academic institutions (including study abroad programs) you have attended or are currently attending. (Please indicate if your transcripts are in a name different than that on your SIT application.)**

Schools (city, state, or country)	Dates attended (mm/yy)	Diplomas, certificates, and degrees (years awarded)	Field of concentration or major interest
secondary school			
college/university			
college/university			
college/university			
college/university			

**Record of Employment and/or Teaching Experience****Please also submit a résumé or curriculum vitae.**

Dates (mm/yy)	Organization name and address (Please do not abbreviate.)	Position title

Applicant \_\_\_\_\_

**References**

*Please list names and relationships. Note: All references must be academic or professional in nature.*

- 1. \_\_\_\_\_
- 2. \_\_\_\_\_
- 3. \_\_\_\_\_

**Other Relevant Experience**

*Excluding items covered under Record of Employment and/or Teaching Experience, list organizational affiliations, volunteer activities, special skills, independent projects, and cross-cultural activities. (Attach additional sheets or a résumé, if necessary.)*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Language Experience**

*Please indicate all languages you have studied. Second language proficiency is considered in the admissions process but is not required for admission to the program unless indicated. Under "Ability Level," please choose from the following:*

- Novice-Low:** Oral production consists of isolated words and a few high-frequency phrases.
- Novice-Mid:** Oral production continues to consist of isolated words and learned phrases within very predictable areas of need, although quality is increased.
- Novice-High:** Able to satisfy partially the requirements of basic communicative exchanges by relying heavily on learned utterances but occasionally expanding these through simple recombinations of their elements.
- Intermediate-Low:** Able to handle successfully a limited number of interactive, task-oriented, and social situations.
- Intermediate-Mid:** Able to handle successfully a variety of uncomplicated, basic, and communicative tasks and social situations.
- Intermediate-High:** Able to handle successfully most uncomplicated communicative tasks and social situations.
- Advanced-Low:** Able to participate actively in most informal and a limited number of formal conversations or activities.
- Advanced-Mid:** Able to satisfy the requirements of everyday situations and routine school and work requirements.
- Advanced-High:** Able to satisfy the requirements of a broad variety of everyday, school, and work situations.
- Superior:** Able to speak the language with sufficient accuracy to participate effectively in most formal or informal conversations on practical, social, professional, and abstract topics.

What is your first language? \_\_\_\_\_

Language \_\_\_\_\_ How Acquired \_\_\_\_\_

Number of Years Studied \_\_\_\_\_ Ability Level \_\_\_\_\_

Language \_\_\_\_\_ How Acquired \_\_\_\_\_

Number of Years Studied \_\_\_\_\_ Ability Level \_\_\_\_\_

Language \_\_\_\_\_ How Acquired \_\_\_\_\_

Number of Years Studied \_\_\_\_\_ Ability Level \_\_\_\_\_

Language \_\_\_\_\_ How Acquired \_\_\_\_\_

Number of Years Studied \_\_\_\_\_ Ability Level \_\_\_\_\_

*Please submit additional page of language experience, if necessary.*

**Billing Information**Please send the invoice for the SIT Graduate Institute to:  Me  My parent/guardian  OtherName \_\_\_\_\_  
*family first middle preferred name*Title  Mr.  Mrs.  Ms.  Other (*Please indicate.*) \_\_\_\_\_

Billing address \_\_\_\_\_

Home telephone \_\_\_\_\_ Business telephone \_\_\_\_\_  
*area code or country and city codes area code or country and city codes*

Fax \_\_\_\_\_ Email \_\_\_\_\_

**Optional Information*****US citizens and permanent residents, please indicate ethnic background:***Are you Hispanic/Latino?  Yes  NoFor non-Hispanics only, please indicate your ethnic background:  American Indian/Alaska Native  Asian  
 Black/African American  Native Hawaiian or other Pacific Islander  White  2 or more racesWhen you attend SIT, will you be relocating any family members to Brattleboro?  Yes  NoIf yes, please indicate:  Spouse/partner  Children How many children? \_\_\_\_\_Name of spouse/partner \_\_\_\_\_  
*family first middle preferred name***Other Information*****If you or any members of your family have participated in any World Learning program, including SIT, SIT Study Abroad, and The Experiment in International Living, please indicate in what country and year.***

Participant (name)	Relationship	Program Country	Year
_____	_____	_____	_____
_____	_____	_____	_____

How did you first hear about SIT?  
\_\_\_\_\_What additional contact have you had with SIT since then?  
\_\_\_\_\_  
\_\_\_\_\_

Have you requested information from SIT, The Experiment in International Living, or World Learning?

