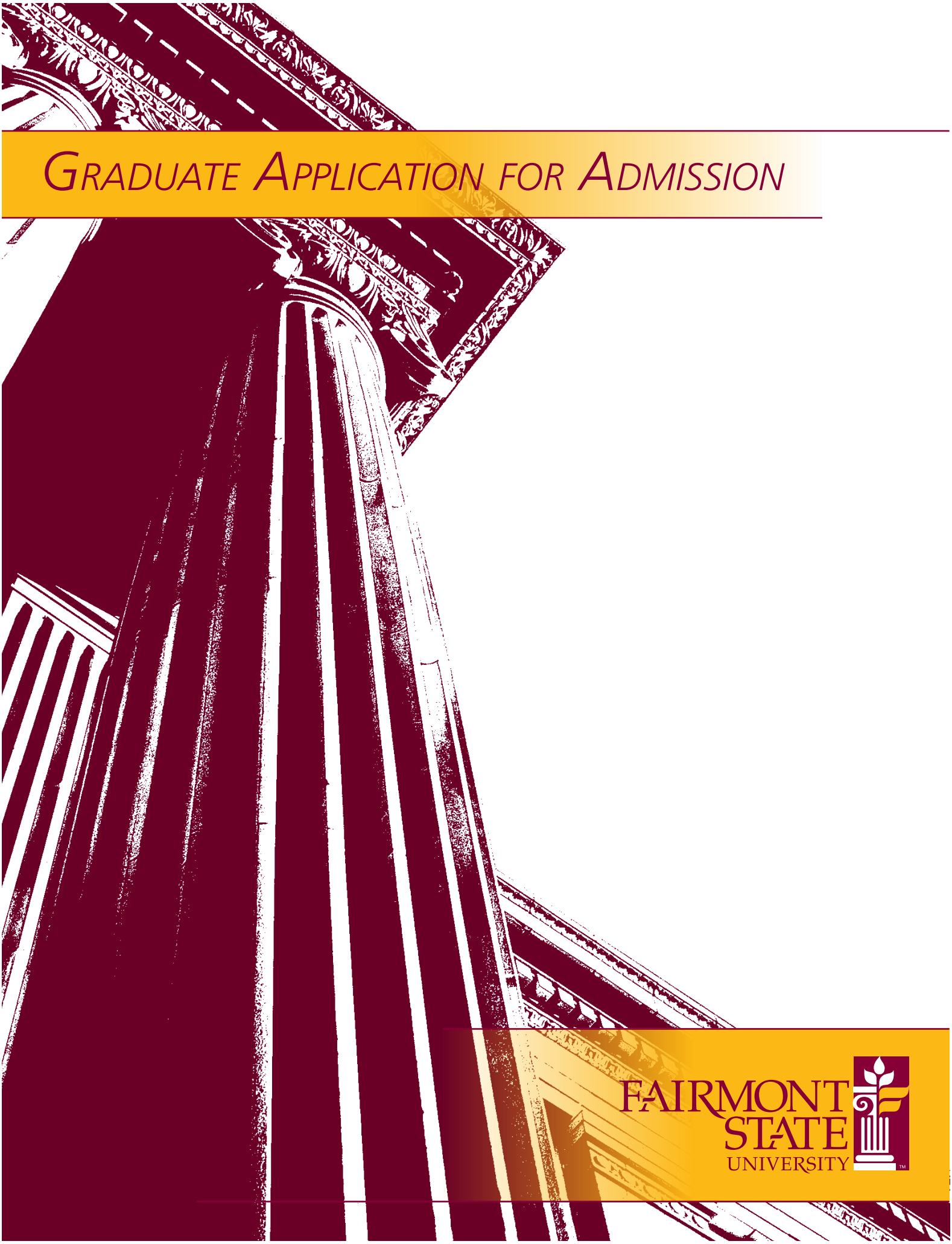
Graduate Application for Admission



FAIRMONT STATE UNIVERSITY

Office of Graduate Studies

1201 Locust Avenue • Fairmont, West Virginia 26554 • (304) 367-4098 • Fax (304) 367-4902
gradstudies@fairmontstate.edu • www.fairmontstate.edu/graduatestudies

The requirements for admission to Graduate Programs at Fairmont State University are listed in the Fairmont State University Graduate Bulletin and on the Fairmont State web page. You should not apply for admission to graduate study at the University unless you meet these requirements.

General Application Procedures

Please follow the steps listed below in completing this application form:

1. A completed application (including a graduate aptitude test*) is required of all students seeking to pursue graduate study, regardless of whether or not the student intends to complete a graduate degree at FSU.

