Intent to Apply for License

This form is to be completed by students in a K-12 licensure program and submitted during the semester of program completion. This form must be on-file with the Graduate Programs office before student is eligible to graduate.

Name: _____ Merrimack College ID: _____

S. S. #: _____ - _____ - _____ Date of Birth: _____ / _____ / _____

License Sought: _____ Initial _____ Professional Field: _____ Grades: _____

REQUIREMENTS:

Degree Status: _____ I completed my baccalaureate degree at _____
(Please ensure baccalaureate degree is on file with the Massachusetts Department of Education if degree is from a college or university other than Merrimack College.)

_____ I have completed my master's degree at Merrimack College.

_____ I have not completed my master's degree. I anticipate graduating _____.

Practicum: _____ I completed a practicum assignment. Location: _____

_____ I qualified for a reduction in practicum based on previous teaching experience.
(Copy of letter is attached.)

Application: _____ I applied online with the MA Department of Education for licensure on _____.
(COPY OF ONLINE RECEIPT IS ATTACHED.)

_____ I do not intend to apply for licensure.

REQUEST FOR OFFICIAL TRANSCRIPT:

_____ I completed a Transcript Request Form on _____ and have forwarded a request to the Merrimack College Registrar's Office. Please do not request a transcript until your last course grade has been submitted.

(The Registrar's office will not release an official transcript to the Graduate Programs Office without the necessary request form on file.)

OFFICE USE ONLY:

_____ Qualifies for license specified _____ Does not qualify for license By: _____

Online endorsement for Licensure: _____ By: _____

Transcripts sent to MA DOE: _____ By: _____