



Graduate Education and Research The Graduate School

Graduate School Application

Thank you for your interest in graduate studies at Eastern Kentucky University. In order to process your application efficiently, please review the following information carefully. Your complete application must include all of the elements listed below. Incomplete applications will not be processed.

1. Application for Admission Form and Application Fee:

All application materials must be received in the Graduate School at least two weeks prior to the published application deadlines (see below). The Application Form must be accompanied by a check or money order for the \$35.00 application fee. Applications received without the application fee will not be processed. You may also apply online at www.gradschool.eku.edu.

2. Statement of Personal and Professional Objectives:

This statement is a brief summary of your personal and professional goals related to your education and it assists faculty in evaluating applicants and planning an appropriate program for you. Applicants are strongly encouraged to contact their intended program of study for specific instructions regarding the Statement of Personal and Professional Objectives. This statement should accompany your application form.

***EDD and OT applicants do not send objectives** Contact departments for instructions.*

3. Official Test Scores for Entrance Examinations: (GRE, MAT, GMAT, PRAXIS II & TOEFL)

Most programs require official GRE scores. The Master of Business Administration (MBA) degree requires official scores from the General Management Admission Test (GMAT). Students applying for Education programs may be able to submit PRAXIS II scores for admission. Check with your department and contact the Dept. of Teacher Admission & Certification at coepraxis@eku.edu for information regarding the applicability of Praxis scores. Applications to take these exams may be obtained from Educational Testing Service, www.ets.org. (**Note: For scores to be official they must come directly from ETS.**)

4. Official Transcripts:

Applicants who are not EKU graduates must have one official transcript sent directly to the Graduate School from the institutions from which any courses/degrees you plan to use at EKU were obtained. If you have not completed your undergraduate degree at the time of applying, forward only one transcript at the time of application and one official transcript after the degree is completed and recorded. No action can be taken on your admission until official transcripts are received. (**Note: For transcripts to be official they must come directly from the higher education institution.**)

SPECIAL INSTRUCTIONS AND INFORMATION

VISITING STUDENTS - Students who have been admitted and who continue in good standing with another accredited graduate school may attend EKU, taking courses for which they have prerequisites for one term without formal admission to a specific program. Official transcripts and test scores are not required provided a Visiting Student Certificate signed by the graduate dean where you have been previously admitted is submitted to the EKU Graduate School. Students must complete a Visiting Student form for *each* semester in which they take a course. Visiting student forms will be mailed to the student to forward to their institution once your application has been received in the Graduate School Office at EKU.

INTERNATIONAL STUDENTS - International students are required to complete applications for admission by the International Deadlines dates for the beginning of the term in which they want to enter. Certain additional requirements are imposed by the U.S. Department of Justice on all foreign students who wish to study in the United States.

SECURITY REPORT: A copy of the Eastern Kentucky University Annual Security Report and the Daily crime log is available for viewing. Information on viewing these websites and obtaining a copy of the report can be found at <http://publicsafety.eku.edu/information/>.

APPLICATION DEADLINES

All applications for degree and/or certification programs must be received no later than **two weeks prior** to the beginning of the semester for which the student wishes to enroll. Applications for non-degree seeking students should be submitted at least one week prior to the beginning of the term.

International Students - Oct. 15 (Spring), March 15 (Summer), June 1 (Fall)

SPECIFIC DEPARTMENT DEADLINES

- M.A.T. - Nov. 15 (Spring), April 15 (Summer)
- M.B.A. - Nov.20 (Spring), April 5 (Summer), and July 9 (Fall)
- M.P.H. - Oct. 15 (Spring), May 1 (Summer), and July 1 (Fall)
- M.S.N. - Feb. 15 (Summer), Mar. 15 (Fall)
- Occupational Therapy - Feb. 1 (for students without undergraduate degree or certification in OTR).
- Psychology - March 1
- Communication Disorders - February 1 (Fall)
- Criminal Justice - Nov. 1 (Spring), March 15 (Summer), July 1 (Fall)

For Admissions Questions, call according to your program:

Education: (859) 622-2316

Arts & Sciences, Justice & Safety: (859) 622-8471

Business & Technology, Health Sciences: (859) 622-1743

General/Request Information: (859) 622-1742

Cooperative Doctoral Programs, Graduation: (859) 622-1745

Graduate Assistants, Thesis/Specialist Projects: (859) 622-1744

Fax Number: 859-622-2975

Email: graduateschool@eku.edu

NOTE: Credentials submitted for admission purposes become the property of the Eastern Kentucky University. If the applicant does not enroll within one year, the admission file is destroyed unless the student contacts the Graduate School.

