

**Georgia Southwestern State University  
School of Business Administration**

**Admissions Checklist for Certificate Program**

The School of Business 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  
Graduate Admissions  
Georgia Southwestern State University  
800 Wheatley Street  
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.
  
- Medical Form**
  - All students attending GSW must submit the Certification of Immunization.

[Additional Requirements for INTERNATIONAL STUDENTS](#)