



Admissions Guidebook

Instructions for Application
Preparation and Submission

2007-2008

Office of Graduate Studies
College of Arts and Sciences

8th Floor Haas Howell Building
Atlanta, Georgia 30303
404-413-5040

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INFORMATION FOR PROSPECTIVE APPLICANTS

Thank you for considering Georgia State University for your graduate studies. Please read the following information carefully, as this booklet contains all of the instructions, forms and information necessary to complete an application for graduate study in the College of Arts and Sciences at Georgia State University. These materials include general information, application forms, departmental contact information, a list of special department requirements, and supplemental information for international applicants. Most of your questions concerning the admissions process will be answered in the following booklet. Additional questions may be directed to:

The Office of Graduate Studies
 College of Arts and Sciences
 Georgia State University
 telephone (404) 651-2297
 fax (404) 651-0275
 email: gascas@langate.gsu.edu
 web address: <http://www.gsu.edu/casgrad>

General Information

The Graduate Office of Arts and Sciences administers all of the graduate programs for the College of Arts and Sciences at Georgia State University. With 20 departments and 16 interdisciplinary research centers, Arts and Sciences is the largest of Georgia State's colleges, offering 36 graduate degrees including the Master of Arts, Master of Sciences, Master of Fine Arts, and Doctor of Philosophy. The college engages students in innovative learning and service programs that connect the university to the local community and to the larger world.

Graduate admission to the College of Arts and Sciences is a collaborative effort between the Graduate Office and the academic departments. The Graduate Office oversees the application process in its entirety; however specific program requirements and admissions decisions are presided over by the academic departments. Each department has a Graduate Director who serves as a point of contact and can provide detailed information about specific program requirements, resources and financial aid opportunities. Please see page eleven for a list of department directors and their contact information.

Admission and Application Procedures

The application instructions for graduate admission to the College of Arts and Sciences should be read carefully before an

application is submitted. The graduate application is a means of presenting oneself to the Department's Admissions Committee. Thus, it is important that the questions be answered thoroughly and thoughtfully. It is recommended that applicants make a photocopy of the complete application form, including all supplemental attachments and forms for their own records.

The College of Arts and Sciences uses self-managed applications for admission to its programs. This means that it is the applicant's responsibility to prepare or collect all credentials and submit them at one time to the Graduate Office.

A self-managed application requires appropriate planning to allow time to prepare the application properly and collect all of the transcripts, letters of recommendation, photocopies of test scores and any other information required by the department. This process also gives the applicant control over when the application is complete. It eliminates the need for concern over lost or misdirected applications, letters of recommendation or transcripts.

The first step of the process is to submit an online application, the \$50 application fee, and any supplemental forms on the College of Arts & Sciences, Graduate Office website at: <http://www.gsu.edu/casgrad>. Applicants restricted by modem speed or accessibility to a computer must include in their admissions

packet a paper copy of the forms and a payment for the application fee.

After applying and paying via the Internet, application materials must be prepared according to the guidelines outlined in this booklet and submitted in one envelope to the Graduate Office. These items include, but are not limited to, the following: transcripts, entrance test scores, letters of recommendation, financial affidavit forms (international applicants), and any supplemental material required by the department. Each applicant will be sent an email notice by the Graduate Office acknowledging receipt of the completed application packet.

Incomplete packets should not be sent to the office in an attempt to expedite review of the application. This will create a substantial delay in processing time. Files completed too late for consideration for the desired semester will be considered for the next semester if requested specifically by the applicant.

Some departments or programs have supplemental forms on their individual websites. Applicants are required to complete all supplemental forms before their file will be processed. Please check application requirements on the departmental website to identify these forms.

All documents and other materials submitted by or for applicants for admission to the College of Arts and Sciences become the property of this institution and cannot be returned. It is the responsibility of each applicant to follow the application procedures completely and correctly and to be certain that all materials have been submitted to the Graduate Office by the appropriate deadline for receipt of materials. Incomplete applications will not be processed.

Each application is valid for the semester for which it is submitted, and may be updated one time to the subsequent semester. After this, applicants will be required to submit a new application for admission, and a new \$50 application fee.

Deadlines

Applicants are urged to apply as early as possible in advance of the desired matriculation date. A list of general department deadlines may be found on our website at: <http://www.gsu.edu/casgrad>. All application and supporting materials must be received by these deadlines to ensure that consideration will be given.

The Office of Graduate Studies begins the processing of files as soon as possible after

they become complete, regardless of the desired semester of entry. Early application is encouraged so applicants can receive their decisions well before the time they wish to enroll. A high volume of files completed at the application deadline *may* mean it takes longer than the *normal processing period* for decisions to be reached. Please note that the Graduate Office cannot respond to any inquiries about the status of an application for three weeks immediately following the application deadline for each semester. During this time, we are attempting to expedite admissions decisions as quickly as possible for the benefit of all of our applicants.

Application-Processing Fee

Applications submitted without the \$50 application fee will not be processed. The \$50 application fee is **non-refundable** and cannot be waived, deferred or credited toward tuition.

To avoid confusion and save time, the application and fee should be submitted together. If it is not submitted online, the fee should be paid by credit card, check or money order to Georgia State University in U.S. currency and must be issued by a U.S. bank or a foreign bank with a U.S. correspondent.

Transcripts

TWO OFFICIAL transcripts from each institution of higher education that has been attended (or is currently being attended) must be submitted with the application packet. This includes summer schools and graduate schools. *These transcripts are required regardless of the length of stay at the institutions.* **EXCEPTION:** Georgia State University transcripts are on file in the Graduate Office.

Transfer credits or grades posted on other institution's transcripts, including Georgia State University, are not acceptable in lieu of transcripts from the original institutions. Official transcripts for these credits must be submitted. This also applies to study abroad credit posted as transfer credit.

Transcripts must be submitted in envelopes sealed by the registrar of each institution. **IT IS REQUIRED THAT ALL TRANSCRIPT ENVELOPES REMAIN SEALED.**

GRE Scores

Most, but not all, departments require the Graduate Record Examination (GRE).

