

## Graduate Studies

The College of Graduate and Continuing Education uses a self-managed application. Therefore, you are responsible for collecting all of your credentials and mailing everything to The Graduate Admissions Office.

**The Graduate Admissions Office can only process completed credential files.** A completed file consists of the application form, a non-refundable application fee of \$50, three letters of recommendation, official transcripts, statements of intentions, and, if applicable to your program, GRE or GMAT scores. Some programs require a personal interview. International students are also required to submit official proof of English Proficiency and Certification of Finances form.

Please note that we do not waive the application fee under any circumstances. Applications received without a fee will be placed in an inactive file.

### Instructions for Sending Official Transcripts

Send a transcript request form (enclosed herewith) and a self-addressed stamped envelope to the registrar of each school that you have attended. The form may be photocopied as needed. (It may be wise to call ahead to see if there is a transcript fee that should accompany your request). The registrar will place your transcript in the self-addressed envelope and place his or her signature across the envelope seal. You must submit all transcripts unopened in their original sealed envelopes.

### Three Letters of Recommendation

Identify three individuals who can evaluate your ability to do graduate work (e.g., former professors, work supervisors and professional colleagues).

Address each of the recommender envelopes enclosed to yourself and affix the proper postage. Send a letter of recommendation form and an envelope to each evaluator. To be included in your application, letters of recommendation must be received in their original sealed envelopes. It is permissible to submit letters of recommendation that are part of a placement file rather than submitting separate letters. To use this procedure, have your placement/career services office submit the file to you in a sealed envelope. Then you may send this sealed envelope along with your application packet.

### Test Scores

Applicants to the MBA program are required to submit a Graduate Management Admissions Test (GMAT) score. Please note that we do not waive the GMAT requirement under any circumstances, nor do we grant conditional admission for those wishing to take the examination in their first semester. Applications received without a GMAT on file will not be processed. To obtain GMAT information go to [www.mba.com](http://www.mba.com).

To obtain a GRE application, write to GRE, Educational Testing Service, PO Box 6000, Princeton, NJ 08541-6000, USA.

### International Students

**English Proficiency** – Applicants who are citizens of non-English speaking countries are required to provide proof of English proficiency as one criterion for admission to The College of Graduate and Continuing Education. This can be accomplished in one of three ways outlined below.

Submission of an official TOEFL (Test of English as a Foreign Language) score of at least 173 on the computer-based exam, 500 on the paper-based version, and 61 on the internet-based version. Certain degree programs require higher TOEFL scores. (Please see Graduate Studies catalog). The TOEFL is administered by the Educational Testing Service in Princeton, NJ (<http://www.ets.org>).

Submission of an official IELTS (International English Language Testing System) score of at least Band 5.5. Certain degree programs require IELTS scores greater than Band 5.5. The IELTS test is administered by the University of Cambridge English for Speakers of Other Languages (ESOL) Examinations, the British Council, and IELTS Australia (<http://www.ielts.org>).

Submission of an official STEP (Society for Testing English Proficiency) score of at least Pre-1st Grade. Certain degree programs require a 1st Grade score. This exam is given exclusively in Japan and administered to Japanese students by the Society for Testing English Proficiency, Inc. (<http://www.eiken.or.jp>). It is recognized by the Japanese Ministry of Education.

## International Student Financial Certification

International students are required to prepare a Certification of Finances Form outlining how they will support themselves while studying at The University of Scranton. Copies of bank statements should be attached to this form. For a calendar year, a minimum of (U.S.) \$36,500 is required. For your convenience, a blank certification of finances form is included in this packet.

## Admissions Decisions

Most applications are reviewed on a continuing basis. International students should send their credentials at least three months prior to the term they wish to begin their studies (e.g., students wishing to begin in the fall semester should send their completed credential file by June 1). Domestic students should send their credential file at least one month prior to the term they wish to begin. It usually takes 3-4 weeks to process a credential file and make a decision.

The deadline for the counseling programs is March 1 for the fall semester.

The deadline for the Nurse Anesthesia program is October 1 for the following fall semester.

