

GRADUATE PROGRAM ADMISSIONS REQUIREMENTS

MASTER OF BUSINESS ADMINISTRATION

- Completed application with \$25 non-refundable fee
- Official transcripts from each college attended (if currently enrolled, send preliminary transcripts now and final transcripts upon term completion)
- Three (3) MBA reference forms (available online)
- Official test scores from the Graduate Record Exam (GRE) or the Graduate Management Admission Test (GMAT) mailed from the testing company to the Graduate Admissions Office. Scores should be no more than five years old
- Additional requirements for international students (see below)

MASTER OF COMPUTER SCIENCE GRADUATE CERTIFICATE IN COMPUTER INFORMATION SYSTEMS

- Completed application with \$25 non-refundable fee
- Official transcripts from each college attended (if currently enrolled, send preliminary transcripts now and final transcripts upon term completion)
- Three (3) MCS reference forms (available online)
- Official test scores from the Graduate Record Exam (GRE) mailed from the testing company to the Graduate Admissions Office. Scores should be no more than five years old
- Additional requirements for international students (see below)

MASTER OF SCIENCE IN NURSING

Nursing Education **Leadership/Management**
Informatics **Family Nurse Practitioner**

GRADUATE CERTIFICATE IN NURSING Informatics Nursing Education

- Completed application with \$25 non-refundable fee
- Official transcripts from each college attended (if currently enrolled, send preliminary transcripts now and final transcripts upon term completion) showing a baccalaureate degree in nursing (BSN) from a regionally accredited college or university with g.p.a. of 3.0.
- Three (3) MSN reference forms (available online)
- Copy of current, unencumbered RN license from the state where the clinical course requirements will be met
- Resume
- Additional requirements for international students (see below)

MASTER OF EDUCATION

Elementary Education
Middle Grades Language Arts Education
Middle Grades Mathematics Education
Special Education

(Summer Admission Only)

- Completed application with \$25 non-refundable fee
- Official transcripts from each college attended (if currently enrolled, send preliminary transcripts now and final transcripts upon term completion)
- Two (2) completed MED Administrative Recommendation Forms (available online)
- Professional Profile (format outlined online)
- Commitment Letter (form online)
- Copy of Clear Renewable Teaching Certificate (T-4)
- Additional requirements for international students (see below)

EDUCATION SPECIALIST

Elementary Education
Middle Grades Education

- Completed application with \$25 non-refundable fee
- Official transcript showing Masters degree from an accredited university in the program area
- Eligible for an Induction Certificate
- Minimum of 3.0 GPA on the official final transcripts from all accredited institutions attended
- Two letters of recommendation (one from principal and one from school administrator)

All admitted students must present:

1. Lawful Presence Documentation

Students wishing to be considered for in-state tuition must provide the university with sufficient evidence that they are lawfully present in the United States and have maintained domicile in the state of Georgia for the 12 months preceding enrollment at Southwestern. One of the documents must be on file in order to receive this benefit: A FAFSA submitted to Southwestern verifying eligibility; a certified US birth certificate (a photocopy is not acceptable); a US Certificate of Naturalization; a US Certificate of Citizenship; A US Certificate of Birth Abroad; A current US Passport; A current Georgia Drivers License issued after January 1, 2008; a current military ID (service member only) or a current, valid Permanent Resident Card.

2. All admitted students must complete the GSW Immunization

Additional information for International Applicants

In addition to the requirements outlined above, International Students should provide the following documents:

- TOEFL or IELTS scores
- Josef-Silny course-by-course evaluation of all higher education course work from an International school

Once admitted, the student should provide the following documents for an I-20 to be issued:

- Foreign Student Financial Statement
- Affidavit/Letter of Financial Support by sponsor/parents
- Proof of Insurance/Purchase International Insurance

APPLICATION for GRADUATE ADMISSION

Office of Graduate Admissions

Georgia Southwestern State University

800 Georgia Southwestern State University Drive Americus, Ga 31709 graduateadmissions@gsw.edu www.gsw.edu

Please Print Clearly Use Ink or Type

I. PERSONAL INFORMATION

Social Security Number [][][][][][][][][] Date of Birth [][][][][][][][][]

Georgia Southwestern is allowed by law to request and use the Social Security Number according to federal and state guidelines. While you are not required to provide your Social Security Number, you are encouraged to do so. Your SSN is required for financial aid, educational tax benefits, and possible other purposes. This information may be disclosed only under certain circumstances.

Full Legal Name _____ Name on Transcript _____
LAST FIRST MIDDLE (If different from legal name)

Mailing Address _____ Home Phone () _____
STREET OR P.O. BOX

CITY STATE COUNTY ZIP CODE Cell Phone () _____

Permanent Address (if same as above, please check) [] _____ Home Phone () _____
STREET

CITY STATE COUNTY ZIP CODE Work Phone () _____

Email Address (please print clearly) _____

Emergency Contact: Name _____ [] parent [] guardian

Address _____ City _____ State _____ Zip _____

Home Phone () _____ Work Phone () _____ [] spouse [] other

GSW is required to report gender and race/ethnicity information to certain federal and state agencies as this data relates to civil rights compliance

Are you Hispanic? [] Yes [] No Gender: [] Male [] Female

What is your race? (choose one or more) [] American Indian [] Alaska Native [] Asian [] Black or African American [] Native Hawaiian or other Pacific Islander [] White

Have you ever been convicted or have charges pending of any criminal offense other than a minor traffic violation? [] Yes [] No If yes, attach a detailed explanation.