Subject test requirements vary depending on major and academic department. A list of departments and specific test requirements can be found on page twelve.

The general test of the GRE is offered year- round as a computer- based test at centers throughout the world. Individual arrangements to take the GRE can be made with the Educational Testing Service, Princeton, N.J. Additional information on the GRE can be found at:

Web: <http://www.gre.org>

Email: gre@ets.org

Phone: 1-609-771-7670

Toll Free: 1-800-GRE-CALL

Official test scores must be reported directly by ETS using the Georgia State University institutional code 5251.

Reported scores on the GRE are downloaded periodically into the Georgia State Student Records System. This acquisition is made at the University level and can take various periods of time, as long as six weeks. Every effort is made to apply the scores to student records in a timely manner, but no guaranteed time is possible.

Applicants are required to include in the application packet photocopies of their GRE score reports. Not including these scores could delay the processing of the application. Students are advised to take this examination early in the application process to allow for unexpected delays in records management.

Letters of Recommendation

Most departments require letters of recommendation in support of each application for admission. More specific information regarding the number of recommendation letters required by a particular department or program can be found on page twelve.

Letters of recommendation should be collected directly from recommenders in sealed envelopes, with the recommender's signature across the sealed portion of the envelope. Applicants must submit the letters unopened with the rest of the application packet.

Other Supporting Documents

Portfolios, writing samples, publications and other evidence of achievement must be clearly identified in the application packet and in the format prescribed by the department concerned. This information can be obtained by contacting the graduate director for that

department before submitting application materials.

Georgia Residence Status

Applicants requesting Georgia residence status for the purpose of paying in-state fees must complete the section entitled "Georgia Residents" in part 2 of the application for admission. Non-immigrant international students holding traditional student visas for the purpose of studying in the United States are generally not eligible to be classified as Georgia residents for tuition purposes.

Certificate of Immunization

The Board of Regents of the University System of Georgia requires that all accepted applicants who have never attended Georgia State University submit proof of immunization from measles, mumps and rubella before being allowed to register. Immunity may be verified by proof of (a) having had the disease, (b) having had the required immunizations, or (c) having had the laboratory evidence of immune titer. A form for providing this certification to the Georgia State University Department of Health Services is available from their website at <http://www.gsu.edu/~wwwuhs/>. This form should be sent directly to the Health Services Office prior to registration. Questions regarding the certificate of immunization and/or the immunization policy may be directed to the Immunization Office (147 Sparks Hall, Phone: 404/651-1171; Fax: 404/651-1238).

Nondegree Applicants

The College of Arts and Sciences provides the opportunity for students who are not in direct pursuit of a graduate degree to take courses in some departments. Persons applying for nondegree status must hold a baccalaureate or higher degree from a regionally accredited institution. Applicants seeking the status of a nondegree student are subject to the same fees and application restrictions of other applicants, although department standards for admission may vary. To apply for nondegree status, the following materials must be submitted to the Graduate Office by the appropriate application deadline: the application for admission, \$50 application fee, two official transcripts from every institution attended, and a list of the courses you intend to take.

Students admitted for nondegree status who later wish to be considered as prospective

candidates for a degree program must submit a formal application packet to the Office of Graduate Studies as described in the section on “admission and application procedures”.

Transient Applicants

Students enrolled in good standing at another regionally accredited graduate school may apply for transient status to take graduate courses that can be transferred to their “home” institution. Not all academic departments admit students in transient status. To apply for transient status, the following materials must be submitted to the Graduate Office by the appropriate application deadline: the application for admission, \$50 application fee, and certification of good standing in a regionally accredited graduate school. The letter of good standing must be written by an appropriate official at the applicant’s home institution. The letter should be sealed in an envelope, with the official’s signature across the seal, and sent to directly to the applicant. This letter must be submitted to the Graduate Office unopened.

Students admitted for transient status who later wish to be considered as prospective candidates for a degree program must submit a formal application packet to the Office of Graduate Studies as described in the section on “admission and application procedures”.

Readmission

Graduate students who have not registered for the past three or more semesters and who wish to return in the same department and program must submit an application for reentry to the Office of the Registrar/Student Services (227 Sparks Hall) by the appropriate deadline published online at <http://www.gsu.edu/%7Ewwwreg/reentrypage.htm>. Applicants who have attended other institutions in the interim must submit two official transcripts from these institutions as previously described under the section on “Transcripts.”

Federal and State Law Disclosure Requirements

Federal and state laws require all colleges and universities receiving federal funds to establish certain programs, policies and procedures, and to distribute an annual report describing them and providing statistics regarding: graduation rates; drug, alcohol and weapon violations; and certain crimes on campus, which include murder, robbery, aggravated assault, burglary, motor vehicle theft

and sex offenses. Georgia State University’s annual report and information regarding these programs, policies, procedures and statistics are available upon a written request directed to:

Georgia State University
Office of University Relations
424 One Park Place South
P.O. Box 3983
33 Gilmer Street SE, Unit 5
Atlanta, GA 30302-3983

Equal Opportunity and Affirmative Action Policy

It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability.

The university’s affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title 11) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Georgia State University does not discriminate against any employee or applicant for employment or against any student or applicant for admission with regard to any opportunity for which the employee or student is qualified. Persons wishing to file complaints under the provisions of this policy should contact the Director of Affirmative Action at One Park Place South-Suite 549, Atlanta, GA 30303-3083, 404-651-2567. More information regarding Georgia State University’s equal opportunity and affirmative action policy can be found at the following GSU website: <http://www.gsu.edu/~wwwafa/>.

ADDITIONAL INFORMATION FOR INTERNATIONAL APPLICANTS

Georgia State University strongly encourages the enrollment of students from other countries. The institution subscribes to the principles of international education and to the basic concept that only through education and understanding can mutual respect, appreciation, and tolerance of others be accomplished. The recognition of the values of cultural exchange is inherent in our philosophy of education and is predicated on an awareness of the need to foster better cooperation, friendship, and understanding among the peoples of the world. In this regard, we welcome international students to our campus, because we believe in a cultural exchange program that will be beneficial to our own student body, to the international students involved, and to metropolitan Atlanta.