## Transfer, Certification, and Self-Improvement

Applicants not seeking a degree but pursuing studies for certification, transfer of credit, or self-improvement are admitted under the category of special admission.

Applicants wishing to transfer credit to a degree program at another institution can follow an abbreviated procedure. They need to submit a letter from the dean at their home school indicating that they are a graduate student in good standing. This letter, the application for admission form, and the application fee are all that is necessary for applying as a transfer student.

Those seeking certification and self-improvement must follow regular Graduate Studies admissions procedures.

## Second Degrees or Programs

Students who wish to take additional courses or pursue a new program within the same degree area as their first program – and do so within two years of completing their first program - need to fill out a second degree or program request form.

Students who wish to start a new program within the same degree area as their first program and do so *between 2-5 years* of completing their first program must submit a new application with fee, Statement of Intentions and official transcripts of any course work taken since completion of first program of study.

Students who wish to start a new program in a *different* degree area from that of their first program and do so within *five years* of completing their first program, must submit a new application with fee, three letters of reference, Statement of Intentions and official transcripts of any course work taken since completion of first program of study.

Students wishing to begin *any* new programs *after five years* must submit a new application, fee and all supporting materials.

## Summary of What to Submit

- This Application Form completed
- Three (3) Letters of Recommendation
- Application Fee of \$50
- Official Transcripts from every college or university attended
- Test Scores if required by your Program (See catalog)
- International Students: • TOEFL, STEP, or IELTS • Certification of Finances
- Statement of Intentions

### Application materials should be sent to:

The University of Scranton  
The College of Graduate and Continuing Education  
O'Hara Hall Rm 210  
800 Linden Street  
Scranton, PA 18510-4631 USA

### Telephone Numbers:

Outside the USA 1-570-941-7600  
Within the USA 1-800-366-4723  
FAX 1-570-941-5995

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Please complete this form and send it in with your completed Application Form and supporting credentials.

- Application for Admission
- Three (3) Letters of Recommendation
- Application Fee of \$50.00
- Official Transcript from Every College or University Attended
- Official GMAT or GRE Scores if Required by Your Program (see catalog)
- Statement of Intentions
- tDPT Applicants - please include copy of current license
- Nurse Anesthesia Applicants - please include supplement packet and required enclosures
- Combined Baccalaureate/Master's Program Applicants - please include separate program application and CAPP sheet

INTERNATIONAL STUDENTS

- Official TOEFL, IELTS, or STEP Score Report
- Certificate of Finances

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

# Admission Application

## Graduate Studies

### I. BASIC INFORMATION (Please Print or Type)

Name \_\_\_\_\_  
Last First MI

Maiden Name \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_

Sex:  Male  Female

Date of Birth \_\_\_\_\_  
Month Day Year

Permanent Address

Street \_\_\_\_\_

\_\_\_\_\_

City, State, ZIP \_\_\_\_\_

County \_\_\_\_\_

Tel: ( ) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Current Address

Street \_\_\_\_\_

\_\_\_\_\_

City, State, ZIP \_\_\_\_\_

County \_\_\_\_\_

Tel: ( ) \_\_\_\_\_ Daytime Tel: ( ) \_\_\_\_\_

Country of Citizenship \_\_\_\_\_

Semester and year you are applying to begin graduate studies:

Fall \_\_\_\_\_  Summer I \_\_\_\_\_

Intersession \_\_\_\_\_  Summer G \_\_\_\_\_

Spring \_\_\_\_\_  Summer II \_\_\_\_\_

Are you planning to pursue graduate study on a full-time basis (at least 6 credits per term)?

Yes  No

Are you applying for a graduate assistantship?

Yes  No

(If yes, be sure to submit the Graduate Assistant Application Form and a resumé.)

### II. PROGRAM APPLIED FOR

Are you applying for admission to a Graduate Degree Program?

Yes (Go to Part A Below)  No (Go to Part B Below)

#### PART A. DEGREE APPLICANTS

Mark only one Master's Degree Program you wish to enter.