Have you ever been disciplined, suspended, or expelled or do you have pending charges from another college or university? [] Yes [] No If yes, attach a detailed explanation.

Official transcripts from EACH previous college attended must be mailed directly to the Admissions Office from the sending institution.

Are any of your family members alumni of GSW? [] Yes [] No

If yes, name(s) and relationship: _____

Father's highest education completed: _____ Mother's highest education completed: _____

II. ENROLLMENT INFORMATION

Applying for Program:

- Master of Business Administration
 Master of Computer Science
 Graduate Certificate in Computer Information Systems
 Master of Education
 Elementary Education
 Middle Grades Language Arts Education
 Middle Grades Mathematics Education
 Special Education

- Master of Science in Nursing
 Nursing Education
 Leadership/Management
 Informatics
 Family Nurse Practitioner
 Graduate Certificate in Nursing
 Informatics
 Nursing Education
 Education Specialist
 Elementary Education
 Middle Grades Education

Term you plan to attend: Fall Spring Summer Year _____ I plan on attending: Full-time Part-time

Name	City/State	Yrs. Attended from to	Graduation month/year	Degree earned
Last College Attended**				
Previous College				
Previous College				
Previous College				

Please attach other colleges attended to this application if more room is needed.

**Are you currently enrolled at your last college? _____

Otherwise, the application will be considered incomplete. Failure to list all school information will impact acceptance.

Have you taken the GRE? Yes No Date Taken _____ Verbal Reasoning Score _____ Quantitative Score _____ Analytic Writing Score _____

Have you taken the GMAT? Yes No Date Taken _____ Total Score _____ Quantitative Score _____
Integrated Reasoning Score _____ Analytical Writing Assessment Score _____

Have you applied to this institution before? Yes No If yes, _____ / _____

Have you ever attended this institution before? Yes No If yes, _____ / _____

How did you first learn about Georgia Southwestern? _____

III. TUITION CLASSIFICATION INFORMATION

- Citizenship Status: U.S. Citizen by Birth U.S. Citizen by Naturalization
 Alien, Non-Resident Permanent Resident*

(*Please attach copy of both sides of Alien Registration Receipt Card I-15)

Country of Citizenship (if not U.S.A.) _____ Place of Birth _____

Are you applying for In-State Tuition? Yes No

How long have you established and maintained domicile in Georgia? _____ yrs _____ mos

How long have you lived in the USA? _____ yrs _____ mos If GA resident, county of residence: _____

Will you need an I-20 Certificate of Eligibility required for a student VISA? Yes No

Have you established and maintained legal residence in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term in which you plan to enroll? Yes No

If you are under the age of 24, has a parent(s) or US court-appointed legal guardian established and maintained legal residence and domicile in Georgia for at least 12 consecutive months immediately preceding the first day of classes for the term in which you plan to enroll? Yes No

If you answered "yes" to either of the two preceding questions, all of the following must be answered:

What is your Georgia county of residence? _____

Have you ever lived outside of the state of Georgia? Yes No

If you have ever lived outside the state of Georgia and now live in Georgia, how long have you continuously lived in the state of Georgia at this time? _____ years _____ months

Have you graduated or will you graduate from a Georgia high school? Yes No

Did you (or your parents if you are claimed as a dependant) file a state income tax return this past year? Yes No

If yes, in which state did you file? _____

From what state is your driver's license issued? _____

From what state is your motor vehicle registration issued? _____

From what state is your voter registration issued? _____

IV. MILITARY INFORMATION

Home of Record: _____
STATE COUNTY

Are you currently active duty, a veteran, a member of the National Guard, or a Reservist in the U.S. Armed Forces? Yes No

If yes, answer the following questions:

Are you active duty, a veteran, a member of the National Guard, or a Reservist? _____

If you are currently active duty, National Guard, or Reservist, which branch of the military do/did you serve? _____

What is your home state of record? _____ Are you stationed or assigned to Georgia? _____

Are you the spouse or dependent child under the age of 24 of someone who is currently active duty, a veteran, a member of the National Guard, or a Reservist in the U.S. Armed Forces? Yes No

If yes, answer the following questions:

Is the military member active duty, a veteran, a member of the National Guard, or a Reservist? _____

What is the military member's branch? _____

What is the military member's home state of record? _____

Is the military member stationed or assigned to Georgia? _____

I understand that any material false statement made knowingly and willfully by me on this application, or any documents attached hereto may, in accordance with O.C.G.A. 16-10-71, which provides that upon conviction, a person who knowingly commits the offense of false swearing shall be punished by a fine of not more than \$1,000 or by imprisonment for not less than one nor more than five years, or both, subject me to prosecution in a court of law. Additionally, I further understand that any such false statement may subject me to immediate dismissal from the institution. Further, I certify that, to the best of my knowledge, the information submitted on this application is true and complete.

DATE _____ **SIGNATURE OF APPLICANT** _____

**Send this application with a \$25.00 processing fee to:
Georgia Southwestern State University • 800 Georgia Southwestern State University Drive
Americus, GA 31709 • 1-800-338-0082 • www.gsw.edu**

Georgia Southwestern State University, a senior unit of the University System of Georgia, is an equal opportunity, affirmative action, educational institution and as such does not discriminate in any matter concerning students, employees, or services to its community on the basis of race, color, religion, sex, veteran status, disability, age, or national origin.