



Office of Graduate Studies

215 University Center, 2000 Clayton State Boulevard, Morrow, GA 30260-0285

Phone: (678) 466-4100 ■ Fax: (678) 466-4119

www.clayton.edu

Application Instructions **Graduate Studies Admission**

Please read carefully.

Application Filing Deadlines: Clayton State encourages applicants to apply early.

Priority admissions filing dates are:	
Fall semester	July 15
Spring semester	November 15
Summer semester	March 15

Admission decisions are made when all supporting documents for the application are received. Applications received after July 1 will be considered for spring semester.

Application Fees: A non-refundable application fee of \$50 must be submitted with the application.

Supporting Documents: All applicants must submit a certificate of immunization form. Failure to submit your immunization form will prevent you from registering for classes.

All transcripts required must be OFFICIAL. That is, you must request the sending institution to send transcripts directly to the Admissions Office. Be sure to request transcripts in plenty of time prior to the stated deadlines. No admission decisions can be made until the University receives ALL documentation required to support your application. Resident aliens and International students should consult the catalog for additional documentation requirements.

All graduate programs require an additional admission form. When you complete your application, please select a major from the list below and also include the Major Code and the Degree.

Major Description	Major Code	Degree
Liberal Studies	MALS	MA
Master of Science in Nursing	MSN	MSN
Master of Health Administration	MHA	MHA
Master of Business Administration	MBA	MBA
Master of Arts in Teaching - English	ENED	MAT
Master of Arts in Teaching - Mathematics	MAED	MAT
Master of Archival Studies	MAS	MAS

Financial Aid: Financial aid information can be found at <http://adminservices.clayton.edu/financialaid>. The Financial Aid Office is located in the Student Center (Room #102). For information about financial aid you may also call (678) 466-4185.

GRE Code for Clayton State: 5145

GMAT Code for Clayton State: BD3-SV-70

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Application for Graduate Admission

Term entering (circle one) Fall Spring Summer Year _____
Social Security Number _____

Last Name _____ *First Name* _____ *Middle Name* _____ *Other Last Name(s)* _____

Current Mailing Address _____ *Street* _____ *Apt. No.* _____

City _____ *State* _____ *Zip* _____ *County* _____

Home Telephone (____) _____ Work Telephone (____) _____

Message Telephone (____) _____ E-mail Address _____

 Male Female Date of Birth ____/____/____ Place of Birth: City _____ State _____

In case of emergency, notify:

Name _____ Relationship _____

Street Address _____ *Apt. No.* _____ *City* _____ *State* _____ *Zip* _____ *Phone Number* _____

Citizenship Status: U.S. citizen Alien, resident Alien, non-resident
Ethnicity: Hispanic or Latino Not Hispanic or Latino
Race:
 Asian/Pacific Islander Black or African-American Native American/Alaskan American Native Hawaiian or Pacific Islander White

Clayton State is required to report sex and race/ethnic information to certain federal and state agencies as those data relate to civil rights compliance.

International Students Only

Home Country Address (foreign addresses only) _____ *Street* _____

City _____ *Province* _____ *Postal Code* _____ *Country* _____

What type of VISA do you currently hold? _____

What is your country of residence? _____

 Do you need an I-20 Certificate of Eligibility? No Yes What is your native language? _____

 Have you taken the Test of English as a Foreign Language (TOEFL) No Yes When? _____

 Or the Georgia State English Proficiency Examination (G-STEP)? No Yes When? _____

It is important to indicate your Major, Major Description, Major Code, Degree or Certificate, Department and College Codes. Please do not leave blank. Refer to the list of majors in the application.

Major Description	Major Code	Degree	Department	College

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OFFICE USE ONLY: App. Fee Rec'd with App. on ___/___/___ Check No. _____ Money Order _____ Cash by _____

Previous Education: You **MUST** list **ALL** colleges / universities you have previously attended or are currently attending. Attach an additional sheet if necessary. Complete disclosure is required of all applicants. You must contact previous colleges and request that official transcripts from each institution be submitted to the Office of Graduate Admissions by the posted deadline.

Complete Name of College Or University	Location: City & State	Did you Graduate?	Dates Attended From-To	Degree Earned/To Be Earned

 Are you attending classes at the last institution listed above? No Yes When will you finish? _____

 Have you previously attended Clayton State University for credit? No Yes When? _____

 Have you taken the GRE? No Yes When? _____

 Have you been convicted of a felony? No Yes When? _____ Where? _____

Brief description of charges which resulted in conviction:

Residency Information

 Do you claim to be a resident of Georgia for tuition purposes? No Yes

 If yes, Have you ever lived outside the state of Georgia? No Yes

 Have you lived in Georgia continuously for at least the past year? No Yes

Work Experience

List present or other work experience beginning with most recent position:

Dates	Organization	Place	Position

Additional Information

 How did you hear about Clayton State University programs? _____

 What other schools are you applying to? _____

Admission, I am subscribing to the above Honor Code. I further attest that all the information I have supplied on this form is true to the best of my knowledge, that any omission or misrepresentation may invalidate further consideration, and that I have an obligation to update the information submitted to the University until I enroll. I understand that if I do not enroll for the term indicated, I may update for no more than one subsequent term by contacting the Office of Graduate Studies. After this time, a new application and fee are required.

Signature _____ **Date** _____

Clayton State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Director of Human Resources (678) 466-4230 and ADA/504 Compliance Office (678) 466-5445 has been designated to handle inquiries regarding nondiscrimination policies. To obtain this document in an alternative format, call the Office of Diversity and Disability Services @ (678)466-5445 or write to Disability Coordinator, 2000 Clayton State Blvd., Morrow, Georgia 30260.