

GRADUATE PROGRAM ADMISSIONS CHECKLIST

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
 - (if requesting a waiver, please e-mail graduateadmissions@gsw.edu and the director of the program)
- 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
 - (if requesting a waiver, please e-mail graduateadmissions@gsw.edu and the director of the program)
- Additional requirements for international students (see below)

MASTER OF SCIENCE IN NURSING

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

GRADUATE CERTIFICATE IN NURSING

- Informatics
- Nursing Education

- Completed application with \$25 non-refundable fee
- Official transcript from college where BSN was awarded (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 GPA 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
- Teacher Leadership
 - Early Childhood Track
 - Special Education Track
 - General Education Track

- 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/Copy of Clear Renewable Teaching Certificate (T-4)
- 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)
- Commitment Letter

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 GSW verifying eligibility; a certified US birth certificate (a photocopy is not acceptable); a US Certificate of Naturalization; a U.S. Certificate of Citizenship; a U.S. Certificate of Birth Abroad; a current U.S. 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:

- Josef-Silny, SPANTRAN, World Education Services (WES) course-by-course evaluation of all higher education course work from an International school

Please Print Clearly Use Ink or Type

I. PERSONAL INFORMATION

Social Security # [] [] [] - [] [] - [] [] [] [] 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

_____ Cell Phone (____) _____
CITY STATE COUNTY ZIP CODE

Permanent Address (if same as above, please check) _____ Home Phone (____) _____
STREET OR P.O. BOX

_____ Work Phone (____) _____
CITY STATE COUNTY ZIP CODE

Student Email Address (Please print clearly.) _____

Parent Email Address (If applicable. Please print clearly.) _____

Emergency Contact: Name _____ Home Phone (____) _____

Address _____ Work Phone (____) _____
CITY STATE COUNTY ZIP CODE

Relationship: parent guardian 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 Other

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

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

Official transcripts from EACH previous college attended must be mailed directly to the Office of Recruitment and Admissions 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 as: Master of Business Administration Graduate Certificate in Nursing Master of Science in Nursing
(continued on next page) Master of Computer Science Informatics Family Nurse Practitioner
 Graduate Certificate in Computer Nursing Education Informatics
Information Systems Leadership/Management
 Nursing Education

- Master of Education
 - Elementary Education
 - Middle Grades Language Arts Education
 - Middle Grades Mathematics Education
 - Special Education

- Education Specialist
 - Elementary Education
 - Middle Grades Education
 - Teacher Leadership
 - Early Childhood Track
 - Special Education Track
 - General Education Track

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? Yes No

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 _____ Analytic Writing Assessment Score _____

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

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

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? _____ years _____ months

How long have you lived in the U.S.A.? _____ years _____ months **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:** (continued on next page)

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 United States 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 in or assigned to Georgia? Yes No

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

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

What is the military member's branch? _____ Specify: Active Duty Veteran

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

Is the military member stationed in or assigned to Georgia? Yes No

All personal data and special categories of sensitive personal data collected or processed by the USG must comply with the USG Cybersecurity Plan, as authorized by the Board of Regents Policy Manual Section 10.4 Cybersecurity: www.usg.edu/policies. Anyone suspecting his or her sensitive personal data has been exposed to unauthorized access, report your suspicion to helpdesk@usg.edu. Otherwise, questions concerning general data privacy can be forwarded to dataprivacy@usg.edu. Signature (below) and submission of this application provides consent to and acknowledgement of the USG Data Privacy and Legal Notice and relative policies.

I understand that any material false statement made knowingly and willingly 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 • admissions@gsw.edu • 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.

As required by Title IX, Georgia Southwestern State University does not discriminate on the basis of sex in any of its education programs or activities, including in admissions and employment. Inquiries concerning application of Title IX can be directed to GSW's Title IX Coordinator or to the U.S. Department of Education, Office of Civil Rights. Please visit GSW's Title IX webpage for more information.