How to Apply

The application for admission may be accessed from the COGS web site (http://cogs.georgiasouthern.edu/admission). Departments and schools in which graduate degree programs are offered set requirements to complete an application. All application documents, including official test score reports, letters of recommendation and other required supporting documents, should be received in the Office of Graduate Admissions by the stated application dates for the application to receive admission review. All application documents must be received by the application deadline for the application to be considered. The applicant must submit a transcript from each college or university previously attended. A transcript is required even if the courses from one school appear on the transcript of another school. Official transcripts must be submitted by all applicants offered admission and are required for each college or university attended. All application documents become the property of Georgia Southern University and may not be forwarded to a third party or returned to the applicant. The applicant must indicate if he/she is applying for a graduate degree program, certificate program, non-degree or transient admission, and must indicate a specific graduate major area of study that is offered at Georgia Southern University.

Application documents are electronically available to the academic departments for their review and recommendation.

Application Deadlines - College of Graduate Studies

Application deadlines vary by program and are specific to a given semester to which each program admits applicants. Application deadlines are also subject to change. Therefore, applicants are encouraged to check the application deadline (http://cogs.georgiasouthern.edu/admission/GraduatePrograms/gradprograms.php) for the program in which they are interested. All items required for admission must be received by the published deadline. International applicants should apply significantly in advance of the deadline to allow time for the arrival of any required admission items via international mail. For those programs with rolling admission, in general, priority deadlines are specified below:

**U.S. Citizens/Naturalized Citizens**

**Fall Semester**
- March 1 (Priority)
- July 1 (Final Deadline)

**Spring Semester**
- October 1 (Priority)
- November 15 (Final Deadline)

**Summer Semester**
- March 15 (Priority)
- April 1 (Final Deadline)

**International Students**

**Fall Semester**
- March 1 (Priority)
- June 1 (Final Deadline)

Spring Semester
- October 1 (Final Deadline)

Summer Semester
- February 1 (Final Deadline)

Admission to the College of Graduate Studies is competitive. Applicants are encouraged to submit application materials by the Priority Deadline. Priority is for students seeking financial aid, scholarships, and assistantships. Applications received after the Final Deadline may be considered by the Program Directors on a case-by-case basis.

Graduate Application Process

Applicants are responsible for submitting all materials required for admission. These items include, but are not limited to, the following: application for admission, application-processing fee, transcripts, standardized exam scores, letters of recommendation, and any supplemental material required by the department and/or program. While certification of finances forms (international applicants only) may be submitted during the application process, the documents are forwarded directly to the Center for International Studies and are not used to determine academic admissibility. All application materials, unless otherwise specified, should be provided electronically at the time of submitting the on-line application for admission to the Office of Graduate Admissions. Only those application materials required by specific programs not available for electronic submission can be submitted in hard-copy format to the Office of Graduate Admissions or to the academic program. These items must be received prior to the deadline.

An applicant wishing to defer an application to a subsequent semester may submit a one-time request to the Office of Graduate Admissions, as long as the request occurs prior to the start of the original semester of matriculation. After the original semester of matriculation has begun, the applicant must submit a new application and application fee to be considered for admission to a future semester. Deferred applications are referred to the department for reconsideration and a new admissions recommendation.

The College of Graduate Studies will refuse admission to applicants whose files are incomplete after the beginning of the semester of expected matriculation and when the applicants have not requested deferrals to future semesters. The application and supporting documents become the property of the University and cannot be returned or forwarded elsewhere.

Domestic (U.S. Citizens and resident Alien) Applicants

Must fulfill the following requirements.

- Submit a completed on-line Graduate Application for Admission Form.
- Pay the $50.00 non-refundable application fee (subject to change).
- Submit official transcripts from each college or university previously attended. Transcripts must be designated as official and sent directly from the institution(s) previously attended to the Office of Graduate Admissions. Transcripts marked “Issued to Student” will not be accepted as official. Applicants who have attended Georgia Southern University are not required to submit official Georgia Southern transcripts. Applicants who attended foreign institutions not regionally accredited by a US regional accrediting body are required to have transcripts evaluated by a member of the National Association of Credential Evaluations Services, Inc. (NACES).
- Provide official test scores as required for the selected program. Scores must be within the last five years (two years for the TOEFL/IELTS) and sent directly from the testing agency to the Office of Graduate Admissions.
• Submit the Certificate of Immunization Form. *(Not required for applicants in fully on-line programs.)* This form should be completed and sent directly to the Office of Health Services.

• Provide other documents as required by the department, college, or program. These may include letters of reference, personal statement, or letter of intent. See [http://cogs.georgiasouthern.edu/](http://cogs.georgiasouthern.edu/) for information on program specific requirements.

• Applicants who are applying for a graduate assistantship must complete the Graduate Assistantship Application.

### International Graduate Applicants

All international students admitted to the College of Graduate Studies must demonstrate the same level of achievement as U.S. students. They must have an outstanding undergraduate record, have the demonstrated ability to do graduate work, and give evidence of language proficiency sufficient for the pursuit of a graduate degree. International applicants must qualify for "Regular" admission and may not be granted "Provisional" admission. International applicants are not granted non-degree admission status unless holding an immigration status that permits non-degree admission. Questions about the qualifications of international students should be directed to the College of Graduate Studies.

International applicants for admission to the COGS must submit the following:

• Completed on-line Graduate Admission Form.
• $50.00 non-refundable application fee (subject to change).
• Certified copy of diploma and certified English translation of diploma. This must be sent directly from the institution(s) previously attended to the Office of Graduate Admissions.
• Certified original and English translations of transcripts. Transcripts designated as official must be sent directly from the institution in a sealed envelope to the Office of Graduate Admissions. Transcripts marked "Issued to Student" will not be accepted as official. Applicants who have attended Georgia Southern University are not required to submit official Georgia Southern transcripts. Applicants are required to have transcripts evaluated by a member of the National Association of Credential Evaluations Services, Inc. [NACES]).
• Official test scores as required for the selected program. Scores must be current, within the last five years, and sent directly from the testing agency to the Office of Graduate Admissions.
• Official TOEFL or IELTS scores not more than two years old.
• SEVIS Data Form. This form should be completed and sent directly to the Center for International Studies.
• Certified Bank Statement (not more than six [6] months old) confirming finances. (See page 1 of the SEVIS Data Form for specifications.) This statement should be completed and sent directly to the Center for International Studies.
• Other documents as required by the department, college, or program. These may include letters of reference, personal statement, or letter of intent. See [http://cogs.georgiasouthern.edu/](http://cogs.georgiasouthern.edu/) for information on program specific requirements.
• Applicants who are applying for a graduate assistantship must complete the Graduate Assistantship Application.

International applicants admitted must submit the completed Certificate of Immunization Form to the Health Services Office to be eligible to register for classes.

Credentials evaluated by any U.S. agency that is a member of the National Association of Credential Evaluation Services, Inc. (NACES) may be presented. The evaluation must be sent directly from the agency to the Office of Graduate Admissions. Three such agencies are:

Joseph Silny and Associates, Inc.
International Education Consultants