Admission Requirements for International Students

Applicants from countries other than the U.S. who are applying for or currently maintain non-immigrant visa status or permanent residency are subject to additional requirements in providing academic records, proof of English proficiency and proof of financial support. The information that follows outlines specific requirements for international applicants and provides additional information to assist international applicants in completing their application for graduate study.

Academic Credentials

Applicants to the Graduate College of Arts and Sciences are required to have the equivalent of a four-year U.S. bachelor's degree from an accredited college or university. A list of recognized equivalent degrees from institutions outside of the U.S. is provided below. This list includes the minimum degrees required in order to apply for graduate study in the College of Arts and Sciences.

British-patterned Educational Systems

(including Australia, New Zealand, the United Kingdom and South Africa) - Completion of a four-year bachelor's degree, honours bachelor's degree, or the master's qualifying year following a three-year bachelor's degree. The Higher National Diploma (HND) and Ordinary National Diploma (OND) alone are not acceptable.

Canada – Completion of a four-year bachelor's degree or the master's qualifying year following a three-year bachelor's degree.

China, People's Republic of – Completion of a bachelor's degree earned after four to five years of full-time study.

France or French-patterned Educational Systems - Completion of a Maitrise or a diploma representing four or more years of full-time study from a university or a Grande Ecole.

Germany – Completion of a university Diplom, Magister Artium, or Staatsexamen. One full year of university Hauptstudium must follow the Vordiplom or Zwischenprüfung.

India, Bangladesh, Pakistan, Sri Lanka – Completion of a bachelor's and/or master's degree representing four or more years of full-time study. One full year of a master's degree program following a three-year bachelor's degree must be completed. The B. Com., B.A., and B.Sc. alone are not acceptable.

Indonesia – Completion of the Sarjana or Sarjana Legkap, awarded after five years of full-time study.

Italy – Completion of the Laurea.

Mexico, Spain, Central and South America – Completion of all courses and thesis or professional exams required for the titulo or degree of Licenciado or Bacharel.

The Netherlands – Completion of the Doctorandus, Ingenieur or Meester.

Russia, Ukraine, Newly Independent States – Completion of a Diplom Spetsialista requiring five years of study or a Magistr.

Switzerland – Completion of a License, Diplome, or Diplom representing four or more years of full-time study.

Academic Records

International applicants are required to submit two copies of official (certified) academic records from each college or university they have attended (or are currently attending). Official records that are required include documents showing all coursework taken as well as proof of earned degrees. Coursework that is listed on the record of an institution, but was completed at another institution is not acceptable as an official record.

If the proof of earned degree is not present on the official marksheets or list of coursework taken, a separate proof of degree is required. This proof must be official and must list the title of the degree as well as the month and year of graduation.

Official documents must bear an original certification of the appropriate school or official. Records must contain subjects studied as well as marks/grades received. If the records do not clearly indicate the subjects studied, syllabi of the courses of study must be included as part of the academic records.

If the original language of the record is not English, an English translation that is certified by a translator must be *attached to the original*. Applicants are not required to have their records evaluated by a credential evaluation agency.

Photocopies of the official documents and translations are not acceptable. EXCEPTION: Photocopies of the syllabi will be accepted.

Although applicants are not required to have their records evaluated, they are welcome to submit evaluations as part of the application packet. A list of the top three private foreign educational credential evaluation services can be found below.

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Email: info@wes.org
Webpage: <http://www.wes.org>

Josef Silny & Associate, Inc.

7101 SW 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Email: info@jsilny.com
Webpage: <http://www.jsilny.com/>

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Email: eval@ece.org
Webpage: <http://www.ece.org>

Test of English as a Foreign Language (TOEFL)

Applicants whose primary language is not English must submit official TOEFL scores. EXCEPTION: Applicants who have received degrees from regionally-accredited institutions in the U.S. are not required to submit TOEFL scores. Official test scores must be reported directly by Education Testing Service using the Graduate College of Arts and Sciences department code 8259.

Applicants are also required to include photocopies of their TOEFL score reports in the application packet. Not including these scores could delay the processing of the application. Students are advised to take this examination early in the application process to allow for unexpected delays in records management.

TOEFL test scores more than two years old are not accepted. In such cases, it will be necessary to take the TOEFL again. The Graduate Office recommends that the applicant achieve a minimum TOEFL score of 213 on the computer-based test. The Graduate School does not prohibit applicants with lower scores from applying for admission since many factors influence the admissions decision. Some departments or programs in the Graduate School may set a higher TOEFL standard for admission. Additional information on the TOEFL can be found at:

Web: <http://www.toefl.org>
E-mail: toefl@ets.org
Phone: 1-800-468-6335
Test of English as a Foreign Language,
Box 899, Princeton, NJ 08541

The Georgia State Test of English Proficiency (GSTEP)

Incoming international students who are non-native speakers of English are required to take a diagnostic test of their English skills, similar to the TOEFL, called the Georgia State Test of English Proficiency (GSTEP). The GSTEP determines if the student needs any classes in the Intensive English Language (IEP) Program. There is no charge for the test, which is administered on the first or second day of a

special orientation held by the Office of International Student and Scholar Services. Students who submitted TOEFL scores or who have already completed a degree in the United States are still required to take the GSTEP if they are non-native speakers of English.

To show complete proficiency, a student must score at level six on the GSTEP. If a student does not place into level six, he or she will register for the assigned level(s) of IEP courses in the initial semester. If a student places at level three or below, he or she will be required to be a full-time IEP student. At the end of the initial semester, the student may elect to take the GSTEP again and may continue with your degree program if the score is above a level six. For more information on the GSTEP, please visit <http://www.gsu.edu/~wwwtep/>.

