

# Application for Graduate Admission



**Missouri  
State**  
UNIVERSITY

# INSTRUCTIONS - APPLICATION FOR GRADUATE ADMISSION

## Missouri State University

We are pleased that you are applying to graduate school at Missouri State University and hope that the following instructions will be helpful to you in completing your application. Please follow them closely.

- Application Fee.** An application fee is required of all first-time graduate applicants. The current application fee is \$35. This fee is non-refundable and is not transferable to another student's application. Complete the front and back of the Application for Graduate Admission. Send the application to the Graduate College along with the application fee if you are a first-time graduate applicant at Missouri State University. **No application will be processed without the application fee.** If you are requesting to be readmitted, you may not need to pay the application fee again. The application fee is good for one year. If you were admitted within the last year (academic year, rather than calendar year) you will not be required to pay the fee again. Also, if you were admitted in the past to the Graduate College and have completed at least one class as a graduate student, you will not need to repay the application fee.
- Application Deadline.** The application deadline (to avoid a late fee) is set as follows: Fall semester, July 20; Spring semester, December 20; and Summer semester, May 20. However, **graduate students are strongly encouraged to apply six weeks before the start of the semester.** Please note that some departments have specific once a year deadlines (e.g., Communication Sciences and Disorders has a deadline of February 1 for the fall semester). Check departmental listings in the Graduate Catalog to see if your department of interest has a specific deadline. Students applying after the published application deadline dates will be required to submit a \$25 late fee in addition to the application fee.
- Late Applicant.** Students who submit the required forms and transcripts for admission to graduate study after the deadline may, at the discretion of the Graduate College, be admitted as a non-degree seeking student pending full review of application materials.
- Social Security Number.** Disclosure of your Social Security Number (SSN) is voluntary. In certain cases (e.g., with federal financial aid applications and for employment purposes), disclosure of SSN is required by law. If you provide your SSN, it will appear on your student identification card and be used for various University administrative purposes. If you do not provide your SSN, a student number will be assigned to you.
- Transcripts.** Request two official transcripts to be sent to the Graduate College. The Graduate College has access to your Missouri State University (Springfield campus) records; therefore, if you are a graduate of Missouri State, you do not need to request official transcripts. Transcripts are not considered official unless they are received directly from the institution granting them. Please note that a transcript hand-delivered by a student is considered unofficial even if it does have a seal from the other institution. Transcripts that should be provided include the one showing completion of a bachelor's degree and any course work taken since the completion of your bachelor's degree. As part of the admission process, your grade point average on your last 60 hours may need to be calculated; therefore you need to supply the Graduate College with official transcripts showing these hours.
- Standardized Tests.** Applicants to certain programs may be required to submit scores for the Graduate Management Admissions Test (GMAT), the Graduate Record Examination (GRE), or the Miller Analogies Test (MAT). See the program descriptions in the catalog for test requirements.
- Degree Seeking Student.** Below item #23 on the application, the appropriate degree that the student plans to seek can be checked. If a student is seeking a Master of Science in Education – Secondary Education, an emphasis area must be entered on the application form (please see list of emphasis areas below).

<b>Secondary Education (emphasis areas)</b>	
Agriculture	Latin
Art	Mathematics
Biology	Music
Business	Natural Sciences
Chemistry	Physical Education
Earth Science	Physics
English	Social Science
French	Spanish
Geography	Speech & Theatre
German	Vocational Family & Consumer Sciences
History	
- Non-Degree Seeking Student.**
  - Non-Degree Seeking:** Students who do not plan to pursue a master's or specialist's degree, but wish to complete course work for graduate credit.
  - Post Master's:** Students who have received a master's or higher graduate degree and wish to continue taking course work for graduate credit without pursuing another graduate degree.
- Accelerated Master's.** This is a program designed for well qualified Missouri State University undergraduate students who are planning to seek a master's degree in the same area as their undergraduate degree at Missouri State. The accelerated master's allows a student to receive credit for a few courses towards both his and her undergraduate and graduate degree. There are a limited number of programs that have this offering available. Please refer to the Graduate Catalog for full details.
- For-Credit Certificate Programs.** There are a limited number of departments who offer for-credit graduate certificates for students. Some of these certificates are designed to be taken along with a master's degree to give more specialized training in a particular area. Others are designed to be taken in addition to the master's degree to give additional skills. Please refer to the Graduate Catalog for full details.
- International Students.** Application for admission to graduate school by international students should be made on a separate application form. For information see <http://international.missouristate.edu> or contact International Student Services at (417) 836-6618 or [internationalstudentservices@missouristate.edu](mailto:internationalstudentservices@missouristate.edu).
- Application packet.**

