

## Graduate Studies

**The Office of Graduate Admissions can only process completed credential files.** A completed file consists of the application form, three professional letters of recommendation, official transcripts, statements of intentions, and, if applicable to your program, official 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. Photocopies or scanned copies of official documents will not be accepted.

### 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 Professional 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 grant conditional admission for those wishing to take the examination in their first semester. Students with 3 or more years of documented, related work experience may be eligible to complete a case study in lieu of submitting GMAT scores. For additional information, please contact the Office of Graduate Admissions. To obtain GMAT information visit [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, or visit [www.takethegre.com](http://www.takethegre.com).

### 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 University of Scranton. This can be accomplished in one of the 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.

- Attendance at one of the 28 ELS Language Centers with completion of Level 112 and Level 3 proficiency.

## 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.) \$38,133 is required.

## 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 following programs have specific deadlines:

Program	Deadline
Doctorate of Physical Therapy	January 31 <sup>st</sup> with classes beginning late May/early June.
Counseling Program	March 1 <sup>st</sup> for the fall semester.
Nurse Anesthesia program	October 1 <sup>st</sup> for the following fall semester.

## 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, 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, 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 and all supporting materials.

## Summary of What to Submit

- Application Form completed
- Three (3) Professional Letters of Recommendation
- Official Transcripts from every college or university attended
- Test Scores if required by your Program (See catalog)
- Statement of Intentions
- International Students:
  - A proof of English proficiency
  - Certification of Finances

### Application materials should be sent to:

The University of Scranton  
Office of Graduate Admissions  
The Estate  
Scranton, PA 18510-4631 USA

### Telephone Numbers:

1-570-941-7600  
FAX 1-570-941-5995

# 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 \_\_\_\_\_  Spring \_\_\_\_\_

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

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

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

### 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 proof of English proficiency
- 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. ETHNICITY (OPTIONAL)

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

Are you Hispanic or Latino?

- Yes       No

Check one or more of the following groups you consider yourself to be a member:

- American Indian or Alaskan Native  
 Asian  
 Black or African-American  
 Native Hawaiian or other Pacific Islander  
 White

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.