Eastern Kentucky University

Office of Graduate Education & Research
Eastern Kentucky University
521 Lancaster Avenue, SSB 310, CPO 68
Richmond, Kentucky 40475-3168
Phone:(859) 622-1742 Fax: (859) 622-2975
Email: graduateschool@eku.edu

Application for Admission to Graduate School

Social Security Number: _____

1. Name: _____
(Last Name) (First Name) (Middle Name)

2. Previous Name(s)
(If applicable): _____
(Last Name) (First Name) (Middle Name)

3. Permanent Address: _____
(Street) (County) (City) (State) (Zip)
Phone No: (_____) _____

4. Current Address: _____
(If different from above) (Street) (County) (City) (State) (Zip)
Phone No: (_____) _____

5. Email Address: _____

6. Employer: _____

7. Are you currently or have been and EKU employee within the last twelve months? If so, and your name has changed, you MUST contact Human Resources Office to make the change. Employee Student worker Graduate Assistant Not an EKU employee

8. Emergency Contact: _____ Relationship: _____
Address _____
(Street) (City) (State) (Zip) (Phone)

9. Sex: Male Female 10. Date of Birth: ____/____/____
Month Day Year

11. Citizen: U.S. Other _____
(Country, Type of Visa, Visa Expiration Date)

12. Ethnic Group: (EKU must demonstrate to the U.S. Dept. of Education its compliance with Title VI of the 1964 Civil Rights Act. This information is used for statistical purposes only.)
1. White (Non-Hispanic) 2. Black (Non-Hispanic) 3. Asian or Pacific Islander Hispanic
4. Hispanic 5. American Indian or Alaskan 6. Other (Please Specify): _____

13. Term in which you are enrolling: Spring Summer Fall Year: _____

14. If you will be a full time student, would you like to be considered for an assistantship? Yes No

15. In which degree program are you enrolling? (Ex: MAED, MS) _____

Program Name: _____

See Grad School website for complete list of programs with proper names.

NOTE: Please make sure you enter the name of the degree, certification or rank program to which you are applying. Failure to provide this information will result in delays in processing your application.

I am not enrolling in a degree program, I desire a:

Certification (list area: e.g. Teacher Certification in Library Science): _____

Rank II (list area): _____

***Rank I** in Special Education or Curriculum & Instruction (list area): _____

***Rank I** in Leadership – with this program you MUST also select & list another Leadership Certification or Leadership Master's degree.

I do not wish to enroll in a program; I am applying as a *Non-Degree Student *Visiting Student

***Rank I, Non-Degree, and Visiting Students are not eligible for Financial Aid.**

16. Beginning with the most recent, list all colleges and universities from which you plan to use courses/degrees, including the one in which you are currently enrolled. If the college is part of a university with a different name, give the name of the university. Attach an additional sheet if necessary. Foreign applicants: List actual name of degree received or expected; do not translate or interpret in terms of American or Canadian equivalent. Refer to Special Instructions for International Students.

ALL STUDENTS: EKV Graduate School must receive an official transcript directly from each institution listed below. Students who received their degree from EKV will not be required to send an official copy of their transcript, but need to list EKV below.

NAME OF INSTITUTION (Do not use Initials)	LOCATION (City, State, Country)	DATE ATTENDED From Through	MAJOR/MINOR	DEGREE EXPECTED /RECEIVED	DATE EXPECTED /RECEIVED

17. Type of teaching or other certificate (if any), issued by which state/agency? Number of years experience (specify level and area)

18. I have completed the:

- GRE Scores *Taken after October 2002*: Verbal _____ Quantitative _____ Analytical Writing _____ Date Completed: _____
- GRE Scores *Taken prior to October 2002*: Verbal _____ Quantitative _____ Analytical _____ Date Completed: _____
- GMAT Score: _____ Date completed: _____
- MAT Test Score: _____ Date completed: _____
- I have not taken the GRE or GMAT or MAT test. Date taking test: _____
- GRE/GMAT/MAT exams are not required for my program. (Students applying for some Education programs may be able to submit PRAXIS II scores for admission. Students must check with their department for approval and contact the Dept. of Teacher Admission & Certification at coepraxis@eku.edu for information regarding the applicability of Praxis scores).
- TOEFL (International Students Only) Score: _____ Date Completed: _____

APPLICATION FEE:

A \$35.00 application fee is required for all *FIRST* time graduate applications. The Application Fee is non-refundable. Payment should be in the form of a check or money order payable to Eastern Kentucky University Graduate School. **Please do not send cash.**

Choose your method of payment (check one):

- I've enclosed a check or money order for \$35.00 with this application (If checked: application **will not** be processed until payment is received)
- I have previously applied to the Graduate School at EKV and am not required to pay the fee (subject to verification).

AFFIDAVIT OF AGREEMENT

I understand and accede to the Graduate School of Eastern Kentucky University the right to exercise academic sanctions against me in the event I fail to:

1. Observe prerequisites listed for admission to course(s) for which I enroll.
2. Provide official transcripts of all college credits earned to date prior to the end of my initial enrollment period.
3. Meet published academic or other criteria for admission to the program of any choice as specified in the Graduate Catalog or as required by the academic department.

I fully understand that any waiver to admission requirements can only be granted by the Graduate School of Eastern Kentucky University. No statements made by any other person regarding waiver of admission requirements shall in any way bind the Graduate School. I understand that withholding information requested or giving false information makes me ineligible for admission and enrollment.

Signature: _____ Date: _____