

# Application Procedures

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## Application Procedures

After successfully completing a university program at the undergraduate level for a master's-level program, or at the appropriate graduate level for education specialist and doctoral programs (as evidenced by receipt of a degree from a regionally accredited institution), an applicant may be considered for admission to the Graduate School at Valdosta State University. Please submit all application-related materials to:

- **The Graduate School**

Valdosta State University  
Converse Hall Suite 3100  
1500 North Patterson Street  
Valdosta, GA 31698-0005

Please consult our programs page (<http://www.valdosta.edu/academics/graduate-school/our-programs>) for a list of specific requirements for each program. General requirements are as follows:

1. **Applicants must complete the online Graduate Application and fee.** Visit the Graduate School homepage (<http://www.valdosta.edu/academics/graduate-school>) and click Apply Now.

2. **Official Transcripts**

Applicants must submit an official transcript from each previously attended institution (including transfer credit). Applicants must include a final college transcript including date of degree from a regionally accredited institution. Applicants may be accepted pending graduation if their degree will be awarded after the admissions deadline but before enrollment. If an applicant attended school outside the United States, an evaluation of the transcripts from outside the U.S. is required.

**Please note:** the M.A.T. in Special Education requires two transcripts from each institution attended.

3. **Official Test Scores**

Applicants should select the appropriate entrance examination from the options available for their degree program. All programs do not accept all tests. Visit the Degrees and Programs page (<http://www.valdosta.edu/academics/graduate-school/our-programs>) to see if test scores are necessary for your program and, if so, which tests are required.

The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) scores are considered official when they are sent directly to the Graduate School from the Educational Testing Service (GRE), the Graduate Management Admissions Council (GMAT), or Pearson Publishers (MAT). Scores are only retained by the testing service for a period of five years. If the applicant's test date is over five years old and scores cannot be obtained directly from the testing service, the applicant may contact another institution to which the scores have been previously submitted to request confirmation of the scores. Confirmation may come in the form of a letter from the institution providing the score(s) and the test date or an official transcript with the scores printed on the document. Please note: some departments may not accept scores older than five years. Valdosta State University reserves the right to verify or validate all information submitted for consideration for admission into graduate study. Validation may include the submission of additional standardized admissions test scores.

4. **Language Proficiency Requirement**

Students whose first language is not English must present evidence of English language proficiency by submitting one of the following documents: official scores on the Test of English as a Foreign Language (TOEFL), official scores on the International English Language Testing System (IELTS), or completion of Level 6 at VSU's English Language Institute with a B average or better. Minimum acceptable scores on the TOEFL are:

- 523 on the paper-based test
- 193 on the computer-based test
- 70 on the internet-based test.

The minimum acceptable score on the IELTS is 6.0.

Some programs at VSU may require higher scores. If you were born in a non-English speaking country but received a high school or college degree in the US, you are exempt from submitting the language proficiency requirement.

5. **Supplemental Materials**

Many degree programs have supplemental application requirements. Examples include but are not limited to: recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, résumés, and more. Applicants should refer to the admission requirements for their program for specific requirements. For required forms, click here (<http://www.valdosta.edu/academics/graduate-school/our-programs>).

## 6. Medical Form

The VSU Medical Form, also known as the Certificate of Immunization or Health Form, must be completed and signed by the applicant. The completed form must be received before enrollment.

The Certification of Health Care provider section must be completed and signed by a health official and must include dates of immunization, dates of the diseases, or date of immune titer. The student must complete the Student Information Section and sign the second page of the document. Immunization records from other institutions are accepted; however, VSU's form with the student information, along with signature, must be submitted.

**Exceptions:** Former and current VSU students are exempt from submitting this document. Online students must submit the distance learning exemption of the medical form. Visit your program information page (<http://www.valdosta.edu/academics/graduate-school/our-programs>) to see if your program qualifies for the distance learning exemption.

VSU reserves the right to verify all application materials submitted. This includes contacting recommendation sources to verify authorship or requesting additional documentation of test scores or transcripts, if needed. Once an application has been submitted, applicants can check graduate application status online. Visit the online Application Status Check (<https://www.valdosta.edu/academics/graduate-school/application-status-check.php>).

## Verification of Lawful Presence

The Board of Regents of the University System of Georgia (USG) requires that individuals submit documentation of US citizenship or permanent residency before being considered for in-state tuition.