Evidence of Financial Support and Visa Documents

International students are required by the U.S. Bureau of Citizenship and Immigration Services (BCIS) to provide proof of their ability to cover the costs of their education while in the United States. This verification is required *before* admission can be offered. The graduate application guide includes a Financial Affidavit form for this purpose. The Georgia State University Financial Affidavit can also be downloaded from the Graduate Office website at www.gsu.edu/casgrad.

The Financial Affidavit form must be completed and returned with all supporting financial documentation to the Graduate Office before an official letter of acceptance and an I-20 or DS-2019 can be issued to the applicant. Once the applicant is recommended for admission by the department, he or she will be notified of academic admissibility. If financial certification has not been completed at the time the graduate program recommends admission, the applicant will receive a letter explaining that admission is recommended but cannot be offered until funding verification is made. When an international student receives funding from a graduate program, this funding can be applied to the total funds required for admission. (In some cases the funding offer is sufficient to meet the requirement; at other times, the applicant will be required to provide proof of additional personal funds beyond the funding offer.)

Applicants who are currently residing in the United States and who are applying for an F-

1 or J-1 visa will still be expected to submit proof of financial eligibility. Applicants in another non-immigrant status, or permanent residents must submit photocopied documentation of their current status.

Educational Advising Services

The Educational and Cultural Affairs Bureau of the U.S. Department of State supports a network of more than 450 educational advising centers around the world whose mission is to promote U.S. higher education to prospective international students. **EducationUSA** offers impartial, accurate information about the full range of accredited institutions of higher learning in the United States. EducationUSA advisors provide prospective students with information to identify the best option for their educational and professional interests, choosing a U.S. institution, identifying financial aid opportunities, understanding the admission process, and applying for a student visa. Some centers also can provide specialized services such as essay writing workshops, translation and document verification, and pre-departure preparation.

EducationUSA Advising Centers are located in U.S. Embassies and Consulates, Fulbright Commissions, bi-national centers, non-governmental organizations, libraries, and universities. Please consult <http://educationusa.state.gov/centers.htm> for additional information on Education USA.

International Student Services

Georgia State University's Office of International Student and Scholar Services enhances and supports the intercultural and international dimensions of the university in partnership with the educational community. International Services provides pre-admission/arrival services; orientation programs; immigration and personal advising; advocacy; educational programs; student program support and leadership development; non-resident tax compliance programming; insurance administration; and post-completion immigration services. More information can be found at:

Web: www.gsu.edu/iss

Email: iss@gsu.edu

Phone: (404) 463-9073

Fax: (404) 463-9077

P.O. Box 3987

Atlanta, GA 30302-3987 USA

Intensive English Program (IEP)

Georgia State University's Intensive English Program (IEP) is an academic English program for students whose native language is not English. The program specializes in preparing ESL students to enter GSU or another U.S. college or university. The IEP offers English courses from beginning to advanced proficiency levels and provides students with the opportunity to take Georgia State University courses upon completion of the program.

Admission to the IEP is separate from admission to the graduate programs in the College of Arts and Sciences and does not ensure acceptance into an academic program at Georgia State University. More information on the IEP can be found at:

Website: <http://www.gsu.edu/~wwwesl/esl/>

Email: esl@gsu.edu

Phone: (404) 651-3650

Fax: (404) 651-3652

P.O. Box 4099

Atlanta, GA 30302-4099 USA

Housing

Georgia State University has limited on-campus housing options for graduate students. The University Lofts, a residence hall housing primarily for undergraduate students has select spaces available for graduates, faculty and staff. The University Lofts has 231 apartments, with a total occupancy of 435. The apartments are loft style with open floor plans, sealed concrete flooring, and exposed ductwork. For more information regarding on-campus housing, please contact University Housing, located in suite 250 of the Student Center, at 404-463-9052 or on-line at <http://www.gsu.edu/~wwwunh>. For information about **off-campus housing**, visit <http://ochousing.gsu.edu>.

DEPARTMENT CONTACT INFORMATION

DEPARTMENT	DIRECTOR	WEB ADDRESS	TELEPHONE
Anthropology	Dr. Emanuela Guano	http://monarch.gsu.edu/anthropology	404-413-5156
Applied Linguistics & ESL	Dr. Diane Belcher	http://www.gsu.edu/~wwesl/alesl	404-413-5194
Art & Design	Professor Kathy King	http://www.gsu.edu/~wwwart/	404-413-5221
Astronomy	Professor Douglas Gies	http://www.Phy-Astr.gsu.edu/	404-413-6033
Biology	<u>Dr. William Walthall:</u> MS students <u>Dr. George Pierce:</u> Applied & Environmental Microbiology <u>Dr. Chung-Dar Lu:</u> Molecular Genetics & Biochemistry Ph.D. Students <u>Dr. Delon Barfuss:</u> Cellular Molecular Biology & Physiology <u>Dr. Vincent Rheder:</u> Neurobiology & Behavior Ph.D. Students	http://biology.gsu.edu	404-413-5300
Chemistry	Dr. Giovanni Gadda	http://heme.gsu.edu/	404-413-5537
Communication	<u>Dr. Michael Bruner:</u> Mass Communication Human Communication & Social Influence <u>Dr. Angelo Restivo:</u> Film, Video & Digital Imaging Moving Image Studies	http://www.gsu.edu/~wwwcom/comm.html	404-413-5600
Computer Science	Dr. Raj Sunderraman	http://www.cs.gsu.edu/	404-413-5726
English	Dr. Calvin Thomas	http://www.gsu.edu/~wwweng/	404-413-5800
Geology/Hydrogeology	Dr. Hassan Babaie	http://monarch.gsu.edu/geosciences	404-413-5750
Geographic Information Systems	Dr. Jeremy Crampton	http://monarch.gsu.edu/geosciences	404-413-5750
Geography	Dr. Jeremy Crampton	http://monarch.gsu.edu/geosciences	404-413-5750
Gerontology	Dr. Elisabeth Burgess	http://www.gsu.edu/~wwwger/	404-413-6516
Heritage Preservation	Professor Richard Laub	http://www.gsu.edu/~wwwhis	404-413-6385
History	Dr. David McCreery	http://www.gsu.edu/~wwwhis	404-413-6385
Mathematics	Dr. Michael Stewart	http://www.mathstat.gsu.edu	404-413-6433
Modern & Classical Languages	Dr. Elena del Reo Para	http://www.gsu.edu/~wwwmcl	404-413-6592
Music	Dr. Steven Harper	http://music.gsu.edu/home.html	404-413-5900
Philosophy	Dr. Tim O'Keefe	http://www.gsu.edu/~wwwphl/philosophy.html	404-413-6108
Physics	Dr. Unil Perera	http://www.Phy-Astr.gsu.edu/	404-413-6037
Political Science	Dr. Carrie Manning	http://www.gsu.edu/~wwwpol	404-413-6159
Psychology	Dr. Marise Parent	http://www.gsu.edu/psychology	404-413-6200
Religious Studies	Dr. Kathryn McClymond	http://www.gsu.edu/~wwwphl/philosophy.html	404-413-6119
Sociology	Dr. Dawn Baunach	http://www.gsu.edu/~wwwsoc	404-413-6525
Statistics	Dr. Yu-Sheng Hsu	http://www.mathstat.gsu.edu	404-413-6413
Translation & Interpretation	Dr. Annette Cash	http://www.gsu.edu/~wwwmcl	404-413-5988
Women's Studies Institute	Dr. Layli Phillips	http://www.gsu.edu/womenpower	404-413-6587

