

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

Admissions Checklist for Master Degree

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.

- 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 STUDENTS](#)