Mail completed application packet to:

Graduate College  
Missouri State University  
901 S. National Avenue  
Springfield, MO 65897

Phone: 417-836-5335  
866-767-4723 (toll free)  
MO Relay TDD Users 800-735-2966

Fax: 417-836-6888

**Remember to include the application fee, if required, and to request transcripts as needed.**

# Missouri State University

Graduate College, 901 S. National Avenue, Springfield, MO 65897

## Application for Graduate Admission

*Please read instructions and print in ink or type.*

1. Full Legal Name (Last, First, Middle Initial):

2. Social Security Number:

Last

First

MI

Other Names

3. Birth date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Month Day Year

4. Sex:  Male  
 Female

5. Email Address: \_\_\_\_\_  
(Optional)

6. Mailing Address: \_\_\_\_\_  
Number Street City State Zip Code

7. Telephone: ( ) \_\_\_\_\_ - \_\_\_\_\_ 8. Legal Residence: City \_\_\_\_\_ County \_\_\_\_\_ State \_\_\_\_\_

9. If you are a Missouri resident, how long have you lived in Missouri? (check one)

More than one year  One year or less (If one year or less, indicate when you moved to Missouri) Month \_\_\_\_\_ Year \_\_\_\_\_

10. Parent/Guardian/Spouse Information (optional for applicants 21 years of age & older):

Name \_\_\_\_\_  Parent  Guardian  Spouse  Other \_\_\_\_\_

11. Are you a United States citizen?  Yes  No

If no to #11, are you a permanent resident?  Yes If yes, please provide a copy of the front and back of your permanent resident card.  
 No If no, please complete the international student application.

12. Current/most recent employment information:

Place of employment \_\_\_\_\_ Location (City & State) \_\_\_\_\_

13. Have you ever been convicted of or pled guilty to a crime other than a traffic offense or are any criminal charges pending against you or have you been dismissed/suspended from another college or university for disciplinary reasons?

Yes (If yes, please explain on a separate sheet)  No

14. Ethnic Origin? (Optional – requested to comply with federal guidelines and will not be used in determining admission status)

African American  Asian American/South Pacific Islander  European American (Caucasian)  
 Mexican American/Latin American/Hispanic  Native American/Alaskan Native  Other \_\_\_\_\_

15. Have you served in the U.S. Armed Services?  Yes  No If yes, please indicate which branch: \_\_\_\_\_

16. Have you previously applied for admission or attended Missouri State University?  Yes  No

If yes, indicate semester and year of most recent application or attendance: Semester \_\_\_\_\_ Year \_\_\_\_\_

17. Type of Admission:  New Graduate  Readmission (you have previously attended Missouri State University as a graduate student)

18. Semester you are applying for:  Fall (August)  Spring (January)  Summer (June) Year: \_\_\_\_\_

19. Where do you plan to take most of your classes?  Springfield Day Campus  Joplin Campus (including Neosho and Nevada)  
 Springfield Evening Campus  Other

20. How did you initially hear about the Missouri State University Graduate College/Program (i.e. friends, website, radio ad, etc)?  
\_\_\_\_\_

21. List all colleges previously attended. Please also list Missouri State University if you have attended. (Note: failure to list all colleges is considered falsification of records and may result in denial.)

College	City & State	Degree Earned	Dates Attended	Credit Hours

Continued (next page)

**FOR GRADUATE COLLEGE USE ONLY (DO NOT WRITE IN THIS BOX)**

Dept. \_\_\_\_\_ Prog. \_\_\_\_\_ Deg. \_\_\_\_\_ Advisor \_\_\_\_\_ App Fee \_\_\_\_\_ Coded By \_\_\_\_\_

**22. If you have taken (or plan to take) the Graduate Record Examination (GRE), the Graduate Management Test (GMAT), or the Miller Analogies Test (MAT), please indicate. Please see catalog program descriptions for GRE and GMAT requirements:**

GRE  Yes Date \_\_\_\_\_  No Subject GRE  Yes Date \_\_\_\_\_  No  
 GMAT  Yes Date \_\_\_\_\_  No MAT  Yes Date \_\_\_\_\_  No

**23. Are you seeking a degree program? (This includes master's, specialist, accelerated masters and for-credit graduate certificate programs.)**