APPLICATION DEADLINES BY DEPARTMENT

DEPARTMENT	FALL	SPRING	SUMMER
ANTHROPOLOGY:	✓ April 15	✓ October 15	✓ April 1
APPLIED LINGUISTICS & ESL:	✓ PhD – February 15 ✓ MA – July 1	✓ PhD – does not admit ✓ MA – October 15	✓ PhD – does not admit ✓ MA – March 1
ART & DESIGN:	✓ January 6	✓ MAED only – September 15	✓ Does not admit
ASTRONOMY:	✓ PhD – February 15 ✓ MS – July 1	✓ PhD – does not admit ✓ MS – November 15	✓ PhD – does not admit ✓ MS – May 1
BIOLOGY:	✓ PhD – July 1 ✓ MS – July 1	✓ PhD – November 15 ✓ MS – November 15	✓ PhD – May 1 ✓ MS – May 1
CHEMISTRY:	✓ PhD – July 1 ✓ MS – July 1	✓ PhD – November 15 ✓ MS – November 15	✓ PhD – April 1 ✓ MS – April 1
COMMUNICATION:	✓ PhD – March 15 ✓ MA – April 15	✓ PhD – does not admit ✓ MA – October 15	✓ PhD – does not admit ✓ MA – does not admit
COMPUTER SCIENCE:	✓ PhD – March 15 ✓ MS – April 15	✓ PhD – does not admit ✓ MS – October 15	✓ PhD – does not admit ✓ MS – April 1
ENGLISH:	✓ PhD – February 15 ✓ MA – February 15	✓ Does not admit	✓ Does not admit
GEOGRAPHIC INFORMATION SCIENCE:	✓ April 15	✓ November 15	✓ May 1
GEOGRAPHY:	✓ April 15	✓ November 15	✓ May 1
GEOLOGY:	✓ PhD (w/ chem.) – April 15 ✓ MS – April 15	✓ PhD (w/ chem.) – November 15 ✓ MS – November 15	✓ PhD (w/ chem.) – May 1 ✓ MS – May 1
HYDROGEOLOGY:	✓ April 15	✓ November 15	✓ May 1
GERONTOLOGY:	✓ MA – April 15 ✓ Cert. – July 1	✓ MA – October 15 ✓ Cert. – November 15	✓ Does not admit
HERITAGE PRESERVATION:	✓ April 15	✓ November 15	✓ April 1
HISTORY:	✓ PhD – April 15 ✓ MA – April 15	✓ PhD – does not admit ✓ MA – November 15	✓ PhD – does not admit ✓ MA – April 1
MATHEMATICS & STATISTICS:	✓ July 1	✓ November 15	✓ May 1
MODERN & CLASSICAL LANGUAGES:	✓ April 15	✓ November 15	✓ April 1
MUSIC:	✓ March 15	✓ October 15	✓ April 1
PHILOSOPHY:	✓ April 15	✓ October 15	✓ April 1
PHYSICS:	✓ PhD – July 1 ✓ MS – July 1	✓ PhD – November 15 ✓ MS – November 15	✓ PhD – May 1 ✓ MS – May 1
POLITICAL SCIENCE:	✓ PhD – April 15 ✓ MA – April 15	✓ PhD – Does not admit ✓ MA – October 15	✓ Does not admit
PSYCHOLOGY:	✓ See department website	✓ Does not admit	✓ Does not admit
RELIGIOUS STUDIES:	✓ July 1	✓ Does not admit	✓ Does not admit
SOCIOLOGY:	✓ PhD – April 15 ✓ MA – April 15	✓ Does not admit	✓ Does not admit
TRANSLATION & INTERPRETATION:	✓ July 1	✓ November 15	✓ Does not admit
WOMEN'S STUDIES:	✓ February 15	✓ Does not admit	✓ Does not admit

