

APPLICATION FOR GRADUATE STUDY



Admissions Office
1 Campus Drive
Allendale, MI 49401-9403
Telephone: (616) 331-2025
Toll Free: (800) 748-0246
Fax: (616) 331-2000
www.gvsu.edu

FOR OFFICE USE ONLY

Date Received	App. Fee Paid
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BIOGRAPHICAL INFORMATION

1. Full Name:

First Middle Last (Former name(s) if any)

2. *Social Security Number: - -

3. *Gender: ☐ Male ☐ Female

4. Citizenship: ☐ U.S. Citizen ☐ Permanent U.S. Resident (Attach photocopy of Green Card with Alien Registration Number) ☐ Visa (International students list Visa type and date issued)

5. Local Address: P.O. Box or Street Address

City State Zip Code

6. Permanent Address: P.O. Box or Street Address

City State Zip Code

7. Phone: Area Code Number Business (Day) Telephone: Area Code Number

8. Email:

9. State in which you claim legal residence: 10. Length of residence in this state: Years Months
If there is anything unusual about your residency status, enclose a letter specifying details. Consult the current Grand Valley State University Undergraduate and Graduate Catalog for more information regarding residency requirements.

11. If you are a Michigan resident, please list county:

12. *Date of Birth: Month Day Year Place of Birth: City State Country

13. Have either of your parents graduated from a four-year college? ☐ Both ☐ Father ☐ Mother ☐ Neither

14. *Race/Ethnic Identity: Do you consider yourself to be Hispanic/Latino? ☐ Yes ☐ No

15. *Race/Ethnic Identity: Please select one or more of the following racial categories to describe yourself:
☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

16. U.S. Military Service (if applicable) Indicate your current status. Please check all that apply.
☐ On active military duty ☐ Veteran of U.S. armed forces ☐ Reserves or National Guard
☐ I am a dependent or spouse of a U.S. active duty service member.

17. Felony Conviction/Pending Criminal Charges: Have you ever been convicted of a felony or have you been arrested for a crime for which criminal charges are pending? ☐ Yes ☐ No
If yes, you must submit additional information explaining the nature of the crime, relevant facts, and the name, address, and telephone number of your corrections officer. You may be required to meet with an admissions representative before a decision on your application will be made. You may be dismissed from GVSU if you fail to indicate such felony convictions or pending charges.

Questions with an asterisk () are optional.

For office use only. Please do not write below this line.

Undergraduate GPA	Graduate GPA	Scores
GPA at	GPA at	GMAT %V %Q T %W SI
GPA at	GPA at	Last two years S.I.
GPA at	GPA at	GRE V Q A
GPA at	GPA at	
Overall	GPA (Last 60 hours. UG only)	
Decision	Int.	Date Letter

ENROLLMENT INFORMATION

18. Semester of entrance:
☐ Fall (begins August) _____ ☐ Winter (begins January) _____ ☐ Spring/Summer (begins May/June) _____
19. Have you previously applied for degree-seeking admission to Grand Valley? ☐ Yes ☐ No If yes, when? _____
 Have you ever enrolled in any Grand Valley courses? ☐ Yes ☐ No If yes, indicate student number _____
20. Are you applying for (check one): ☐ Part-time study ☐ Full-time study
21. At this time, are you planning to pursue a graduate certificate only? ☐ Yes ☐ No
22. Indicate the graduate program to which you are applying.
- ☐ **Accounting (M.S.A.)**

☐ **Biology (M.S.)**
☐ Aquatic Sciences
☐ Natural Resource Management
☐ Other interest area

☐ **Biomedical Sciences (M.H.S.)**

☐ **Biostatistics (M.S.)**

☐ **Business Administration (M.B.A.)**
☐ Full-time Integrated Program
☐ Traditional Program

☐ **Cell and Molecular Biology (M.S.)**
Select one emphasis:
☐ PSM Biotechnology
☐ Research Thesis

☐ **Clinical Research Trials Management Certificate**
GVSU is not authorized to admit students who are residents of the state of Arkansas, Maryland, or Minnesota to this online program at this time.

