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Application Information

The School of Graduate Studies at Clayton State University welcomes your application for graduate study. The information in this packet includes instructions and all materials needed to complete an application for admission to graduate study at Clayton State University. These materials include:

- general information,
- application forms,
- proof of health insurance, and
- supplemental information for international applicants.

Individual departments often have additional requirements, which are not provided herein. You must contact the department to which you are applying for information about special requirements, supplemental materials and departmental deadlines. Most of your questions concerning the admissions process will be answered if you read this information carefully.

Basic Requirements

Persons seeking admission to the Clayton State University Graduate Studies must hold a baccalaureate degree from an institution accredited by an appropriate regional accrediting association or its international equivalent prior to the expected semester of matriculation.

Applicants are responsible for submitting all application materials required by the University and department by the application deadline. These items are described in this publication and include, but are not limited to, the following:

- application for admission,
- application-processing fee,
- transcripts,
- entrance test scores,
- letters of recommendation,
- certification of finances forms (international applicants), and
- any supplemental material required by the department.

Application materials required by the Graduate School should be submitted in one envelope to the Office of Graduate Admissions. Applicants must be admitted to the Graduate School before they are eligible to register. Official acceptance is conveyed to the applicant in a formal letter issued by the Office of Graduate Admissions. Admission is granted for a specific semester and is validated by registration for that semester.

An applicant wishing to defer an application to a future semester should first consult with the academic department. An applicant may submit a one-time deferment request to Graduate Admissions in the School of Graduate Studies, as long as the request occurs prior to the start of the original semester of matriculation. After the original semester of matriculation has begun, the applicant must submit a new application and application fee to defer an application to a future semester. Deferred applications are referred to the department for reconsideration and a new

admissions recommendation.

Admission to a Degree Program

Admission to Graduate Studies is separate from admissions to a graduate degree program. Applicants for particular degree programs must also complete admission requirements for that program in addition to the admissions to Graduate Studies.

An applicant may have no more than two applications for graduate degree programs current at any given time. An applicant who adds a second application for a new program or changes the current application to a new program is responsible for ensuring that all supplemental requirements and materials of the new academic department, including letters of recommendation, are sent to the new department.

Academic departments may refuse admission to applicants whose files are incomplete after the beginning of the semester of expected matriculation and when the applicants have not requested deferrals to future semesters.

The application and supporting documents become the property of the University and cannot be returned or forwarded elsewhere.

Communication

To expedite application processing and provide timely information, Graduate Admissions will communicate with applicants primarily by email, unless email correspondence is not possible. Notification of admissions decisions will be by official letter from the Graduate School.

Applicants are encouraged to provide a web-based email address that will remain valid regardless of changes made in the internet provider services. Email addresses that are provided by applicants will be used only for the purpose of carrying out admissions business.

Important: Email accounts need to have adequate memory; and message filters need to be set appropriately to be sure that messages are not filtered from your mailbox before you can view them. Applicants should check email messages frequently.

International Students

Clayton State University encourages the enrollment of students from other countries. Applicants needing a student visa are required to provide proof of financial support for at least the first year of their degree program. International students with a student visa are required to carry a full course of study during every semester except the summer semester. International applicants whose native language is not English must take the Test of English as a Foreign Language (TOEFL). TOEFL scores are considered official only when they are sent directly to the School of Graduate Studies from the Educational Testing Service. Examinee copies are not considered official. Detailed information on the TOEFL may be obtained from the Educational Testing Service at www.ets.org. Clayton State University's institution code for the TOEFL is 5145. If you are taking the TOEFL paper based exam it will take approximately six weeks after your test date for the scores to reach our institution. If you are taking the TOEFL internet based exam it will take approximately

Academic credentials must be original documents with authorized signatures, seals, stamps, and must be evaluated by a credentialing evaluating organization. The School of Graduate Studies accepts evaluations that are prepared by either Josef Silney and Associates (www.jsilny.com) or the World Education Services (www.wes.org). Applicants will need to arrange individually with these organizations to have the transcript evaluations sent to the School of Graduate Studies. Applicants will need to make sure they allow ample time for these documents to be evaluated and received by the School of Graduate Studies by the appropriate application deadline. The School of Graduate Studies will not be held responsible for delays that may occur at these organizations or that might occur in mailing.

Certification of finances must be completed before the Certificate of Eligibility (Form I-20 or DS-2019) is issued. The University is required by immigration authorities to verify the financial resources of each applicant prior to issuing the Form I-20 or DS-2019; therefore, it is important that the applicant knows the costs of attending the University and has the necessary support funds for the entire period of enrollment. The Certification of Financial Responsibility form must be completed, signed by the sponsor, and verified by the sponsor's bank or financial institution. The total amount of funds available to the student must be listed for each year and must equal the total estimate of institutional costs and living expenses. All questions on the Certification of Financial Responsibility form must be accurately answered to avoid unnecessary delay in processing. The Financial Statement and Visa Information Form must also be completed, signed, and returned to the School of Graduate Studies.