APPLICATION MATERIALS REQUIRED BY DEPARTMENT

DEPARTMENT	ENTRANCE TEST(S)	REFERENCE LETTERS	SUPPLEMENTAL MATERIALS
ANTHROPOLOGY: <i>MA</i>	✓ GRE scores	✓ 2 Letters of Recommendation	✓ Departmental Supplemental Form
APPLIED LINGUISTICS & ESL: <i>MA and PhD</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement
ART & DESIGN: <i>MA, MFA and MAEd.</i>	✓ GRE scores (MA and M.A Ed. applicants only)	✓ 3 Letters of Recommendation	✓ Goal Statement ✓ Portfolio (MFA & MAED only, contact Graduate Director for more info) ✓ Writing Sample (Art History only)
ASTRONOMY: <i>PhD</i>	✓ GRE scores ✓ GRE subject test in physics required for assistantships	✓ 3 Letters of Recommendation	✓ Goal Statement
BIOLOGY: <i>MS and PhD</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement
CHEMISTRY: <i>MS and PhD</i>	✓ GRE scores	✓ List of References Form (MS applicants only) ✓ 3 Letters of Recommendation (PhD applicants only)	✓ Goal Statement
COMMUNICATION: <i>MA and PhD</i>	✓ GRE scores	✓ 2 Letters of Recommendation (MA applicants only) ✓ 3 Letters of Recommendation (PhD applicants only)	✓ Goal Statement ✓ Writing Sample (PhD applicants only) ✓ Departmental Supplemental Form (PhD applicants only)
COMPUTER SCIENCE: <i>MS and PhD</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement
ENGLISH: <i>MA, MFA and PhD</i>	✓ GRE scores	✓ 2 Letters of Recommendation (MA applicants only) ✓ 3 Letters of Recommendation (MFA. and PhD applicants only)	✓ Goal Statement ✓ Writing Sample ✓ Portfolio (Creative Writing applicants only)
GEOGRAPHIC INFORMATION SCIENCE: <i>Certificate</i>	✓ GRE scores		✓ Goal Statement
GEOGRAPHY: <i>MA</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement
GEOLOGY: <i>MS and PhD w/ Chem</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement
HYDROGEOLOGY: <i>Certificate</i>		✓ 3 Letters of Recommendation	✓ Goal Statement
GERONTOLOGY: <i>MA and Certificate</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement ✓ Resume
HERITAGE PRESERVATION: <i>MHP. and Certificate</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement

HISTORY: <i>MA and PhD</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement ✓ Writing Sample (PhD applicants only)
MATHEMATICS & STATISTICS: <i>MA, MS and MAT</i>	✓ GRE scores	✓ List of References Form	
MODERN & CLASSICAL LANGUAGES: <i>MA</i>	✓ GRE scores	✓ 2 Letters of Recommendation	✓ Goal Statement ✓ Writing Sample (in target language)
MUSIC: <i>MMu.</i>	✓ GRE or MAT scores (for Music Education applicants only) ✓ GRE scores (for Composition applicants only)	✓ 2 Letters of Recommendation	✓ Goal Statement ✓ Departmental Supplemental Form (MMU & Nondegree applicants) ✓ See department web site for details concerning auditions, placement tests, and additional application materials
PHILOSOPHY: <i>MA</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Departmental Essay Questions (see department web site for details) ✓ Writing Sample (see department web site for details)
PHYSICS: <i>MS and PhD</i>	✓ GRE scores ✓ GRE subject test in physics required for assistantships	✓ 3 Letters of Recommendation	
POLITICAL SCIENCE: <i>MA and PhD</i>	✓ GRE scores	✓ 2 Letters of Recommendation (MA applicants only) ✓ 3 Letters of Recommendation (PhD applicants only)	✓ Goal Statement ✓ Writing Sample
PSYCHOLOGY: <i>PhD</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Departmental Supplemental Form and Essays
RELIGIOUS STUDIES: <i>MA</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Departmental Essay Questions (see department web site for details) ✓ Writing Sample
SOCIOLOGY: <i>MA and PhD</i>	✓ GRE scores	✓ 2 Letters of Recommendation (MA applicants only) ✓ 3 Letters of Recommendation (joint MA/PhD and PhD applicants only)	✓ Departmental Supplemental Form ✓ Writing Sample (joint MA/PhD and PhD applicants only)
TRANSLATION & INTERPRETATION: <i>Certificate</i>		✓ 3 Letters of Recommendation	✓ Resume ✓ See departmental web site for additional requirements
WOMEN'S STUDIES: <i>MA and Certificate</i>	✓ GRE scores	✓ 3 Letters of Recommendation	✓ Goal Statement



**Georgia State
University**

APPLICATION FOR GRADUATE STUDY

SECTION I. APPLICANT INFORMATION

Name _____
Last (family name) First Middle

Other name(s) used at previous colleges _____

Social Security Number (if applicable) _____ - -
Provision of your SSN is required (if applicable). However, an alternative id will be assigned to you as your primary means of accessing the systems and of identification.

Present mailing address _____
Street number and name City

State Postal Code Country

If applicable, address good until _____ / _____

Permanent mailing address _____
(if different from above) Street number and name City

State Postal Code Country

Telephone numbers _____ () _____ () _____ () _____ ()
Home Business Cell Fax

E-mail Address _____
 List an active email address since this will be the primary mode of communication.

Gender: _____ Race/Ethnicity: _____
 (providing this data is NOT mandatory)

Georgia State University is required to report data on gender and racial/ethnic groups to certain federal and state agencies, as the date relates to civil rights compliance. The provision of this information is strictly voluntary. It is confidential and will be released only as statistical summaries in which individuals are not identified. The information has no bearing on either admission or academic decisions but is helpful to the University in meeting federal reporting requirements.

EMERGENCY CONTACT INFORMATION

Name _____
Last (family name) First Relationship

()
 Emergency Phone Number _____

Birthdate _____
Month Day Year Citizenship: _____

Country of Birth _____ Country of Citizenship _____

SECTION II. ADMISSION INFORMATION

For which term are you applying? _____

Proposed Program of Study _____

Concentration _____

If applying to more than one program, please provide the program _____

Have you ever applied to Georgia State University? _____ If yes, list approximate date(s) _____ / _____

Have you ever attended Georgia State University? _____ If yes, list approximate date(s) _____ / _____ to _____ / _____

Are you a current McNair Scholar? _____

Last (family name)

First

SECTION III. TEST SCORE INFORMATION**Please indicate which tests you have taken or expect to take:**

Graduate Record Examination (GRE):

	Score	Percentile		Date	Score Total
Verbal:		%	Graduate Management Admission Test (GMAT):	/ /	
Quantitative:		%	Miller Analogies Test (MAT):	/ /	
Analytical:		%	Test of English as a Foreign Language (TOEFL):	/ /	
Analytical Writing:					

Date Taken or Expected Date: ____/____/____

Graduate Record Examination (GRE) Subject:

Test Name:

Results: _____ %
Score Percentile**SECTION IV. EDUCATIONAL INFORMATION**

List in order of attendance, beginning with the most recent, all colleges and universities attended (including Georgia State University). Use an extra sheet if necessary. Official transcripts must be requested from all institutions listed below. NOTE: Georgia State University transcripts are necessary only for applicants to colleges that follow external professional admissions processes (such as the College of Law) and which state this special requirement in the *Graduate Catalog*.