 Yes  NoNames, addresses, and email addresses of others who would like to receive an SIT Graduate Institute Viewbook:  
\_\_\_\_\_  
\_\_\_\_\_

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

***Credits earned at the SIT Graduate Institute are transferable only at the discretion of the receiving school.******Please send your completed application, required essay, and nonrefundable \$50 processing fee to:***

SIT Graduate Institute, Admissions Office

1 Kipling Road, PO Box 676

Brattleboro, Vermont 05302-0676 USA

***Make checks payable to: SIT Graduate Institute***



## Personal Reference Form

Complete the applicant information and confidentiality statement, then copy this form as many times as necessary before submitting it to your reference writers.

### Applicant Information

Name of applicant \_\_\_\_\_

Telephone \_\_\_\_\_

Address \_\_\_\_\_

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

This is a change of address

has applied for admission to the following program at the SIT Graduate Institute:

- |  |   |
|--|---|
| <input type="checkbox"/> Master of Arts in Conflict Transformation                     | <input type="checkbox"/> Master of Arts in Intercultural Service, Leadership, and Management      |
| <input type="checkbox"/> Master of Arts in International Education, On-Campus          |   |
| <input type="checkbox"/> Master of Arts in International Education, Low-Residency      | <input type="checkbox"/> Master of Arts in Teaching English to Speakers of Other Languages (ESOL) |
| <input type="checkbox"/> Low-Residency Graduate Certificate in International Education |   |
| <input type="checkbox"/> Master of Arts in Sustainable Development, Vermont            |   |
| <input type="checkbox"/> Master of Arts in Sustainable Development, Washington, DC     |   |

### Confidentiality Statement

**Note to applicant: Please read and sign before giving this form to your reference**

I, the undersigned, understand that students over the age of eighteen years, or their parents if the student has not yet attained the age of eighteen, have the right under Section 438 of the General Education Provisions Act (Public Law 90-247) to review the student's confidential file prepared by the SIT Graduate Institute as part of its admissions process. I further understand that, under Section 99:6 of the same law, such rights of access may be waived by the student or his or her parents. I understand that confidential recommendations are not required in the admissions process.

**Please check one.** I, the undersigned, therefore  **waive**  **do not waive** the right to examine this recommendation submitted in connection with my application for admission to the SIT Graduate Institute.

Signature of applicant \_\_\_\_\_ Date \_\_\_\_\_

### Instructions for Reference Writer

The applicant has given your name as a reference. We appreciate your evaluation of this person's academic ability and potential for intercultural or international work. Please include comments regarding the applicant's personality, maturity, judgment, emotional stability, ability to work closely with others, motivation, initiative, tact, work habits, qualities of leadership, and adaptability in new and challenging situations, as well as comments on work. State how long and in what capacity you have known the applicant. (Note for Master of Arts in Teaching references: We are especially interested in your remarks concerning this person's potential as a teacher.) If you have already prepared a reference for this applicant and it is relevant for application to the program indicated above, feel free to send a copy in addition to using this form. Thank you.

**Note: Please submit this form along with your letter of reference.**

Name of reference \_\_\_\_\_ Date \_\_\_\_\_

Official position \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

**Reference:** Please check here  if this reference may be used in a placement file after the applicant's matriculation at SIT Graduate Institute.

**Submit this form to:**

SIT Graduate Institute, Admissions Office, 1 Kipling Road, PO Box 676 Brattleboro, VT 05302-0676 USA  
Telephone (802) 258-3510 Toll-free in US (800) 336-1616 Fax (802) 258-3500

# SIT Graduate Institute

a program of World Learning



[www.sit.edu/graduate](http://www.sit.edu/graduate)

SIT Graduate Institute  
1 Kipling Road, PO Box 676  
Brattleboro, Vermont  
05302-0676 USA

Toll-free in US: 800-336-1616  
Tel: 802-258-3510  
Fax: 802-258-3500  
[admissions@sit.edu](mailto:admissions@sit.edu)

World Learning's academic programs offered through SIT (formerly School for International Training), are accredited by the New England Association of Schools and Colleges, Inc. Inquiries regarding the accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact: Commission on Institutions of Higher Education, New England Association of Schools and Colleges, 209 Burlington Road, Bedford, MA 01730-1433, 781 271-0022, E-mail: [cihe@neasc.org](mailto:cihe@neasc.org).

It is the policy of World Learning to provide equal employment and educational opportunities for all persons regardless of age, ethnic origin, gender, nationality, physical or learning ability, race, religion, sexual orientation, gender identity, protected veteran's status, or any other legally protected status.