



ENGAGING THE MIND

## GRADUATE APPLICATION FOR ADMISSION SOUTHERN UTAH UNIVERSITY

SUU Box 8008, Cedar City, UT 84720 | [www.suu.edu/you](http://www.suu.edu/you)

Admission to SUU is granted on a non-discriminatory basis without regard to sex, race, age, creed, color, national origin, ethnic background or disability status. The information requested is to provide affirmative action information, assist in voluntary compliance with applicable law and meet federal reporting purposes. This information will have no adverse affect on your admission and will not be used in a discriminatory manner. The University may, at its discretion, disclose the following information (if supplied) to campus-related organizations.

### APPLICATION DEADLINES

#### Master of Accountancy

Fall Semester	Mar. 1
Spring Semester	Oct. 1

#### Master of Arts in Professional Communication

Fall Semester	Jul. 15
Spring Semester	Oct. 15

#### Master of Business Administration

Fall Semester	Mar. 1
Spring Semester	Oct. 1

#### Graduate Studies in Education

Fall Semester	Jul. 15
Spring Semester	Nov. 15
Summer Semester	Apr. 15

#### Master of Fine Arts in Arts Administration

Fall Semester	Mar. 1
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#### Master of Public Administration

Fall Semester	Aug. 1
Spring Semester	Nov. 15

#### Master of Science in Sports Conditioning & Performance

Fall Semester	Jul. 15
Spring Semester	Oct. 15
Summer Semester	Feb. 15

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## GRADUATE PROGRAMS

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Master of Accountancy  
Master of Arts in Professional Communication  
Master of Business Administration  
Master of Education

Master of Fine Arts in Arts Administration  
Master of Public Administration  
Master of Science in Sports Conditioning & Performance

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## GRADUATE ADMISSION PROCEDURES

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### □ STEP 1—APPLICATION

Complete and return the Graduate Admissions Application along with the appropriate non-refundable application fee to the Admissions Office at

**SUU Graduate School Admissions Office**  
**SUU Box 8008**  
**Cedar City, Utah 84720**

Or apply online at: [suu.edu/graduateschool](http://suu.edu/graduateschool)

### □ STEP 2—OFFICIAL TRANSCRIPT

Arrange immediately with each college or university previously attended to submit **official** transcript(s). Transcripts submitted by the applicant are considered unofficial. Transcripts from different institutions accumulated on one transcript are not acceptable. All documents must be sent directly from their source institution to the Graduate School Admissions Office. A bachelor's degree from a regionally accredited institution is required to be admitted for graduate study at SUU. Additional requirements may also apply. SUU graduates do not need to provide official transcripts. We will need international transcripts evaluated by an authorized evaluation service.

### □ STEP 3—LETTERS OF RECOMMENDATION

List your references on the attached application. Have your references send letter(s) of recommendation directly to the address listed in Step 1 to be added to your graduate file.

### □ STEP 4—GRADUATE EXAMINATION SCORES

Official examination results must be received and recorded before an applicant may be enrolled into a graduate degree program. The examination required for a specific program is as follows:

Master of Accountancy	GMAT or GRE
Master of Arts in Professional Communication	GRE
Master of Business Administration	GMAT or GRE
Master of Education and/or Administrative Licensure	GRE (if GPA is less than 3.25)
Master of Fine Arts in Arts Administration	None
Master of Public Administration	GMAT, GRE, or LSAT
Master of Science in Sports Conditioning & Performance	GRE or MAT

### □ STEP 5—ADDITIONAL REQUIREMENTS FOR INTERNATIONAL STUDENTS ONLY

1. Proof of English Proficiency—TOEFL, IELTS or ESL program completion.

International students must meet the following minimum standards for admission to graduate studies.

Paper Based TOEFL	Computer Based TOEFL	Internet Based TOEFL (iBT)	IELTS
550	213	79	6.0

2. Evaluation of Transcripts—Translations must be literal and complete and submitted by an authorized translation service. Recommended translation services are available at <http://www.suu.edu/prostu/intl-eval.html>.

3. Financial Statement—Demonstrate that funds are available at SUU for two academic semesters, calculated annually, and verified by a bank statement or another official document.

### □ STEP 6—PROGRAMS WITH ADDITIONAL REQUIREMENTS

Master of Arts in Professional Communication	Writing sample and Letter of Intent
Master of Education	Orientation, Teaching License, 2 years experience, and Formal Written Work
Administrative Licensure	Orientation, 2 official transcripts from each school, 2 recommendations from school administrators, Level II teaching license, 3 years of teaching experience
Master of Fine Arts in Arts Administration	Letter of Intent and Resume
Master of Public Administration	Letter of Intent
Master of Science in Sports Conditioning & Performance	Letter of Intent

Check with the department of your intended program of study to determine if there are additional admissions requirements.

**Upon completion of the graduate application file, an acceptance decision will be made and candidates will be notified via mail directly from the program. The status of an admission application may be viewed online through the mySUU portal at [mysuu.edu](http://mysuu.edu). Simply activate your account, then select the Admission link at the top.**

**ACADEMIC INTEREST**

Date: \_\_\_\_\_ For school year: 20 \_\_\_\_\_ Semester (check one):  Summer  Fall  Spring

Application Fee \$50.00 (non-refundable)  Graduate Readmission Fee \$10.00 (non-refundable)

Degree for which you will be a candidate:

<input type="checkbox"/> Master of Accountancy	<input type="checkbox"/> Administrative Licensure for SUU M.Ed. Grads \$15.00 (non-refundable)
<input type="checkbox"/> Master of Arts in Professional Communication	<input type="checkbox"/> Master of Fine Arts in Arts Administration
<input type="checkbox"/> Master of Business Administration	<input type="checkbox"/> Master of Public Administration
<input type="checkbox"/> Master of Education	<input type="checkbox"/> Master of Science in Sports Conditioning and Performance
<input type="checkbox"/> M.Ed. with Educational Leadership (Utah Administrative/Supervisory License)	