Office Use Only	Name of College or University	City, State, Country	From (mo/yr)	To (mo/yr)	Degree Program Major or Concentration	Degree Awarded Name/Date
			/	/		/
			/	/		/
			/	/		/
			/	/		/
			/	/		/

Professional Exams, Certificates

Office Use Only	Professional Exams, Certificates	City, State, Country	Authority	Type	Year Awarded

Last (family name)

First

SECTION V. EMPLOYMENT HISTORY

Employment History (most recent)

Office Use Only	Organization	City, State, Country	Occupation Title	Nature of Work	Dates Employed	Years Employed
					- / /	
					- / /	
					- / /	
					- / /	
					- / /	

Have you ever been convicted of a crime other than a minor traffic violation? _____

If yes, explain in 100 words or less:

Are there any criminal charges currently pending against you? _____

If yes, explain in 100 words or less:

Have you entered a plea of guilty, a plea of no contest, a plea of nolo contendere, an Alford plea to a criminal charge, or a plea under a first offender act? _____

If yes, explain in 100 words or less:

Do you currently have disciplinary or academic misconduct charges pending against you from another college or university? _____

If yes, explain in 100 words or less:

Have you ever been disciplined, suspended, or expelled for conduct code violations from a postsecondary educational institution? _____

If yes, explain in 100 words or less:

I certify that the information provided on this form and on any attached documents is true and accurate to the best of my knowledge. I understand that omissions or falsifications may result in the withdrawal of a decision to accept me or in disciplinary action. I understand that I must request and provide official transcripts to the specific college to which I am applying at Georgia State University from all previous colleges or universities attended (including Georgia State University) before I may be considered for admission. I understand that I may be required to furnish additional information or take additional tests to be considered for admission.

SIGNATURE OF APPLICANT _____ DATE _____ / _____ / _____

Georgia State University, a unit of the University System of Georgia, is an equal opportunity education institution and an equal opportunity/affirmative action employer. The University is open to people of all races and actively seeks to promote racial integration.

Last (family name)

First

SECTION VII. INTERNATIONAL APPLICANT INFORMATION

Applicants whose native language is not English or who have not earned a degree from a U.S. institution.

Of what country are you a citizen? _____

Primary Language _____ Language of college instruction _____

Date you took or intend to take the Test of English as a Foreign Language (TOEFL) _____ / _____

Date you requested or intend to request scores to be sent to Georgia State University _____ / _____

Non-U.S. Citizens Only (whether in this country or applying from abroad):

Type of visa _____ Other _____

Is this visa currently held? _____

If you are currently in the U.S. on one of the above visas, please submit with your supplemental application forms a copy of the front and back of your form I-94 and, if you are F1 or J1, a copy of your I-20 or DS-2019.

If you are a Permanent Resident Alien, please provide your alien number: _____

and date the card was issued: _____ / _____ / _____

Please submit a copy of your I-551 or I-151 with your supplemental application materials.



GeorgiaState University

Last (family name)

First

PART 2

APPLICATION FOR GRADUATE STUDY

RESIDENCY INFORMATION

Name Last (family name) First Middle

Address Street number and name City

Length of time at this Address State months Postal Code SSN Number (optional) Country

Telephone (H) () (W) () Email Address

Place of Birth City State County Country

Country of Citizenship If not U.S. Citizen, Visa Type

Georgia residence for fee-paying purposes requires 12 continuous months of domicile and residency in Georgia. Complete regulations may be found in the Graduate Catalog. Do you consider yourself to be a resident of Georgia for fee-paying purposes as defined by the Board of Regents? If No - List your state of legal residence: If Yes (You must complete the information below if you are claiming residency).

GEORGIA RESIDENT INFORMATION

- I am an independent person who has not been claimed as a dependent on anyone else's income tax return and provided more than 50% of my income/financial support and I have maintained legal residence in Georgia (including payment of Georgia taxes) for the 12 months prior to the semester for which I intend to enroll. I have been transferred to Georgia by my employer. I am the child or spouse of a Georgia resident who has maintained legal residence in Georgia for the 12 months prior to the semester for which I intend to enroll. I have a legal guardian who has maintained legal residence in Georgia for the 12 months prior to the semester for which I intend to enroll. I (or my parents) am in the U.S. military and the home of record is Georgia. The income taxes are filed with and paid to the State of Georgia.

According to the U.S. Immigration and Naturalization Service, I am a Permanent Resident Alien or other legal alien granted indefinite stay AND I also qualify for the above listed situations. I will submit a copy of my visa paperwork: I-94, I-551, I-668, I-485, I-797, passport, etc.

How long have you lived continuously in Georgia? From To

Table with 4 columns: Item (Driver's License, Vehicle Registration, Voter Registration, State Income Tax Return), Yes/No, In which State?, Date first issued, obtained, filed? Most recent date issued, obtained, filed?

Were you counted as a tax dependent by spouse, parents, or guardians in the past year? If yes, complete the following:

Table with 4 columns: Name of spouse, parents, or guardians; State of legal residence; County; How long resided there?; Employer of spouse, parents, or guardians; City; State; County; How long employed there?

List all employment/educational institutions attended for the past 2 years:

Table with 5 columns: Employer/Institution, Location (city and state), From (mo/yr), To (mo/yr), Full-time/Part Time

I, the undersigned, hereby affirm to the authenticity of the information provided. I understand that any false or misleading information may result in denial of admission or expulsion from the university. I further understand that it may also cause me to be billed for the nonresident fees.