☐ **Communication (M.S.)**

☐ **Computer Information Systems (M.S.)**
☐ Certificate in Biomedical Informatics
☐ Certificate in Database Management
☐ Certificate in Distributed Computing
☐ Certificate in Information Systems Management
☐ Certificate in Object-oriented Technology
☐ Certificate in Software Design and Development
☐ Certificate in Software Engineering

☐ **Criminal Justice (M.S.)**

☐ **Education, Educational Leadership (M.Ed.)**
☐ Educational Leadership
☐ Special Education Administration
☐ If off-site cohort, indicate location: _____

☐ **Education, Educational Technology (M.Ed.)**
☐ If off-site cohort, indicate location: _____
GVSU is not authorized to admit students who are residents of the state of Arkansas, Maryland, or Minnesota to this online program at this time.

☐ **Education, Higher Education (M.Ed.)**
☐ Adult and Higher Education
☐ College Student Affairs Leadership

☐ **Education, Instruction and Curriculum (M.Ed.)**
☐ Advanced Content Specialization – Biology
☐ Advanced Content Specialization – Chemistry
☐ Advanced Content Specialization – English
☐ Advanced Content Specialization – History
☐ Advanced Content Specialization – Mathematics
☐ Advanced Content Specialization – Physics
☐ Early Childhood Education
☐ Educational Differentiation
☐ Elementary Education
☐ Graduate Teacher Certification
☐ Secondary Level Education
☐ If off-site cohort, indicate location: _____

☐ **Education, Literacy Studies (M.Ed.)**
☐ Reading/Language Arts
☐ Teaching English to Speakers of Other Languages (TESOL)
☐ If off-site cohort, indicate location: _____

☐ **Education, School Counseling (M.Ed.)**
☐ If off-site cohort, indicate location: _____

☐ **Education, Special Education (M.Ed.)**
☐ Cognitive Impairment
☐ Emotional Impairment
☐ Learning Disabilities
☐ If off-site cohort, indicate location: _____

☐ **Educational Specialist in Leadership (Ed.S.)**
☐ Administration Cognate
☐ Curriculum Cognate
☐ If off-site cohort, indicate location: _____

☐ **Engineering (M.S.E.)**
☐ Articulated B.S.E./M.S.E.
☐ Biomedical Engineering
☐ Electrical and Computing Engineering
☐ Manufacturing Operations
☐ Mechanical Engineering
☐ Product Design and Manufacturing Engineering

☐ **English (M.A.)**

☐ **Health Administration (M.H.A.)**

☐ **Medical and Bioinformatics (M.S.)**

☐ **Nursing (M.S.N.)**
☐ Advanced Generalist/Clinical Nurse Leader

☐ **Nursing (D.N.P.)**
☐ Nursing Administration and Health Care Systems
☐ Advanced Practice – Adult/Older Adult
☐ Advanced Practice – Child/Adolescent

☐ **Occupational Therapy (M.S.)**
☐ Traditional Full-time Program
☐ Weekend/Hybrid Part-time Program

☐ **Physical Therapy (D.P.T.)** – Fall 2013 applicants must apply online through PTCAS.

☐ **Physician Assistant Studies (M.P.A.S.)**
☐ Grand Rapids Program

☐ **Public Administration (M.P.A.)**
☐ Criminal Justice
☐ Health Administration
☐ Nonprofit Management and Leadership
☐ Public Management
☐ Urban and Regional Policy and Planning
☐ Certificate in Nonprofit Leadership
☐ Certificate in Sustainability

☐ **Public Health (M.P.H.)**
☐ Epidemiology
☐ Health Promotion
☐ Public Health Administration

☐ **Social Work (M.S.W.)**
☐ Advanced Standing
☐ If off-site cohort, indicate location: _____

☐ **Speech-Language Pathology (M.S.)**

☐ **Taxation (M.S.T.)**
☐ Certificate in Graduate Tax Studies

Full Name: _____
 First Middle Last

COLLEGE INFORMATION

23. Colleges Attended: List all colleges or universities you have attended beyond high school, including GVSU. Failure to list all colleges attended may result in loss of transfer credit and/or dismissal. Attach an additional sheet if necessary. Contact the Registrar's Office at EACH of these institutions to send an official transcript to the GVSU Admissions Office.