Yes If yes, select program from the list below (please mark with a check ✓).  
 No If no, select one of the following classifications:  Non-Degree Seeking Student  Post Master's Student

<p><b>MASTER'S PROGRAMS</b></p> <p><input type="checkbox"/> Accountancy (MAcc)</p> <p><input type="checkbox"/> Administrative Studies (MS) <b>Check one</b></p> <p><input type="checkbox"/> Applied Communication <input type="checkbox"/> Criminal Justice</p> <p><input type="checkbox"/> Environment Management <input type="checkbox"/> Project Management</p> <p><input type="checkbox"/> Sports Management</p> <p><input type="checkbox"/> Applied Anthropology (MS)</p> <p><input type="checkbox"/> Biology (MS)</p> <p><input type="checkbox"/> Business Administration (MBA)</p> <p><input type="checkbox"/> Cell &amp; Molecular Biology (MS)</p> <p><input type="checkbox"/> Chemistry (MS)</p> <p><input type="checkbox"/> Communication Sciences &amp; Disorders (MS) <b>Check one</b></p> <p><input type="checkbox"/> Speech Pathology <input type="checkbox"/> Education of the Deaf/Hard of Hearing</p> <p><input type="checkbox"/> Communication (MA)</p> <p><input type="checkbox"/> Computer Information Systems (MS)</p> <p><input type="checkbox"/> Counseling (MS) <b>Check one</b></p> <p><input type="checkbox"/> Elementary <input type="checkbox"/> Secondary <input type="checkbox"/> Community Agency</p> <p><input type="checkbox"/> Criminology (MS)</p> <p><input type="checkbox"/> Defense &amp; Strategic Studies (MS)</p> <p><input type="checkbox"/> Early Childhood and Family Development (MS)</p> <p><input type="checkbox"/> Educational Administration (MSEd) <b>Check one</b></p> <p><input type="checkbox"/> Elementary <input type="checkbox"/> Secondary</p> <p><input type="checkbox"/> Elementary Education (MSEd)</p> <p><input type="checkbox"/> English (MA)</p> <p><input type="checkbox"/> Geospatial Sciences in Geography &amp; Geology (MS)</p> <p><input type="checkbox"/> Health Administration (MHA)</p> <p><input type="checkbox"/> Health Promotion &amp; Wellness Management (MS)</p> <p><input type="checkbox"/> History (MA)</p> <p><input type="checkbox"/> Instructional Media Technology (MSEd)</p> <p><input type="checkbox"/> International Affairs &amp; Administration (MIAA)</p> <p><input type="checkbox"/> Master of Arts in Teaching (MAT)</p> <p><input type="checkbox"/> Materials Science (MS)</p> <p><input type="checkbox"/> Mathematics (MS)</p> <p><input type="checkbox"/> Music (MM)</p> <p><input type="checkbox"/> Natural &amp; Applied Science (MNAS)</p> <p><input type="checkbox"/> Nurse Anesthesia (MS)</p> <p><input type="checkbox"/> Nursing (MSN) <b>Check one</b></p> <p><input type="checkbox"/> Nurse Educator <input type="checkbox"/> Family Nurse Practitioner</p> <p><input type="checkbox"/> Physician Assistant Studies (MS)</p> <p><input type="checkbox"/> Plant Science (MS)</p> <p><input type="checkbox"/> Project Management (MS)</p> <p><input type="checkbox"/> Psychology (MS) <b>Check one</b></p> <p><input type="checkbox"/> Clinical <input type="checkbox"/> General <input type="checkbox"/> Industrial/Organizational</p> <p><input type="checkbox"/> Public Administration (MPA)</p> <p><input type="checkbox"/> Public Health (MPH)</p>	<p><input type="checkbox"/> Reading (MSEd)</p> <p><input type="checkbox"/> Religious Studies (MA)</p> <p><input type="checkbox"/> Secondary Education (MSEd) - (see pg. 1 of instructions for a list of emphasis areas)</p> <p><b>Enter Emphasis Area</b> _____</p> <p><input type="checkbox"/> Social Work (MSW)</p> <p><input type="checkbox"/> Special Education (MSEd)</p> <p><input type="checkbox"/> Student Affairs (MS)</p> <p><input type="checkbox"/> Teaching (MAT)</p> <p><input type="checkbox"/> Theatre (MA)</p> <p><input type="checkbox"/> Writing (MA)</p> <p><b>SPECIALIST PROGRAMS</b></p> <p><input type="checkbox"/> Educational Administration (EdS) <b>Check one</b></p> <p><input type="checkbox"/> Elementary Principal <input type="checkbox"/> Secondary Principal <input type="checkbox"/> Superintendent</p> <p><b>DOCTORATE PROGRAMS</b></p> <p><input type="checkbox"/> Audiology (AuD) <input type="checkbox"/> Physical Therapy (DPT)</p> <p><b>ACCELERATED MASTER'S PROGRAMS (Missouri State University students only)</b></p> <p><input type="checkbox"/> Accelerated Accounting Master's</p> <p><input type="checkbox"/> Accelerated Biology Master's</p> <p><input type="checkbox"/> Accelerated Business Administration Master's</p> <p><input type="checkbox"/> Accelerated Cell &amp; Molecular Biology Master's</p> <p><input type="checkbox"/> Accelerated Chemistry Master's</p> <p><input type="checkbox"/> Accelerated Communication Master's</p> <p><input type="checkbox"/> Accelerated Geospatial Sciences in Geography &amp; Geology Master's</p> <p><input type="checkbox"/> Accelerated Material Science Master's</p> <p><input type="checkbox"/> Accelerated Mathematics Master's</p> <p><input type="checkbox"/> Accelerated Natural &amp; Applied Science Master's</p> <p><input type="checkbox"/> Accelerated Nursing Master's</p> <p><input type="checkbox"/> Accelerated Plant Science Master's</p> <p><input type="checkbox"/> Accelerated Project Management Master's</p> <p><input type="checkbox"/> Accelerated Public Administration Master's</p> <p><input type="checkbox"/> Accelerated Religious Studies Master's</p> <p><input type="checkbox"/> Accelerated Theatre Master's</p> <p><b>FOR-CREDIT GRADUATE CERTIFICATE PROGRAMS</b></p> <p><input type="checkbox"/> Autism Spectrum Disorders <input type="checkbox"/> Public Management</p> <p><input type="checkbox"/> Conflict and Dispute Resolution <input type="checkbox"/> Religious Studies for the Professions</p> <p><input type="checkbox"/> Defense and Strategic Studies <input type="checkbox"/> Sports Management</p> <p><input type="checkbox"/> Geospatial Information Sciences <input type="checkbox"/> TESOL*</p> <p><input type="checkbox"/> Homeland Security and Defense <input type="checkbox"/> Technology Management</p> <p><input type="checkbox"/> Instructional Technology Specialist</p> <p><input type="checkbox"/> Internal Auditing</p> <p><input type="checkbox"/> Orientation and Mobility</p> <p><input type="checkbox"/> Ozark Studies</p> <p><input type="checkbox"/> Post Master's Nurse Educator</p> <p><input type="checkbox"/> Post Master's Nurse Practitioner</p> <p><input type="checkbox"/> Project Management <span style="float: right;">*TESOL= Teaching English to Speakers of Other Languages</span></p>
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**24. Attach a brief (1 page or less) explanation of your purpose and goals in pursuing this degree.**

