

## **APPLICATION FEE**

The Kansas Board of Regents has approved a one-time non-refundable \$40 graduate application fee for graduate students (degree-seeking, non-degree, certificate seeking, and licensure). Ph.D. students must pay a non-refundable \$50 graduate application fee

The appropriate graduate application fee will be charged to your ESU account when your application is processed. The application fee will be billed with your tuition and fees. You are responsible for paying the application fee regardless of your enrollment. The application fee is non-refundable and is charged for processing your application. If you have previously paid the graduate application fee, then you will not be charged again. After your application is processed, you will receive an informational letter from the Graduate Office with instructions on how to access your tuition and fee statement via your Buzz In account.

## **DEGREE-SEEKING STUDENTS**

A degree-seeking student is one who is applying for admission to the Graduate School for the purpose of obtaining a graduate degree. If you are not in this category, refer to the instruction sheet for non-degree-seeking students.

Carefully read the entire instruction sheet before completing the application. Answer all questions on the application.

The Application for Admission cannot be reviewed until all official transcripts are on file. Supporting application materials are non-returnable. Students must submit an **official** transcript from each institution attended. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Students who received their undergraduate degree at Emporia State do not need to submit a copy of their ESU undergraduate transcript. Students who enroll in graduate courses without having been admitted to graduate study by a department risk the possibility that their course work may not be applicable toward a degree.

Question 17 on the application form, Degree Objective, should be completed with the appropriate abbreviation, as follows:

**Degree Objective:** MS--Master of Science; MA--Master of Arts; MAT--Master of Arts in Teaching; MM--Master of Music; MLM--Master of Legal Information Management; MLS--Master of Library Science; MBA--Master of Business Administration; Ed.S.--Specialist in Education (see attached list of degrees offered)

**Major:** (Listed on the degrees offered sheet)

**Areas of Concentration:** NOTE: If applicable, you must list the correct area of concentration on the application form. Failure to do this may cause a problem in the processing of your application. (Listed on the degrees offered sheet.)

## **SPECIAL NOTE FOR CERTIFICATE, LICENSURE OR NON-DEGREE SEEKING STUDENTS:**

Post-baccalaureate students who are not in a degree seeking program will be charged undergraduate tuition for courses numbered 100-499. Courses numbered 500 and above will be charged at the graduate rate. The full-time tuition rate in the Fall and Spring semesters does not apply to these students. All courses are charged by the credit hour regardless of the number of enrolled hours. Please direct any questions regarding tuition and fees to the Cashiers Office, 620-341-5170.

## **CERTIFICATE SEEKING STUDENTS**

A certificate seeking student is one who is applying for admission to the Graduate School for the purpose of obtaining a certificate.

Certificate students **must complete all items on the graduate application (be sure to answer question 17 correctly)**. Current masters students must complete a separate application if they are also applying for a certificate program.

The Application for Admission cannot be reviewed until all official transcripts are on file. Students must submit an **official** transcript from each institution attended. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Students who received their undergraduate/masters degree at Emporia State do not need to submit a copy of their ESU transcript.

Question 17 on the application form, Degree Objective, should be completed with the appropriate program name from the degree listing

## **LICENSURE SEEKING STUDENTS**

If you are taking coursework for licensure purposes, you must have a baccalaureate degree from an accredited institution. You **must complete all items on the graduate application (be sure to answer question 17 correctly)**. Question 17 on the application form, Degree Objective, should be completed with the appropriate licensure program name from the degree listing.

## **NON-DEGREE SEEKING STUDENTS**

A non-degree student is a student with at least a baccalaureate degree from an accredited institution who desires to enroll in coursework for personal enrichment.

Non-degree students **MUST COMPLETE** all items on the graduate application.

Under item 17, write ND as degree objective and write NA under Major and under Area of Concentration.