- Business Administration concentration in:
  - Accounting  Management Info. Systems
  - Finance  International Business
  - General (No Specified Major)  Marketing
  - Operations Management
- Community Counseling
- Rehabilitation Counseling
- School Counseling
- Health Administration
- Nursing  Family Nurse Practitioner  Adult Health  
 Nurse Anesthesia
- Doctor of Physical Therapy
- Transitional Doctor of Physical Therapy
- Occupational Therapy
- Curriculum and Instruction
- Early Childhood Education
- Educational Administration (K-12)
- Elementary Education
- English as a Second Language
- Reading Education
- Secondary Education
- Special Education

If you are planning to pursue Educational Certification in addition to your degree program, indicate area of Certification desired: \_\_\_\_\_

- Software Engineering
- Theology
- Chemistry\*
- Biochemistry\*
- Clinical Chemistry\*

\*These degree programs offer a choice of a MA or MS. The MA requires a thesis. Indicate which you plan to pursue.

MA  MS

#### PART B. NON-DEGREE APPLICANTS

Indicate the main Purpose of your study.

- Superintendent's or Assistant Superintendent's Letter of Eligibility
- Self-Improvement  Transfer
- Educational Certification (In: \_\_\_\_\_)
- Other (Specify: \_\_\_\_\_)
- Certificate of Advanced Graduate Study in Professional Counseling
- Collaborative Program with Universidad Iberoamericana

### III. EDUCATIONAL HISTORY

List all undergraduate and graduate (if any) institutions you have attended, starting with the most recent.

*Institution	Dates Attended	Major	Degree	Overall GPA
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

\*These must be official transcripts. Use the transcript request form in this packet.

Do you think your past academic record is a reasonably fair indication of your present ability to pursue graduate study?

Yes     No    If "no" please explain: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### IV. WORK HISTORY

List current and other recent work experience you have had, especially that relevant to your proposed graduate program.

List current or most recent employer first.

Employer	Position	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

### V. OTHER BACKGROUND INFORMATION

List other information such as awards, volunteer activities, special experiences or skills that may be relevant to evaluating your application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## VI. REFERENCES

List here the names, positions and addresses of three persons from whom you have requested letters of reference in support of your application.

(If you are submitting a file from a College Placement Office that already contains Letters of Reference, simply write "See Placement File.")

Name	Position	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____

Note: Letters of Reference are normally submitted from former professors familiar with your academic ability. If you have been out of school for some time so that letters from former professors are inappropriate or difficult to obtain, then letters may be obtained from persons such as work supervisors or colleagues.

## VII. INTERNATIONAL STUDENTS ONLY

Students who are not citizens of the United States, in addition to submitting other materials called for in this application, please be sure to submit the following:

- Official TOEFL, STEP or IELTS Score report
- Certification of Finances form.

## VIII. STATEMENT OF INTENTIONS

On a separate sheet of paper, please provide a brief description of your reasons for pursuing graduate study, what you expect to gain from the program, and any special background factors which you think will help your studies. Please limit yourself to one page.

## IX. ETHNIC BACKGROUND (RESPONSE VOLUNTARY)

This section should be completed by U.S. citizens and eligible non-citizens only:

- |  |   |                                      |
|--|---|--------------------------------------|
| <input type="checkbox"/> Alaskan Native      | <input type="checkbox"/> Asian-American | <input type="checkbox"/> Hispanic    |
| <input type="checkbox"/> American Indian     | _____ Chinese-American                  | _____ Cuban-American                 |
| <input type="checkbox"/> Black, Non-Hispanic | _____ Filipino-American                 | _____ Latin-American                 |
| <input type="checkbox"/> White, Non-Hispanic | _____ Japanese-American                 | _____ Mexican-American               |
|  | _____ Korean-American                   | _____ Puerto Rican                   |
|  | _____ Pacific Islander                  |                                      |
|  | _____ Vietnamese-American               | <input type="checkbox"/> Other _____ |
- (Please specify)*

## X. EMERGENCY CONTACT INFORMATION

Please give us the names of two people that we might contact in case of emergency.

