

Georgia Southwestern State University
School of Business Administration
Admissions Checklist for Master Degree

The School of Business Administration at Georgia Southwestern State University uses a self-managed application for admission to its graduate programs. It is the applicant's responsibility to prepare and collect all needed application materials **in one packet (with the exception of test scores)**. The completed application packet should be returned to:

School of Business Administration
Graduate Admissions
Georgia Southwestern State University
800 Georgia Southwestern State University Drive
Americus, Georgia 31709

You will be notified in writing of the decision on your application. If accepted, this acceptance is not guaranteed for any term other than the term stated on the letter of acceptance. The following items should be included:

Application

- The application must be completed. Incomplete applications or applications that arrive without all required information will not be processed. Read each item carefully and mark correctly.

Application Fee

- A non-refundable application fee of \$25.00 must accompany all applications (to be paid on-line via secure server upon submission of the on-line application). Application without the required fee cannot be submitted.

Transcripts

- One official transcript from **all** undergraduate and graduate institutions you have attended. The School of Business will obtain transcripts of work completed at GSW or official transcripts already on file.
- Each transcript must be in a sealed envelope with the university registrar's signature across the flap.
- All transcripts must be received in order to process your application.

Recommendations

- Three letters of recommendation should be submitted.
- Recommendations should accompany your application in unopened, sealed envelopes with the recommender's signature across the flap.

Test Scores

- Official test scores from the Graduate Management Admission Test (GMAT) or Graduate Record Exam (GRE) scores should be sent directly to Georgia Southwestern State University from the Educational Testing Service.

- Scores should not be more than five years old at the time of application. More information concerning the GRE can be obtained from the Educational Testing Service, Graduate Record Examinations, Princeton, NJ, 08541 or access www.gre.org. More information concerning the Graduate Management Admission Test (GMAT) can be obtained from the Educational Testing Service, Graduate Management Admission Test, Princeton, NJ 08541 or access www.mba.com.
- Student copies are not considered official and cannot be accepted in place of official scores.

Medical Form

- All students attending GSW must submit the Certification of Immunization.

Additional Requirements for International Applicants

Georgia Southwestern State University School of Business Administration

Additional Requirements for International Applicants

Georgia Southwestern State University welcomes applications from international students to its graduate degree programs. Conditional admission will be considered for those students whose test scores fall below the standard for regular admission. Students who are granted conditional admission must have their status changed to regular admission by the successful completion of two semesters course work.

In addition to requirements for admission to a graduate school listed previously in this section, international students must submit the following items:

Transcripts

- If transcripts are in a language other than English, an official translation is required.
- A university/school official, embassy official, the University of Education or the Ministry of Foreign Affairs, must certify English translations.
- Transcripts cannot be witnessed or verified by a notary public.
- All official international transcripts must have a foreign credential evaluation done by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. The evaluation must be sent directly from the agency to Georgia Southwestern State University, 800 Wheatley Street, Americus, Georgia 31709. GSW accepts evaluations from the following agencies:

[Josef Silney & Associates, Inc.](#) International Educational Consultants P.O. Box 248233 Coral Gables, FL 33124-8233

OR

[Office of International Education Services](#) American Association of Collegiate Registrars and Admissions Officers (AACRAO) One Dupont Circle, NW, Suite #520 Washington, DC 20036-1135

- Photocopies or faxes of evaluations or transcripts are not acceptable.

Test Scores

- International applicants must submit an official TOEFL (Test of English as a Foreign Language) score, in addition to the GRE, MAT, or GMAT. A minimum score of 193 on the TOEFL computerized test (523 on the paper test) is required for all types of admission to all graduate programs. More information concerning the TOEFL can be obtained from the Educational Testing Service at (609) 921-9000 or access www.toefl.org.
- Applicants who have received degrees from accredited institutions in the U.S. or from institutions in countries where English is the primary language are not usually required to submit TOEFL scores.

Certificate of Degree (Proof of Degree)

- This proof is most often a certificate, listing the title of degree, month and year of graduation.
- The issuing institution must certify the degree certificate.
- If original language is not English, an English translation must be attached.

***Notarized copies are not considered official academic records. Please do not submit your original proof of degree, as we cannot return it to you. After you have been accepted and have received an acceptance letter from the University, the following items are needed if you are requesting an I-20.**

🕒 Affidavit of Financial Support

- All applicants requesting a Form I-20 for student (F-1) visas must provide an affidavit of support showing that a minimum of \$22,589(USD) is available per academic year. Affidavit must not be more than three months old.
- A certified statement from the sponsor's bank showing that the required funds are available must be submitted.
- If your source of financial support is from personal or family funds, you must attach an original or certified and current bank statement(s).
- Applicant must complete the attached Foreign Student Financial Statement.

🕒 Insurance

- Each International student **must obtain and maintain** health/accident insurance. Proof of coverage must be presented before registration. Otherwise, the University offers a comprehensive insurance plan designed to meet the needs of international student coverage, which is available for purchase at the time of registration.

NOTE:

INDIA

Required Academic Transcripts: All documents (each page) must bear the original attestation of the issuing institution. Marksheets must list the name of the course.

U.S. Bachelor's Equivalency: A three-year bachelor's degree is not equivalent to the U.S. bachelor's degree. A four-year bachelor's degree, a three-year bachelor's plus a master's degree, or a three-year's plus completion of first year of the master's program from a recognized institution by the Association of Indian University (AIU) or All India Council for Technical Education (AICTE) are equivalent to the U.S. bachelor degree.