

Master of Arts in Conflict Facilitation and Organizational Change

Application for Admission Form

Required Application Materials

1. To apply for the MACF program, applicants must submit the following materials:

- Attached application form
- Small color photo of yourself
 - Resume/CV, which includes educational background, including name of undergraduate institution(s) and date and type of degree awarded and relevant work experiences, including volunteer activities, political projects, counseling experience, conflict resolution, etc.
- Essay answering the attached questions
- Official transcripts from all universities attended. To enroll in the program, the student must have completed a baccalaureate degree from a school that is regionally accredited, authorized to confer degrees in Oregon, or otherwise approved by the Oregon Student Assistance Commission, Office of Degree Authorization.
 - If the transcripts are not in English, you must also submit a certified translation of the transcript.
 - If the transcript is not from a U.S. university you must also get a "General" report from www.ierf.org, an Equivalency evaluation service.
- If you are transferring from another process work program, the admissions committee will check on past experience, progress, outcome, and ask for references from former advisor or committee.
- Three letters of recommendation using the Recommendation form. These can be emailed to us. See details below.
- Application fee of \$75 (this may be paid by check, cash, credit card or wire transfer, please contact us for details)

2. If the initial application form and essay are accepted, the applicant is invited to a telephone interview with two members of the admissions committee.

3. If you are an international student and will need a student visa there are additional materials you will need to submit.

Please send in the form, the essay, Resume/CV in electronic form (either Word doc or PDF file) to pwi@processwork.org. Please contact PWI about how you want to pay your application fee.

The Process Work Institute is committed to inner and outer diversity, and admits students of any race, color, national origin, gender, age or sexual orientation.



2049 NW Hoyt Street, Portland, Oregon 97209
503-223-8188 • Fax: 503-227-7003 • pwi@processwork.org

Application for MACF Admission

Information about you

Name

First

Last

Address

Street

Address line 2

City

State/Province/Region

Zip/Postal Code

Country

Contact

Email

Phone

I, the applicant, affirm that the statements made in this application are true and complete. Furthermore, I release the information contained in this application to PWI for use in evaluating my application for consideration in the MACF program at PWI.

Applicant Signature

Date

Essay Questions

Please attach an autobiographical essay which includes the following sections. Essays must be typed, double-spaced on single-sided sheets. The essay should be no more than 1500 words.

- What life events, personal experiences, dream or inspirational experience motivates you to study and work with conflict and organizations, and to seek a degree in this field?
- How does your personal background, including your work and education, contribute to your interest in this field?
- Please describe your ability to work with conflict. What situations do you find challenging? What makes you suited for working with conflict, emotional tension, and cultural diversity?
- Describe one of the most challenging psychological or emotional crises you have had in your life, how you dealt with it, or continue to deal with it, and what you have learned from undergoing it.
- What would you like to do with this degree? How will this degree help you attain your life goals?
- Please assess your ability to organize your own study and to work independently.
- What educational and professional resources are available in your community to assist you in achieving your educational goals?

Letters of Recommendation

Please submit at least three completed recommendation forms, from three different types of referents listed below. Letters of recommendation should NOT come from your personal therapist. The people recommending you should send the forms directly to PWI.

- a. Teacher
- b. Supervisor
- c. Employer
- d. Work Colleague
- e. Peer

Non Native English Speaking Students

Because of its experiential learning style, the MACF program requires a high degree of verbal participation. For this, non-native English speakers need to be conversant in spoken and written English, as demonstrated by the following minimum scores:

- 530 on the paper-based Test of English as a Foreign Language (TOEFL PBT)
- 71 on the Internet Based Test (iBT)
- 6.5 on the International English Language Test (IELTS)
- 50 on the PTE Academic Score Report;

Or, alternatively,

- A minimum grade of Level 3 on the ACT COMPASS's English as a Second Language Placement Test;
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam;
- A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited/recognized accredited college or university where the language of instruction was English; "B" or higher for Master's, First Professional Degree or Professional Doctoral Degree.
- A transcript indicating a grade of "C" or higher in an English composition course from an appropriately-accredited/recognized college or university; "B" or higher for Master's, First Professional Degree or Professional Doctoral Degree

I will be submitting my scores for:



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Transcripts

Please list the names of the institutions which will be sending us copies of your transcripts. Please have your transcripts mailed to:

Attn: Registrar
Process Work Institute
2049 NW Hoyt St.
Portland OR 97215

International Students: If your transcripts are not in English, they need to be translated by a certified translator and the translations sent with the originals.

Institution Name

Institution Location

Institution Name

Institution Location

Institution Name

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Institution Name

Institution Location



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Application Check List

To help ensure that you have included all application materials, please use the following check-list.

- Application Form
- Photo
- CV/Resume
- Essay
- Transcripts form with institution names
- Non-Native English Speaking Students Form and Scores
- Application Fee