Name: _____	Name: _____
Address: _____	Address: _____
Phone: _____	Phone: _____
Relationship: _____	Relationship: _____

Please indicate if you have been convicted of a felony:  No  Yes *(If yes, please provide details on a separate sheet of paper)*

I certify that the information I have given is true to the best of my knowledge. I agree that if I am admitted, I will comply with all the rules and policies of The University of Scranton.

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

Note: Credentials filed in support of your application become the property of the University and are not returnable.

# FOR GRADUATE OFFICE USE ONLY

Initial Review by The College of Graduate and Continuing Education:

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Departmental Recommendation:

Regular Admission

Probationary Admission

Required Courses (9 credit hours) 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Provisional Admission

Provisions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Provisional Acceptance

Required Undergraduate Coursework: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Conditional Admission: \_\_\_\_\_  
\_\_\_\_\_

Reject

Departmental Signatures:

\_\_\_\_\_  
Chair/Program Director (Date) Mentor (Date)

Dean's Action:  Accept Department's Recommendation

Other \_\_\_\_\_

\_\_\_\_\_  
Dean's Signature (Date)

Initial Term: \_\_\_\_\_



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**TO THE APPLICANT: FILL OUT THIS PART.**

Then give this form to the person serving as a reference.

Provide the reference a stamped, self-addressed envelope.

APPLICANT'S NAME: \_\_\_\_\_

GRADUATE PROGRAM APPLIED FOR: \_\_\_\_\_

DESIRED TERM OF ENTRY TO PROGRAM: \_\_\_\_\_

I  DO  DO NOT waive my right to see the completed Letter of Reference in my file.

APPLICANT'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

**TO THE PERSON SERVING AS A REFERENCE:**

*You may complete this form or submit a separate letter including comments on the items listed on the back - whichever is more convenient for you.*

*If you are submitting a separate letter, please return this form with your letter since it contains the applicant's statement of waiver/non-waiver of access to the Letter of Reference. Please note that, by federal law, if the applicant does not waive his/her right of access to the Letter of Reference, then he/she may see it after it is submitted.*

*Thank you for helping us evaluate the suitability of this person for entry into Graduate Studies at The University of Scranton.*

Name of Applicant: \_\_\_\_\_

For how long and in what capacity have you known the applicant?

\_\_\_\_\_  
\_\_\_\_\_

How would you rate the applicant's academic ability for pursuing graduate study in his/her chosen field?

POOR     FAIR     GOOD     VERY GOOD     OUTSTANDING     DON'T KNOW

Comments: \_\_\_\_\_

How would you rate the applicant's motivation to study at the graduate level?

POOR     FAIR     GOOD     VERY GOOD     OUTSTANDING     DON'T KNOW

Comments: \_\_\_\_\_

How would you rate the applicant's personal qualities for succeeding in his/her chosen field?

POOR     FAIR     GOOD     VERY GOOD     OUTSTANDING     DON'T KNOW

Comments: \_\_\_\_\_

Provide any other comments you would like to make that will be helpful in evaluating the applicant.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

NAME (print): \_\_\_\_\_

TITLE/POSITION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_

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**TO BE COMPLETED BY THE APPLICANT**

If you have attended more than one college or university, you may photocopy this form.

Name \_\_\_\_\_

Maiden Name \_\_\_\_\_

School \_\_\_\_\_

Degree \_\_\_\_\_

Year Graduated \_\_\_\_\_

Social Security Number \_\_\_\_\_

*I authorize the release of my academic transcript to The College of Graduate and Continuing Education,  
The University of Scranton.*

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

**TO BE COMPLETED BY THE REGISTRAR**

The person named above is applying to a graduate program at The University of Scranton. Our admissions procedure requires that an official transcript be sent along with the application form.

Please complete this form and place the transcript of the above named individual into the enclosed self-addressed envelope, then seal the envelope, sign across the seal, and return to the applicant.

The applicant will forward it to us unopened along with their other application materials. Thank you.

Signature of School Official \_\_\_\_\_

Date \_\_\_\_\_

Institutional Seal



**Graduate Studies**

Complete this form *only* if you are applying for a graduate assistantship.

