

Application for Graduate Admission



**Missouri
State**
UNIVERSITY

INSTRUCTIONS - APPLICATION FOR GRADUATE ADMISSION

Missouri State University

We are pleased that you are applying to graduate school at Missouri State University and hope that the following instructions will be helpful to you in completing your application. Please follow them closely.

- Application Fee.** An application fee is required of all first-time graduate applicants. The current application fee is \$30.00 for fall, spring, and summer semester. This fee is non-refundable and is not transferable to another student's application. Complete the front and back of the Application for Graduate Admission. Send the application to the Graduate College along with the application fee if you are a first-time graduate applicant at Missouri State University. **No application will be processed without the application fee.** If you are requesting to be readmitted, you may not need to pay the application fee again. The application fee is good for one year. If you were admitted within the last year (academic year, rather than calendar year) you will not be required to pay the fee again. Also, if you were admitted in the past to the Graduate College and have completed at least one class as a graduate student, you will not need to repay the application fee.
- Application Deadline.** The application deadline (to avoid a late fee) is set as follows: Fall semester, July 20; Spring semester, December 20; and Summer semester, May 20. However, **graduate students are strongly encouraged to apply six weeks before the start of the semester.** Please note that some departments have specific once a year deadlines (e.g., Communication Sciences and Disorders has a deadline of February 1 for the fall semester). Check departmental listings in the Graduate Catalog to see if your department of interest has a specific deadline. Students applying after the published application deadline dates will be required to submit a \$25 late fee in addition to the \$30 application fee.
- Late Applicant.** Students who submit the required forms and transcripts for admission to graduate study after the deadline may, at the discretion of the Graduate College, be admitted as a non-degree seeking student pending full review of application materials.
- Social Security Number.** Disclosure of your Social Security Number (SSN) is voluntary. In certain cases (e.g., with federal financial aid applications and for employment purposes), disclosure of SSN is required by law. If you provide your SSN, it will appear on your student identification card and be used for various University administrative purposes. If you do not provide your SSN, a student number will be assigned to you.
- Transcripts.** Request **two official transcripts** to be sent to the Graduate College. The Graduate College has access to your Missouri State University (Springfield campus) records; therefore, if you are a graduate of Missouri State, you do not need to request official transcripts. Transcripts are not considered official unless they are received directly from the institution granting them. Please note that a transcript hand-delivered by a student is considered unofficial even if it does have a seal from the other institution. Transcripts that should be provided include the one showing completion of a bachelor's degree and any course work taken since the completion of your bachelor's degree. As part of the admission process, your grade point average on your last 60 hours may need to be calculated; therefore you need to supply the Graduate College with official transcripts showing these hours.
- Standardized Tests.** Applicants to certain programs may be required to submit scores for the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE), or the Miller Analogies Test (MAT). See the program descriptions in the catalog for test requirements.
- Degree Seeking Student.** Below item #23 on the application, the appropriate degree that the student plans to seek can be checked. If a student is seeking a Master of Science in Education – Secondary Education, an emphasis area must be entered on the application form (please see list of emphasis areas below).

| | |
|---|---------------------------------------|
| Secondary Education (emphasis areas) | |
| Agriculture | Latin |
| Art | Mathematics |
| Biology | Music |
| Business | Natural Sciences |
| Chemistry | Physical Education |
| Earth Science | Physics |
| English | Social Science |
| French | Spanish |
| Geography | Speech & Theatre |
| German | Vocational Family & Consumer Sciences |
| History | |
- Non-Degree Seeking Student.**
 - Non-Degree Seeking:** Students who do not plan to pursue a master's or specialist's degree, but wish to complete course work for graduate credit.
 - Post Master's:** Students who have received a master's or higher graduate degree and wish to continue taking course work for graduate credit without pursuing another graduate degree.
- Accelerated Master's.** This is a program designed for well qualified Missouri State University undergraduate students who are planning to seek a master's degree in the same area as their undergraduate degree at Missouri State. The accelerated master's allows a student to receive credit for a few courses towards both his and her undergraduate and graduate degree. There are a limited number of programs that have this offering available. Please refer to the Graduate Catalog for full details.
- For-Credit Certificate Programs.** There are a limited number of departments who offer for-credit graduate certificates for students. Some of these certificates are designed to be taken along with a master's degree to give more specialized training in a particular area. Others are designed to be taken in addition to the master's degree to give additional skills. Please refer to the Graduate Catalog for full details.
- International Students.** Application for admission to graduate school by international students should be made on a separate application form. For information see <http://international.missouristate.edu> or contact International Student Services at (417) 836-6618 or internationalstudentservices@missouristate.edu.
- Application packet.**

Mail completed application packet to:

Graduate College
Missouri State University
901 S. National Avenue
Springfield, MO 65897

Phone: 417-836-5335
866-767-4723 (toll free)
MO Relay TDD Users 800-735-2966

Fax: 417-836-6888

Remember to include the application fee, if required, and to request transcripts as needed.

Missouri State University

Graduate College, 901 S. National Avenue, Springfield, MO 65897

Application for Graduate Admission

Please read instructions and print in ink or type.

1. Full Legal Name (Last, First, Middle Initial):

2. Social Security Number:

Last First MI Other Names

3. Birth date: ____/____/____ 4. Sex: Male Female 5. Email Address: _____
Month Day Year (Optional)

6. Mailing Address: _____
Number Street City State Zip Code

7. Telephone: () _____ - _____ 8. Legal Residence: City _____ County _____ State _____

9. If you are a Missouri resident, how long have you lived in Missouri? (check one)
 More than one year One year or less (If one year or less, indicate when you moved to Missouri) Month _____ Year _____

10. Parent/Guardian/Spouse Information (optional for applicants 21 years of age & older):
Name _____ Parent Guardian Spouse Other _____

11. Are you a United States citizen? Yes No
If no to #11, are you a permanent resident? Yes No If yes, please provide a copy of the front and back of your permanent resident card.
 No If no, please complete the international student application.

12. Current/most recent employment information:
Place of employment _____ Location (City & State) _____

13. Have you ever been convicted of a felony or dismissed/suspended from Missouri State University or another college or university for disciplinary reasons? Yes (If yes, please explain on a separate sheet) No

14. Ethnic Origin? (Optional – requested to comply with federal guidelines and will not be used in determining admission status)
 African American Asian American/South Pacific Islander European American (Caucasian)
 Mexican American/Latin American/Hispanic Native American/Alaskan Native Other _____

15. Have you served in the U.S. Armed Services? Yes No If yes, please indicate which branch: _____

16. Have you previously applied for admission or attended Missouri State University? Yes No
If yes, indicate semester and year of most recent application or attendance: Semester _____ Year _____

17. Type of Admission: New Graduate Readmission (you have previously attended Missouri State University as a graduate student)

18. Semester you are applying for: Fall (August) Spring (January) Summer (June) Year: _____

19. Where do you plan to take most of your classes? Springfield Day Campus Joplin Campus (including Neosho and Nevada)
 Springfield Evening Campus Other _____

20. How did you initially hear about the Missouri State University Graduate College/Program (i.e. friends, website, radio ad, etc)?

21. List all colleges previously attended. Please also list Missouri State University if you have attended. (Note: failure to list all colleges is considered falsification of records and may result in denial.)

| College | City & State | Degree Earned | Dates Attended | Credit Hours |
|---------|--------------|---------------|----------------|--------------|
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Continued (next page)

FOR GRADUATE COLLEGE USE ONLY (DO NOT WRITE IN THIS BOX)

Dept. _____ Prog. _____ Deg. _____ Advisor _____ App Fee _____ Coded By _____