SIGNATURE DATE



**Georgia State
University**

**List of References Form
Graduate Programs
College of Arts and Sciences**

Name of Applicant

Social Security #

Degree Sought

Major

Semester/Year

Department/School

Recommender's Name

Address

City

State

Zip Code

Recommender's Name

Address

City

State

Zip Code

Recommender's Name

Address

City

State

Zip Code





**Georgia State
University**

**Waiver Form
Graduate Programs
College of Arts and Sciences**

Name of Applicant

Social Security #

Degree Sought

Major

Semester/Year

Department/School

Federal legislation guarantees you a right of access to the letters of recommendation that you have had sent to this office as part of your application materials. You are not required to waive this right, but you may do so if you wish. Please check one of the statements below:

I hereby WAIVE my right of access to all letters of recommendation sent to the College of Arts and Sciences at Georgia State University.

I do NOT waive my right of access to all letters of recommendation sent to the College of Arts and Sciences at Georgia State University.

Applicant's signature

Date

Please return this form to:

**Office of Graduate Studies
College of Arts and Sciences
P.O. Box 3993
Atlanta, GA 30302-3993**



Foreign Student Financial Statement

Graduate Programs (Master's & Doctoral) in:

- Andrew Young School of Policy Studies
 College of Arts and Sciences
 College of Education

International Student and Scholar Services
 Georgia State University
 P.O. Box 3987
 Atlanta, GA 30302-3987
 Tel: 404-413-2070
 Fax: 404-413-2072
 Email: iss@gsu.edu
www.gsu.edu/iss



Georgia State University requires a financial statement for the first year of study, from each applicant who is in F-1 status or will be obtaining an F-1 visa.

Section I : Applicant Information - You must enter your name on this form exactly as it is shown on your official identification document! Attach a copy of an official identification document that shows your name and date of birth

1. Applicant's Name: _____
Family (Last) Given (First) Middle
2. Date of Birth: ____ / ____ / ____ 3. Country of Birth: _____ 4. Citizenship: _____
Month Day Year
5. Telephone: _____ 6. E-mail: _____ 7. Gender: Female Male
8. Permanent Address (in home country): _____
9. Visa type: I will obtain F1 visa status
 I want to change to F1 visa status. I currently have: _____ visa type.
 I currently have F1 visa status
10. Have you ever attended another school in the United States? Yes No
 Last School Attended (including Georgia State): _____
 Date of last attendance (or date OPT expires, if applicable): ____ / ____ / ____

Section II: Additional Contact Information

If you have a contact person in the U.S. through whom we can send your I-20 or other correspondence, please print their contact information below. **By signing this form you certify that you desire to have the below named person contacted in the event additional information is needed or to receive your I-20 document.**

1. Name of Contact: _____ 2. Relationship to you: _____
Family (Last) Given (First)
3. Address: _____ 4. E-mail: _____
Street Address
- _____ 5. Telephone Number: (____) _____
City State Postal code

Section III: 2007-2008 Estimated Program Costs

Tuition	\$21,192
Fees	1,319
Room & Board	11,160
Personal Expenses	3,000
Book & Supplies	780
Transportation	840
Total	\$38,291

If you are planning to attend the university for the 2008-2009 academic year, please reflect a **10% increase** in tuition and fees in your financial documentation. *All of the figures are subject to change without notice.*

Section IV : Dependent Information

1. Will a spouse and/or child(ren) accompany you to Georgia State University on your visa? Yes No
2. If "Yes", please fill in information below and attach a copy of an official identification document that shows his or her full name and date of birth. You must also add the following minimums to the total cost:

Spouse: add \$4,500

Each child: add \$2,500

Name Family (Last), Given (First)	Date of Birth Month - Day - Year	Country of Birth	Relationship to applicant (Husband/wife, son/daughter)

Section V: Source of Support in U.S. Dollars - All applicants must show proof of finances.

Two original sets of supporting documents should be obtained. One set should be attached to this form and will become part of your university record. The other set you will need to present to the U.S. Embassy or Consulate at the time of visa application. (Please note that the financial documents submitted to the U.S. Embassy or Consulate must be less than 60 days old).

All documents cannot be older than 1 year when submitted to Georgia State University.

✓	Check all that apply:	Amount of support in US\$	Required Supporting Documentation
	My own personal funds		Bank Certification Letter ¹
	Parents' and/or sponsor's funds		Sponsor(s) Bank Certification letter ¹ Sponsor(s) Letter of Commitment ²
	Home government funds		Organization(s) Sponsorship Letter ³
	University award		Organization(s) Sponsorship Letter ³
	Other		Attach official documentation

The documented amount must be equal to or exceed the Total of "Estimated Program Costs"(from section III)(plus funds for dependents, if applicable).

(1) **Bank Certification Letter.** This letter must include these requirements:

1. Original bank letterhead with bank's contact information including telephone number and address;
2. Full name on the account, account number and the date account was opened;
3. Current and average amount of the account;
4. Currency, type (savings, checking, etc.) and terms of the account;
5. Bank official's printed name and original signature.

(2) **Sponsor(s) Letter of Commitment (an affidavit).** This letter must include these requirements:

1. Student's full name;
2. The relationship between student and the sponsor;
3. The amount and duration of the support;
4. The sponsor's original signature, full name, telephone number, and address.

(3) **Organization(s) Sponsorship Letter.** This letter must include these requirements:

1. Official original letterhead with organization's contact information including telephone number and address;
2. Student's full name;
3. The amount and duration of the support (if University award, the Semester support will start);
4. Original signature and title of the responsible official.

This certifies that the total amount of money that I have available for my first year of study at Georgia State University (including funds for dependents if applicable) is US\$ _____. I certify that the information provided on this form and the corresponding documentation is correct and complete and I will not require additional financial assistance from Georgia State University (*this does not include graduate assistantships*).

Signature of Student

____/____/____
Month Day Year