The following documents serve as proof of lawful presence in the United States. One of the following is required before you are eligible for in-state tuition:

- Your completed FAFSA for the current or next financial aid year. Lawful presence can be determined through this process.
- A certified US birth certificate showing the applicant was born in the US or a US territory. Photocopies are not acceptable.
- Copy of a current US passport.
- Copy of a current driver's license issued by the state of Georgia after January 1, 2008.
- Copy of a US certificate of naturalization.
- Copy of a US certificate of citizenship.
- A US certificate of birth abroad issued by the Department of State or a consular report of birth abroad.

Please note: Any applicant whose status cannot be verified is not eligible for in-state tuition regardless of how long he or she has lived in Georgia.

## International Applicants

Valdosta State University welcomes applications from international students. At VSU, international students are defined as citizens of countries other than the United States who require a valid visa in order to study in the US. International students who require a visa are not eligible for non-degree or irregular admission. Please note: online programs do not qualify for issuance of an I-20 student visa per Department of Homeland Security guidelines. To be considered for admission, international students must submit the following materials to:

- **The Graduate School**
- 1500 N. Patterson Street
- Valdosta State University
- Valdosta, GA 31698-0005 USA

1. **A completed Graduate Application for Admission/Readmission and application fee.** Applications may be submitted online (<https://www.applyweb.com/vsug/menu.ftl>). International applicants who are unable to submit the application fee online may submit a paper application. International applicants may request a paper application from the Graduate School online (<http://www.valdosta.edu/academics/graduate-school>) or in writing.
2. **A course-by-course evaluation of international transcripts conducted by an international education evaluation service in the USA must be completed.** For a list of potential evaluation services, click here (<https://www.valdosta.edu/academics/international-programs/student-information/transferring-credits.php>). Fees for this service are to be paid by the applicant. Official original language transcripts are not required by the Graduate School. Some academic programs require the official original language transcripts. Please check program requirements for each program's policy.
3. **Students whose first language is not English must present evidence of English language proficiency by submitting one of the following documents:** official scores on the Test of English as a Foreign Language (TOEFL), official scores on the International English Language Testing System (IELTS), or completion of Level 6 at VSU's English Language Institute with a B average or better.

Minimum acceptable scores on the TOEFL are:

- 523 on the paper-based test
- 193 on the computer-based test
- 70 on the internet-based test.

The minimum acceptable score on the IELTS is 6.0. Please note: the M.B.A. program only accepts TOEFL scores and completion of Level 6 at VSU's English Language Institute with a B average or better.

Some programs at VSU may require higher scores. If you were born in a non-English speaking country but received a high school or college degree in the US, you are exempt from submitting the language proficiency requirement.

4. **Applicants should select the appropriate entrance examination from the options available for their degree program.** All programs do not accept all tests. Visit the Degrees and Programs (<http://www.valdosta.edu/academics/graduate-school/our-programs>) page to see if test scores are necessary for your program and, if so, which tests are required. The Graduate Record Examination (GRE), Graduate Management Admission Test (GMAT), or Miller Analogies Test (MAT) scores are considered official when they are sent directly to the Graduate School from the Educational Testing Service (GRE), the Graduate Management Admissions Council (GMAT), or Pearson Publishers (MAT). Valdosta State University reserves the right to verify or validate all information submitted for consideration for admission into graduate study. Validation may include the submission of additional standardized admissions test scores. Information on the administration of these tests is available from US embassies, from American Cultural Centers, or online.
5. **A completed Certificate of Finances statement guaranteeing that the student will have \$34,895 US (for nine months) available for personal and educational expenses for the 2014-2015 school year.** The Certificate of Finances form is available from the Graduate School. Please note: the amount necessary for the Certificate of Finances changes based on current tuition rates. For the current academic year, please view the Certificate of Finances form (<https://www.valdosta.edu/academics/international-programs/student-information/forms/graduatecof.pdf>) .
6. **Supplemental Materials**  
Many degree programs on campus have supplemental application requirements. Examples include but are not limited to: recommendations, letters of support, Ed.D. Letter of Support Form, Ed.S. Letter of Assurance Form, written statements, goal statements, essays, résumés, and more. Applicants should refer to the admission requirements for their program for specific requirements. For required forms, click here (<http://www.valdosta.edu/academics/graduate-school/our-programs/graduate-application-related-forms.php>) .
7. **Medical Form**  
The VSU Medical Form, also known as the Certificate of Immunization or Health Form, must be completed and signed by the applicant. The completed form must be received before enrollment.  
The Certification of Health Care provider section must be completed and signed by a health official and must include dates of immunization, dates of the diseases, or date of immune titer. The student must complete the Student Information Section and sign the second page of the document. Immunization records from other institutions are accepted; however, VSU's form with the student information, along with signature, must be submitted. Documents submitted to satisfy immunization requirements must be in English or a translation must be provided.  
Former and current VSU students are exempt from submitting this document.