**Non-degree enrollment does not constitute formal admission to Emporia State University graduate studies. The Graduate Faculty reserves the right to decide whether the credit earned in course(s) enrolled in while a non-degree student will apply toward a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program.** 07/09



Office of Graduate Studies

APPLICATION FOR ADMISSION TO GRADUATE STUDY

1. Name: (print) \_\_\_\_\_ Last First Middle

2. Other names under which your records might be found \_\_\_\_\_ 3. Date of Birth \_\_\_\_\_

4. \*Social Security No. \_\_\_\_\_ (\*SSN is optional for admission; required for financial aid or if you plan to take advantage of educational tax credit/incentives. Solicited per K.S.A. 76-725. Used as student identifier for records and accounts. In the admissions and scholarship selection process, the SSN is used to assist in matching test scores and credentials of applicants.)

5. Email address: \_\_\_\_\_ 6. Semester in which you anticipate enrolling: Fall 20 \_\_\_\_\_ Spring 20 \_\_\_\_\_ Sum 20 \_\_\_\_\_

7. Telephone Work: \_\_\_\_\_ 8. Telephone Home: \_\_\_\_\_

9. Mailing Address: \_\_\_\_\_

10. City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

11. Permanent address (if different): \_\_\_\_\_ 12. Telephone \_\_\_\_\_

13. City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

14. I have lived in Kansas the last twelve months? Yes [ ] No [ ] 15. U.S. Citizen: Yes [ ] No [ ] If no, please complete the following questions:

Country of birth \_\_\_\_\_ City \_\_\_\_\_ State / province \_\_\_\_\_

Visa type \_\_\_\_\_ Are you a permanent resident? \_\_\_\_\_ Are you an exchange student? \_\_\_\_\_

16. Optional. Any questions about sex and race are optional and will only be used to the advantage of the applicant:

Gender: [ ] Male [ ] Female

I am Hispanic/Latino: [ ] Yes [ ] No

I am (please choose one or more): [ ] American Indian or Alaska Native [ ] Asian [ ] Black or African American [ ] Native Hawaiian or Other Pacific Islander [ ] White

If you are taking coursework towards a certificate or licensure, please see attached degree listing for available programs and enter appropriate program name in question #17. Failure to provide correct program name will result in the delay of your application being processed.

If you designate MBA as your degree objective in question #17, will you be taking your coursework at the Metro Learning Center in Kansas City? [ ] Yes [ ] No

17. Degree Objective Major Area of Concentration
MS,MA,MLM,MLS,MM,MAT,MBA,EDS,\*ND (Graduate) (If applicable)

Colleges which you have attended: Be sure to include ESU, if ever enrolled.

Table with 6 columns: Name, City, State; Years Attended From To; Title of Degree Rec'd; Year Degree Rec'd; Major; Minor

\*Solicited per K.S.A. 76-725. Used as student identifier for records, accounts, fraudulent claims, and federal tax reporting.

NOTE: If you are beginning work toward an advanced degree, you must submit an official transcript from each institution attended. Transcripts are considered official only if they are received directly from the institution in a sealed envelope. Admission cannot be acted upon until all official transcripts are received. (Junior College transcript required if grades are not included on Bachelor's degree transcript). The graduate application fee is non-refundable and supporting application materials are non-returnable. Please check with the department you are applying to for information regarding additional admission requirements.

\*\*Non-degree enrollment does not constitute formal admission to Emporia State University graduate studies. The Graduate Faculty reserves the right to decide whether the credit earned in course(s) enrolled in while a non-degree student will apply toward a degree program. A maximum of 12 approved hours earned under this status may be applied to a degree program.

Send application materials and transcript(s) to the Office of Graduate Studies and Research, Campus Box 4003, 1200 Commercial, Emporia, KS, 66801. Please feel free to include a check for your application fee if you so desire.

I certify that the information submitted on this application is complete, accurate and true, and agree to abide by the admissions policies and requirements of Emporia State University. I understand that information given falsely or withheld could affect the decision on my application and may make me ineligible for admission and/or enrollment. Verification of responses may be requested for any applicant.

Date (Signature of Applicant)

For Office Use Only SID: \_\_\_\_\_