

GRADUATE ADMISSION

Applications for admission must be accompanied by the following: two official transcripts from all colleges and universities previously attended including NCA&TSU; letters of recommendation from at least three people who know the applicant's academic record and potential for graduate study; a non-refundable application fee of \$45; and, in most cases, an official Graduate Record Examination (GRE) or other standardized test scores. Most departments also require a letter of intent/statement of purpose. An application and reference forms may be obtained by visiting the Website at <http://www.ncat.edu/~gradsch/> or by writing or visiting North Carolina A&T State University, School of Graduate Studies, 120 Gibbs Hall, Greensboro, NC, 27411-3210. When completed, all application materials should be returned according to instructions. Students who choose not to enroll for the semester for which they are applying may request in writing to defer their application and supporting documents for up to **one year**. After one year, all documents will be shredded and prospective students are required to complete the application process and pay the application fee again.

Required Application Materials

The admission process is designed to collect credentials that will help determine which applicants have the academic preparation, intellectual ability, experience, and motivation to undertake a rigorous program of study. The application materials for each prospective student receive individual attention and thorough review by the intended program committee. In addition to the application form and application fee, the following official documents must be submitted before an application can be considered complete and submitted for evaluation by the intended program. **All materials submitted as part of an application become a part of the University's official record and cannot be returned to the student, nor forwarded to a third party.**

Letters of Recommendation

Three letters of recommendation from persons qualified to evaluate the applicant's academic and professional qualifications are required. The applicant should request recommendations from individuals who are familiar with his/her academic achievement and potential. If the applicant has been out of school for a number of years and is unable to contact professors, letters from other individuals who can address his/her achievement and potential will be accepted. Please carefully complete the top section of the letter of recommendation form before giving it to the persons who have agreed to prepare letters. The recommendation should be returned to the applicant in a sealed envelope. *Although it is extremely helpful if these letters are sent with the program material, recommendation letters can be mailed separately.* Please inform the person completing the recommendation of the appropriate application deadline so that they can submit the recommendation before the application deadline date. Note the "waiver of right to inspect" statement on these forms; the applicant may or may not elect to sign the waiver. If the applicant elects to sign the waiver, or do not respond at all, the contents of the reference will not be available for inspection. Inspection of the reference letter refers only to viewing the recommendation letter.

Transcripts

Official transcripts of all post-secondary (after high school) education, bearing the signature of the registrar and the seal of the institution, should be sent to the School of Graduate Studies in a sealed envelope. Transcripts that bear the statement "Issued to Student," or that do not arrive in sealed envelopes, are not considered official. The School of Graduate Studies prefers that applicants submit official transcripts with their application. However, if an institution's registrar will only send transcripts directly to another institution, the School of Graduate Studies will accept and process transcripts separately. All transcripts should be mailed to: School of Graduate Studies, 1601 E. Market St., Greensboro, NC 27411. For PBS applications, a copy of the transcript indicating graduation from a baccalaureate program will be accepted. To prevent delays in review of an application, request transcripts before mid-year grades are posted. However, the applicant is still responsible for ensuring that a final transcript is received, showing award of the degree. Transcripts submitted to the School of Graduate Studies become part of the permanent record and cannot be released to another institution, employer, or to the student.

Standardized Test Scores (GRE, GMAT, etc.)

Current (no more than five years old) standardized test scores, usually GRE General Test, are required for most programs.

The School of Graduate Studies' accreditation requires that official reports (reported directly from the Educational Testing Service) of all required standardized test scores be submitted as part of the application.

While photocopies of score reports will be accepted for informal evaluation, an official agency report of all required scores must follow. GRE, GMAT, and MAT scores are reportable for a period of five years from the date of the exam. Test scores of students who apply and decide not to enroll in graduate studies at North Carolina A&T State University are maintained for one year.

Supplemental (Program-Specific) Application Material

Many programs require a letter of intent/statement of purpose, supplemental applications, essays, portfolios, etc. Please check with the intended program regarding their requirements before submitting an application. An application cannot be considered *complete* until all required materials are submitted.

Because of processing requirements, an admission decision for fall semester cannot be guaranteed unless all credentials are received by **July 1**, for spring semester by **November 1**, and for summer sessions by **April 1**. International students should refer to the deadlines for international students.

International Students

International students are required to meet all of the above requirements in addition to those listed below. The application and all supporting documents should be filed as early as possible to allow sufficient time for processing by both the academic program and the Graduate School. The School of Graduate Studies encourages international students to submit the application and all supporting documents no later than **April 1** for Fall admission and by **September 1** for Spring admission. Applicants interested in Summer Sessions must contact the International Students and Scholars Office at 336-334-7551 or at isso@ncat.edu.

English Proficiency

Students whose native language is other than English, regardless of citizenship, must submit official TOEFL (Test of English as a Foreign Language) scores issued by the Educational Testing Service as evidence of ability to use English at a level of competence sufficient for graduate work. The minimum requirement for admission is a TOEFL score of 550 or better (213 computer-based score and 79 internet-based score), with scores of 50 on at least two of the sections and no section score below 45. (The minimum score is subject to change, and departments may establish a higher minimum requirement.) The TOEFL test date must be within 24 months of the application deadline date for which admission is requested.

Academic International Transcripts

Official academic transcripts from all international universities are required along with a certified English translation and a course by course transcript evaluation completed and forwarded by an external agency directly to the School of Graduate Studies. North Carolina A&T State University recognizes the following transcript evaluation agencies: Educational Credential Evaluators, Inc. (www.ece.org) and World Education Services (www.wes.org). Evaluations completed by other agencies are not recognized nor accepted by the School of Graduate Studies. Official academic transcripts must bear the signature of the registrar or other academic official, and the official seal of the issuing institution. Students must hold the degree of Bachelor of Arts or Bachelor of Science, or its equivalent, based on a four-year curriculum. Transcripts submitted to the School of Graduate Studies become part of the permanent record and cannot be released to another institution, employer, or to the student.