FAIRMONT STATE UNIVERSITY™
Graduate Studies

GRADUATE STUDIES
APPLICATION FOR ADMISSION
GRADUATE STUDIES DEGREE PROGRAMS AND CERTIFICATES

INTENDED DEGREE PROGRAM

_____ Architecture, M.Arch. (On-Campus)

_____ Teaching, M.A. (Online)

_____ Business Administration, M.B.A. (On-Campus)

_____ Business Administration, M.B.A.;
Cybersecurity Concentration (On-Campus)

_____ Criminal Justice, M.S. (Online)

_____ Healthcare Management, M.S. (Online)

_____ Engineering Management, M.S. (Online)

_____ Digital Media, New Literacies, and Learning, M.Ed.
(Online)

_____ Educational Leadership, M.Ed. (Online)

_____ Exercise Science, M.Ed. (On-Campus)

_____ Multi-categorical Special Education with Autism,
M.Ed. (Online)

_____ Reading Specialist, M.Ed. (Online)

_____ Professional Studies, M.Ed. (Online)

CERTIFICATE PROGRAM

_____ Educational Leadership Certificate
(Online Licensure Program)

_____ Reading Specialist Certificate
(Online Licensure Program)

_____ Healthcare Management Certificate (Online)

_____ Cybersecurity Management Certificate

_____ Human Resource Management Certificate

_____ Project Management Certificate

INTENDED NON-DEGREE

(take a class or classes as a non-degree student)

Check area of course interest:

___ Architecture

___ Business

___ Criminal Justice

___ Education

Please consult the Graduate Catalog or contact a specific academic department for complete information about selecting a degree program or certificate and application deadlines.

FAIRMONTSTATE.EDU/graduatestudies

FAIRMONT STATE UNIVERSITY
GRADUATE APPLICATION FOR ADMISSION

Please read the instructions and guidelines before completing and submitting this application. Please type or print. You must submit a nonrefundable $50 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: (   ) _____ Mobile: (   ) _____ Other: (   ) _____

9. E-mail: _____

10. Birthdate: Month _____ Day _____ Year _____   **11.** Gender: ◯ Male   ◯ Female

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 or IELTS? ◯ Yes   ◯ No (Either TOEFL or IELTS are required for admission) 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)
____ LSAT

Other _____
Date taken or will take _____

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 Fairmont State.
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 Admissions. Please feel free to contact the Office of Admissions 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.

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 Admissions.

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 on requirements and what constitutes a complete application.

INTERNATIONAL STUDENT REQUIREMENTS

In addition to the general admission requirements above, the following are required of all international students seeking admission to a graduate program: official English proficiency scores (TOEFL of 550 paper based or 79 internet based, or IELTS of 6.5) if your native language is not English; proof of financial support; official certified English translation (course by course) of college transcripts (we use WES.org); color copy front and back of passport; proof of health insurance; and transfer eligibility form (if transferring from one SEVIS institution to another). The admission file must be completed by June 15 for Fall Semester and October 15 for the Spring Semester.

READMISSION

A returning graduate student who has not taken a graduate class at Fairmont State for two or more consecutive semesters (summers included), must submit a new application and non refundable $50 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.

FAIRMONT STATE UNIVERSITY™
Graduate Studies

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

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 <u>each institution</u> forward an official transcript to the Fairmont State University Office of Admissions 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.

OFFICE OF ADMISSIONS
Fairmont State University
1201 Locust Avenue
Fairmont, WV 26554-2470