When all requirements are received, the academic program will evaluate the applicant's credentials and render an admission decision. The applicant will be notified of the University's decision by mail and, if admitted, will be issued an I-20 immigration form. This form must be taken to the nearest US embassy or consular office, which will issue a visa for entry to the United States. Because of Homeland Security guidelines, student visas cannot be issued for online programs. Individuals living and working in the US whose visa status permits graduate enrollment and who do not require a student visa may be considered for admission. For further instructions on the visa process, please consult the International Programs website (<http://www.valdosta.edu/academics/international-programs>) . (<http://www.valdosta.edu/academics/international-programs>)

Additional information on international student admissions to the Graduate School at Valdosta State University is available from the Center for International Programs, Valdosta State University, Valdosta, GA 31698, USA.

## Non-Degree-Seeking Applicants

Applicants who wish to take graduate courses but do not intend to pursue a degree may be considered for non-degree seeking admission status such as add-on certification, an endorsement, certificate renewal, or for personal enrichment. Non-degree seeking applicants must submit:

1. **The completed Graduate Application for Admission /Readmission Form and the application fee.**
2. **One of the following as proof of an undergraduate degree:**
  - a. A copy of a transcript from an accredited or approved institution indicating that a baccalaureate degree has been completed; or
  - b. A copy of a clear/renewable teaching certificate of a type which requires a baccalaureate degree for its issuance.
3. **The completed VSU Medical Form (prior to enrollment).** Students enrolling in face-to-face courses must complete the immunization record and have the document certified by a health care provider. Students enrolling in only online courses should complete the Student Information Section and Distance Learning Exemption portions of the form. Former and current VSU students are exempt from resubmitting this form.

Some add-on and endorsement programs may have additional admission requirements. Applicants should check the non-degree admission requirements for that major to determine if any additional documents are required. Not all programs or majors accept non-degree students. Please check program requirements (<http://www.valdosta.edu/academics/graduate-school/our-programs>) for additional information. Please note: non-degree students are not eligible for financial aid.

## Transient Students

Individuals enrolled as graduate students in good standing at another regionally accredited college or university may be accepted on a transient basis.

Transient students must submit:

1. **The completed Graduate Application for Admission/Readmission Form and application fee.**
2. **A letter of good standing from their institution.**
3. **The completed VSU Medical Form (prior to enrollment).** Students enrolling in face-to-face courses must complete the immunization record and have the document certified by a health care provider. Students enrolling in only online courses should complete the Student Information Section and Distance Learning Exemption portions of the form. Former and current VSU students are exempt from resubmitting this form.

Some graduate programs may not consider transient requests. Contact the Graduate School to determine eligibility.

## **Collaborative Online Education Programs**

Valdosta State University provides several fully online programs through collaborations with other USG institutions. Formerly known as GeorgiaOnMyLine programs, the collaborative online education programs include:

- Master of Arts for Teachers (M.A.T.) in Special Education-General Curriculum
- Master of Arts for Teachers (M.A.T.) in Special Education-Adapted Curriculum
- Master of Education (M.Ed.) in Curriculum and Instruction: Accomplished Teaching
- Master of Education (M.Ed.) in Middle Grades Math/Science
- Education Specialist (Ed.S.) in Teacher Leadership
- Gifted In-Field Endorsement
- Online Teaching Endorsement
- Certificate in Online Teaching

For more information, click here (<http://www.valdosta.edu/colleges/education/deans-office/online-programs>) .

These programs provide opportunities for graduate education in an online learning environment. The tuition cost for these programs is a flat GOML tuition rate of \$385 per credit hour (for the 2015-2016 academic year). The programs consider applications each semester. Students in collaborative online education programs are subject to the policies and guidelines governing academic standards, appeals, and progress outlined in subsequent pages of the catalog.