**25. If you have a disability which requires accommodation, please contact our Director of Disability Services, Dean of Students Office, Plaster Student Union 405, (417) 836-4192, TTY (417) 836-6792, for more information about services available to you.**

**26. I certify that the answers given in this application are complete and accurate to the best of my knowledge. I understand that falsified information or failure to supply all required transcripts could result in admission denial or suspension from Missouri State University with loss of fees.**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Remember to enclose the application fee (if required) with your application (see instructions).** Your application will **not** be processed without this fee. Send this completed application, along with the application fee, to the Graduate College, Missouri State University, 901 S. National, Springfield, MO 65897.

**NONDISCRIMINATION POLICY:** Missouri State University is a community of people with respect for diversity. The University emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of individual faculty, staff, and students. In accord with federal law and applicable Missouri statutes, the University does not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, disability, or veteran status in employment or in any program or activity offered or sponsored by the University. In addition, the University does not discriminate on any basis (including, but not limited to, political affiliation and sexual orientation) not related to the applicable educational requirements for students or the applicable job requirements for employees. The University maintains a grievance procedure incorporating due process available to any person who believes he or she has been discriminated against. Missouri State University is an Equal Opportunity/Affirmative Action employer. Inquiries concerning the grievance procedure, Affirmative Action Plan, or compliance with federal and state laws and guidelines should be addressed to Jana Estergard, Equal Opportunity Officer, Siceluff Hall 296, 901 South National Avenue, Springfield, Missouri 65897; Phone: (417) 836-4252.