2. A nonrefundable application fee of $50, made payable to Fairmont State University must accompany the application.

3. Students are eligible to register for courses once they have been admitted. Applications are considered complete when this form, the application fee, and all supporting materials are on file with the Office of Enrollment Services. Please feel free to contact the Office of Enrollment Services in order to make sure that your application is complete.

4. The Office of Graduate Studies will notify students of their admission status once a decision has been made on a complete application package.

*Graduate aptitude test is not required for Master of Science in Criminal Justice.

Deadlines

Due to the competitiveness of Graduate programs at Fairmont State University, applications are considered according to the following schedule. Please note schedules vary per program. M.B.A, M.A.T, and M.Ed. Program Schedules

Summer Term (May Admission) Timeline:

- Application package should be submitted by February 1st for full consideration and possible early admission
- May 1st – FINAL application deadline; applications received after this date will only be considered on a course space available basis

Fall Term (August Admission) Timeline:

- Application package should be submitted by May 1st for full consideration and possible early admission
- August 1st – FINAL application deadline; applications received after this date will only be considered on a course space available basis

Spring Term (January Admission) Timeline:

- Application package should be submitted by October 1st for full consideration and possible early admission
- January 1st – FINAL application deadline; applications received after this date will only be considered on a course space available basis

M.S.C.J. Program Schedule

Summer Term (May Admission) Timeline:

- April 15th – Application deadline; applications received after this date will only be considered on a course space available basis

Fall Term (August Admission) Timeline:

- July 15th – Application deadline; applications received after this date will only be considered on a course space available basis

Spring Term (January Admission) Timeline:

- November 15th – Application deadline; applications received after this date will only be considered on a course space available basis.

M.Arch. Program Schedule

Fall Term (August Admission) Timeline:

- Application package should be submitted by May 1st for full consideration and possible early admission
- August 1st – FINAL application deadline; applications received after this date will only be considered on a course space available basis

Admission Requirements

Applicants for admission to graduate study at Fairmont State University must have earned a baccalaureate degree from a regionally accredited institution or be in the final semester before degree completion. Official transcripts must be sent directly from the college or university that issued the baccalaureate degree, and any other schools attended, to the Fairmont State University Office of Enrollment Services.

In addition, students must submit their scores on a graduate aptitude test such as the Graduate Record Examination (GRE), Miller Analogies Test (MAT), or Graduate Management Admission Test (GMAT) (not required for the Criminal Justice program). Scores more than five years old are not accepted. This score requirement may be waived for applicants who already possess a master's degree. Test scores alone may not determine admission to Graduate Studies. Letters of recommendation, statements of purpose, and personal interviews may also be used to assess a student's preparedness for and probability of success in graduate school. If any of these are required, the applicant will be contacted by the appropriate Program Director.

Certain graduate programs may also have additional requirements. Applicants should contact the specific Graduate Program Director directly for more information. Applicants should contact the specific Graduate Program Director directly for more information on requirements and what constitutes a complete application.

Readmission

A returning graduate student who has not taken a graduate class at FSU for two or more consecutive academic years (summers included), must submit a new application and non refundable $40 fee, and be readmitted by the Program Director. The application must show any intervening graduate work. Official transcripts of such intervening graduate work are required. The applicable standards are those in effect when the student applies for readmission. Graduate course work more than seven years old may not be counted toward a graduate degree.

Transfer of Graduate Credit

With the approval of the appropriate Graduate Program Director and Dean of Graduate Students, a student may transfer up to twelve graduate credit hours toward a completed degree at Fairmont State University. To request a transfer of credit, complete the Transfer of Credit Form and attach it to the application.

Residency Requirement

The last eighteen (18) hours of graduate credit must be earned at Fairmont State University.

Directory information may be released on admitted or enrolled students as provided under the Family Educational Rights Privacy Act unless the student requests in writing that this information be withheld. Requests to withhold information should be sent to the Office of Enrollment Services at Fairmont State University with this application form.

Graduate Application for Admission

Fairmont State University

Please read the instructions and guidelines before completing and submitting this application. Please type or print. You must submit a nonrefundable $40 application fee before your application can be processed. Please enclose a check or money order made payable to Fairmont State University with this application form.

Personal Information

1. Name: _____
Last First Middle

List any former last name(s) you have used for work or school: _____

2. Social Security Number: _____

3. When do you plan to begin classes? Year _____ Term: (Select One) ❍ Fall - August ❍ Spring - January ❍ Summer, May-June

4. Address: _____
Street or P.O. Box

_____
City County State/Province ZIP/Postal Code Country

5. Are you a West Virginia resident? (Proof of residency may be required) ❍ Yes ❍ No

6. Have you resided in West Virginia (other than as a college student) for the entire past 12 months? ❍ Yes ❍ No

7. How long have you resided in West Virginia? _____
Years / Months

8. Telephone: Home: ( ) _____ Cell: ( ) _____ Other: ( ) _____

9. E-mail: _____

10. Birthdate: Month _____ Day _____ Year _____ **11.** Gender: ❍ Male (1) ❍ Female (2)

12. What is your ethnicity? ❍ Hispanic or Latino ❍ Not Hispanic or Latino

13. Regardless of your answer to the prior question, please select one or more of the following races that best describe you:

❍ American Indian or Alaska Native ❍ Asian ❍ Black or African American ❍ Native Hawaiian or Other Pacific Islander ❍ White

*Required for federal reports by Civil Rights Act of 1964. Not used for admission decision.