A **graduate assistantship** provides a graduate student partial support for his/her graduate studies. Only those persons who have been fully admitted as graduate students in a graduate degree program are eligible to hold a graduate assistantship.

A Graduate Assistant is expected to provide a service commitment for the department (or University unit) in which the graduate assistantship is awarded. The service commitment ranges from approximately 7.5 hours per week to 20 hours per week per academic year. (Please see reverse.)

The **service commitment** may involve the GA in instructional activities, research support of faculty, or appropriate support of administrators in the conduct of their duties.

The GA will be provided a stipend in recognition of performing his/her service commitment for the University. Currently, the stipends range from \$3,300 to \$8,800 per academic year.

The holder of a graduate assistantship is eligible for a tuition scholarship. The **tuition scholarship** will provide full or

partial support for tuition and fees, not to exceed the number of graduate credit hours required for the student's particular degree program. A tuition scholarship is normally awarded annually with the opportunity for renewal for a second year. The tuition scholarship will include registration fees, laboratory fees and any other specific course related fees.

A graduate assistantship is normally awarded for the academic year, initially, and is renewable for a second year provided that the GA has maintained a 3.0 GPA or better, has made sufficient progress towards completion of degree requirements and has performed at an acceptable level of service during the first year.

**When to Apply**

For best consideration, your Application for a Graduate Assistantship for the next academic year must be received by March 1.

Award decisions are usually made in the April preceding the next academic year. **Attach a resumé** and send this application with your application for admission.

Name \_\_\_\_\_

Soc. Sec. No. or Royal I.D. \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Country \_\_\_\_\_

Telephone Numbers: Home ( \_\_\_\_\_ ) \_\_\_\_\_ Work ( \_\_\_\_\_ ) \_\_\_\_\_

Graduate Program of Interest \_\_\_\_\_

Beginning Semester:  Fall  Spring  Summer 20\_\_\_\_\_

College you graduated from: \_\_\_\_\_ Year \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

Skills/experiences you have which might be used by a graduate assistant:  
 \_\_\_\_\_  
 \_\_\_\_\_

Special honors, publications, or presentations:  
 \_\_\_\_\_  
 \_\_\_\_\_

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

## Graduate Assistantship Questions (and Answers)

One of the questions we are regularly asked in the Graduate Office is: “What is a graduate assistantship?” A graduate assistantship at The University of Scranton provides a unique opportunity for graduate students to complete their Master’s Degree full-time, relatively tuition free.

### How does it work?

Graduate assistants agree to provide a service commitment to an academic or administrative department during a specified contract period (usually September through May). For this service they are paid a stipend. Currently, the academic year (nine-month) stipend is \$8,800 for Level I graduate assistants (20 hours/week), \$6,600 for Level 2 graduate assistants (15 hours/week), \$4,400 for Level 3 graduate assistants (10 hours/week), and \$3,300 for Level 4 graduate assistants (7.5 hours/week). Stipend payments are made in equal monthly allotments on the first day of the month following a month of service.

In addition, the holder of a graduate assistantship is eligible for a tuition scholarship equal to the number of graduate credits in his/her master’s degree program. This tuition scholarship covers either full or partial tuition and most fees associated with graduate courses taken during the graduate assistantship contract period.

### How do I apply?

To apply for a graduate assistantship, fill out an Assistantship Application. Attach a resume and return it to the Graduate Office no later than March 1 for best consideration for an assistantship position starting the following September. ***Also, if you are applying for an assistantship in the Kania School of Management, you will have to submit at least two letters of recommendation in support of your assistantship application to the MBA Program Director.***

### How are the assistantships awarded?

Directly after the deadline for application submission, the Assistantship Application and resumes are copied and sent to several different departments. One copy goes to the department that houses the applicant’s graduate program. The other copies are sent to various other departments that may be able to utilize the applicant’s special skills or knowledge. The departments then decide to whom they would like to offer assistantships. They make their recommendations to the Dean for his approval. Assistantship contracts are then issued through the College of Graduate and Continuing Education.

### Questions

For additional information about the Graduate Assistantship Program, contact the Graduate Office at The University of Scranton, (570) 941-6300.