

**INSTRUCTIONS FOR APPLYING FOR ADMISSIONS TO THE SCHOOL OF GRADUATE  
STUDIES & RESEARCH-**

**Please read carefully**

AN APPLICANT FOR ADMISSION TO THE SCHOOL OF GRADUATE STUDIES (DEGREE SEEKING) MUST:

1. Submit a **COMPLETED APPLICATION** for graduate admission. All questions must be answered. **INCOMPLETE APPLICATIONS WILL BE RETURNED.**
2. Hold a **BACHELOR'S DEGREE** from a regionally accredited college or university.
3. Submit an (2) **OFFICIAL TRANSCRIPT** of work completed at each accredited college or university attended (including GSU). If work is in progress a supplementary transcript must be sent at the end of the term.
4. Three Academic letters of recommendations (to be sent directly from the sources, (2) major professor and (1) Supervisor).
5. Submit official results of the, Graduate Record Examination Test (GRE). GRE scores should be submitting before acceptance can be approved. Applicants for the MPA must submit GMAT score (Graduate Management Admission).
6. Foreign students must submit scores on the Test of English as a Foreign Language (TOEFL) and an affidavit of sponsorship as well as the information requested above.  
Applications for these tests are available from:

Educational Testing Service  
Box 6000  
Princeton, New Jersey 08541-6000

7. An **APPLICATION FEE** of \$20.00 for first admission and \$10.00 for readmission (year or older application fee \$20.00). International students will pay \$30.00 for first admission. Fee must be in the form of a money order or cashier check: made payable to Grambling State University and must accompany the application at the time it is filed. **PERSONAL CHECKS ARE NOT ACCEPTABLE.** Do not send cash. The fee is not credit toward the matriculation fee if the applicant is not accepted, nor is it refunded in the event the applicant does not enroll.

**NON-DEGREE** - PLEASE SUBMIT OFFICIAL TRANSCRIPT OF LAST DEGREE HELD. PLEASE NOTE THAT TEST SCORES AND RECOMMENDATIONS ARE NOT REQUIRED.

**NON-DEGREE STUDENTS** MAY APPLY FOR A MAXIMUM OF 16 HOURS TO BE COUNTED TOWARDS A DEGREE.

The application for admission to the School of Graduate Studies & Research and all supporting documents should be on file at least **60 days** prior to registration. Late applications will be processed in due course. No guarantee can be made that these applications can be processed in time for registration.

**Readmission**

Any admitted student not enrolled for one regular semester, excluding summer sessions, must apply for readmission to the School of Graduate Studies. The readmission application and other required documents must be submitted to the School of Graduate Studies. Items needed in order to be readmitted include the following:

- Application for readmission (completed and signed).
- \$10.00 readmission application fee (money order or cashier's check made payable to Grambling State University; **please note year or older application fee \$20.00**).
- 2 Official copies of transcript from college(s) attended while absent from Grambling State University.

**ALL RECORDS AND DOCUMENTS BECOME THE PROPERTY OF GRAMBLING STATE UNIVERSITY AND WILL NOT BE RETURNED.**