14. Are you a United States citizen? ❍ Yes ❍ No **15.** Are you a veteran? ❍ Yes ❍ No

INTERNATIONAL STUDENTS ONLY

16. Type of visa _____ Are you in status? ❍ Yes ❍ No Are you currently in the U.S.? ❍ Yes ❍ No

Country of Citizenship: _____ Country of Birth: _____

Have you taken TOEFL? ❍ Yes ❍ No If so, when? _____

Admission Information

Student Type:

____ First Time Applicant
____ Readmit
____ Transient Student
____ Transfer
____ Non Degree

_____
(Semester and year of last enrollment)

Admission Tests:

____ Graduate Record Examination (GRE)
____ PLT Exam
____ Miller Analogies Test (MAT)
____ Graduate Management Admissions Test (GMAT)
Other _____

Date taken or will take _____

Intended Degree Program:

____ Criminal Justice
____ Master of Arts in Teaching
____ Master of Business Administration
____ Master of Architecture
____ Master of Education
  ____ Multi-Categorical Special Education
  ____ Reading Specialist Certificate
  ____ Digital Media, New Literacies and Learning
  ____ Exercise Science, Fitness and Wellness
  ____ Professional Studies

Academic Information

Education: Beginning with the most recent enrollment, list in chronological order ALL institutions of higher education attended, including Fairmont State University. Include part-time, non-degree, and summer studies. Applicants educated outside of the United States must indicate all secondary and post-secondary institutions. *Please have each institution forward an official transcript to the Fairmont State University Office of Enrollment Services at the address below.* **Notes:** *(1) You do not need to obtain a Fairmont State transcript, one will be obtained in house. (2) If you wish to have courses considered for transfer credit, you must include a transfer of credit form with your application. (form available online)*

Name of Institution:_____ Location: *(City, State or Country)* _____

Dates Attended (mo/yr)_____ Major Program of Study_____

Degree _____ Date Received/Expected _____ GPA _____

Name of Institution:_____ Location: *(City, State or Country)* _____

Dates Attended (mo/yr)_____ Major Program of Study_____

Degree _____ Date Received/Expected _____ GPA _____

Name of Institution:_____ Location: *(City, State or Country)* _____

Dates Attended (mo/yr)_____ Major Program of Study_____

Degree _____ Date Received/Expected _____ GPA _____

Name of Institution:_____ Location: *(City, State or Country)* _____

Dates Attended (mo/yr)_____ Major Program of Study_____

Degree _____ Date Received/Expected _____ GPA _____

Professional Information

List your recent work experience:

Employer: _____ Position: _____ Dates:_____

Employer: _____ Position: _____ Dates:_____

Employer: _____ Position: _____ Dates:_____

Certification

I have read and understand the application instructions, and I certify that all statements in this application are complete and accurate. I hereby give Fairmont State University permission to use this information for statistical and reporting purposes. I understand that I shall not be considered for admission to Fairmont State University graduate studies until I have submitted all credentials specified. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of admission and/or dismissal from graduate study at Fairmont State University.

Signature: _____ Date: _____

Mail your completed application with the $50.00 application fee to the address below.
Transcripts, test scores, and any other admissions material should be mailed to the same address.

ENROLLMENT SERVICES
FAIRMONT STATE UNIVERSITY
1201 LOCUST AVENUE
FAIRMONT, WV 26554-2470

Fairmont State University is an equal opportunity, affirmative action institution. In compliance with Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act, West Virginia Human Rights Act, Title IX (Educational Amendments of 1972), Section 504 of the Rehabilitation Act of 1973, and the other applicable laws and regulations, the institution provides equal opportunity to all prospective and current members of the student body, faculty, and staff on the basis of individual qualifications and merit without regard to race, sex, religion, age, national origin, or handicap, as identified and defined by law. Further inquires may be directed to the Assistant Vice President/Human Resources, who is the Section 504 and Title IX Coordinator, Room 324 HB, telephone (304) 367-4386.

Fairmont State University neither affiliates knowingly with nor grants recognition to an individual, group, or organization having policies that discriminate on the basis of race, color, age, religion, sex, national origin, or handicap, as defined by applicable laws and regulations.

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