Graduate Studies in Education, Non-degree seeking endorsements/certificates (Professional Development):

Special Education—Mild/Moderate License (Blended)  Other Endorsement \_\_\_\_\_  
(currently taught through continuing education in association with school districts or regional service centers)

Library Media Endorsement (on campus)

ESL Endorsement (Blended)

**PERSONAL INFORMATION**

Full Legal Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Place of Birth: \_\_\_\_\_

If you have used a different name while attending school, please provide those names: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ E-mail: \_\_\_\_\_

**OPTIONAL INFORMATION:**  Male  Female  Veteran Do you receive Veteran Benefits?  Yes  No

American Indian  African American  Asian or Pacific Islander  Hispanic  Caucasian (white)  Other: \_\_\_\_\_

Name of Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address of person named above: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Country: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**RESIDENCY**

U.S. Citizen?  Yes  No If no, please check one of the following:

Permanent Resident (Immigrant)  Other (please explain): \_\_\_\_\_

\_\_\_\_\_  Visa Type: \_\_\_\_\_

State of Legal Residence: \_\_\_\_\_ From (mo/yr): \_\_\_\_\_ / \_\_\_\_\_ To (mo/yr): \_\_\_\_\_ / \_\_\_\_\_

Do you have a driver's license?  Yes  No Issuing State: \_\_\_\_\_ Date of Issue (mo/yr): \_\_\_\_\_ / \_\_\_\_\_

How long have you lived in Utah? Years: \_\_\_\_\_ Months: \_\_\_\_\_ Continuously since (mo/yr): \_\_\_\_\_ / \_\_\_\_\_

Please indicate your activities (e.g., employment, school, military) and where you have been for the past three years.

Be specific and account for all months.

**Note: Failure to complete this section could result in classification as a NON-RESIDENT FOR TUITION PURPOSES.**

FROM (MONTH/DAY/YEAR)	TO (MONTH/DAY/YEAR)	EMPLOYER OR ACTIVITY	CITY & STATE
_____ / _____ / _____	_____ / _____ / _____	_____	_____
_____ / _____ / _____	_____ / _____ / _____	_____	_____
_____ / _____ / _____	_____ / _____ / _____	_____	_____

## ACADEMIC BACKGROUND

List in chronological order all colleges and/or universities previously attended (attach a separate sheet if necessary):

NAME OF INSTITUTION & LOCATION	DATES OF ATTENDANCE (MO/YEAR)	DATE GRADUATED, DEGREE ATTAINED
-----	From: ----- To: -----	-----
-----	From: ----- To: -----	-----
-----	From: ----- To: -----	-----

**Failure to list all institutions previously attended or degrees pursued may result in loss of credit and dismissal from SUU graduate studies.**

### BACHELOR'S DEGREE

Issued by Institution: ----- Year: -----

Major: ----- Minor(s): -----

Grade Point Average: Last 2 undergraduate years -----  4.0 scale  Other: -----  
All undergraduate work -----  4.0 scale  Other: -----  
All graduate work -----  4.0 scale  Other: -----

Admissions Test: GMAT: Score: ----- Date Taken: -----  
Millers (MAT): Score: ----- Date Taken: -----  
GRE: Score: ----- Date Taken: -----  
LSAT: Score: ----- Date Taken: -----  
TOEFL/IELTS: Score: ----- Date Taken: -----

## REFERENCES / LETTERS OF RECOMMENDATION

List three persons who will provide a letter of recommendation directly to the Admissions Office. (For Master of Education, one must be the immediate supervisor/principal. For Administrative License with or without M.Ed., one must be the current principal and one must be a school district administrator.) These should include persons familiar with your academic qualifications.

Do you waive the right to review the letters of recommendation from your references?  Yes  No

NAME	POSITION	ADDRESS
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Directory information relating to a student is considered public information unless a student specifically requests that it be kept confidential. A list of directory information for SUU is listed in the University Catalog, Appendix C. Students placing a confidentiality hold on their student information may only transact business after authenticating their identity in the mySUU portal, or by presenting picture ID at the appropriate office on campus. No phone or e-mail services will be available to ensure that confidentiality of the student's information is maintained. Enrolled students who wish to change their confidentiality status may do so in writing by completing the appropriate forms at the Registrar's Office, located in the Sharwan Smith Center.

## SIGNATURE

I certify that, to the best of my knowledge, the information on this application is true and complete. False information may result in the loss of credit, dismissal and/or prosecution pursuant to Utah code annotated section 76-8-504.

Signature of Candidate: ----- Date of Application: ----- / ----- / -----

**IMPORTANT NOTICE:** If you have been convicted of any crime (other than a minor traffic offense) since you turned 18, you may be INELIGIBLE to practice accounting or certify as an Elementary or Secondary Teacher in Utah (and in most other states) where such a criminal record makes you ineligible to be bonded or obtain a teaching certificate. Before submitting this application, you should consult applicable regulations. If you have other concerns or questions, contact your academic advisor.

### CANDIDACY APPROVAL

Program Director, Advisor Signature: ----- Date: ----- / ----- / -----

### PROGRAM OF COURSEWORK APPROVED

Date: ----- / ----- / ----- Committee Member: -----

Major Professor: ----- Committee Member: -----

### OFFICE USE ONLY

Admission Fee (non-refundable): Date: ----- / -----  CC -----  Check No. -----  Cash Initial -----