Name of college; location (city and state). List most recent first.	Dates Attended				Grade Point Average	Degrees/Dates Conferred	Major/Minor
	From		To				
	Mo.	Yr.	Mo.	Yr.			
1.							
2.							
3.							
4.							
5.							

24. Did you use a different name while attending any of the above institutions? ☐ No ☐ Yes _____
 Former name

25. Experience (professional, occupational, military). List most recent position first.
 Physician assistant studies applicants must list volunteer, work, or observational hours in a health care environment here.

Dates	Employer	Title/Nature of Position	Address	Phone Number
1.				
2.				
3.				
4.				
5.				

26. Accounting, business, English, nursing, speech-language pathology, and taxation do not require letters of recommendation. For these programs, applicants should provide the names of three persons who may be contacted if additional information pertaining to admission is needed.

Name	Position	Address	Phone Number	Email
1.				
2.				
3.				

27. Scores on the General Aptitude section of the Graduate Record Exam (GRE), or the Graduate Management Admissions Test (GMAT), are required for some programs (see enclosed instructions).

Have you taken the ☐ GRE or ☐ GMAT? ☐ No ☐ Yes If yes, when? _____

28. To what other graduate schools are you applying? _____

29. If you are required to submit an essay, it will be noted under the Checklist for Program Requirements. Suggestions for content: A one- to two-page essay or personal statement describing your academic preparation and background experiences as well as your professional and educational goals as they pertain to the program for which you are applying. Please attach the typed essay to the application.

CHECKLIST FOR PROGRAM REQUIREMENTS

Send the following application materials to the Admissions Office, Grand Valley State University, 1 Campus Drive, Allendale, Michigan 49401-9403. You must submit a completed application and all required documentation to the Admissions Office before your application file receives further consideration. Applicants whose files are incomplete will not be considered for admissions. You can monitor the completeness of your application by calling the Admissions Office at (616) 331-2025 or (800) 748-0246. All documents and supporting data required for admittance become the property of Grand Valley State University and will not be returned to the applicant.

1. Completed graduate application for admission (also available online at www.gvsu.edu/gradapply).
2. A \$30 nonrefundable application fee (unless you have previously applied to Grand Valley).
3. Official copies of transcripts from all institutions of higher education previously attended.
4. General eligibility requirements for federal aid require a valid Social Security number.
To assist with your financial aid processing, please complete this field on the application.

NOTE: We do not require official transcripts from Grand Valley State University.

The following is a checklist of materials that are required to complete your application by program. Please see the Grand Valley State University Undergraduate and Graduate Catalog or visit our website at www.gvsu.edu for specific admission requirements.

Master of Science in Accounting

- ☐ Official GMAT scores
- ☐ One-page essay/personal statement*

Master of Science in Biology

- ☐ Three recommendations
- ☐ Essay/personal statement*
- ☐ Official GRE scores

Master of Science in Biostatistics

- ☐ Undergraduate GPA of 3.0 or satisfactory GRE or GMAT scores
- ☐ Resume
- ☐ Essay/personal statement*
- ☐ Two recommendations

Master of Business Administration –

Full-time Integrated Program (FIMBA)

- ☐ Official GMAT scores
- ☐ Essay/personal statement*
- ☐ Resume
- ☐ Typed response to the following questions:
Limit each response to 350 words.
 - What event, experience, or person has had the greatest influence on you and why?
 - Assume you are evaluating your application from the perspective of the FIMBA Admissions Committee. Why would you and your peers select you for admission, and what impact would you make as a member of the FIMBA program?

Master of Business Administration – Traditional Program

- ☐ Official GMAT scores
- ☐ One-page essay/personal statement*

Master of Science in Cell and Molecular Biology

- ☐ Undergraduate GPA of 3.0
- ☐ Official GRE scores
- ☐ Essay/personal statement*
- ☐ Two recommendations
- ☐ Resume

Certificate in Clinical Research Trials Management

- ☐ Undergraduate GPA of 3.0
- ☐ Three recommendations
- ☐ Essay/personal statement*
- ☐ Resume

Master of Science in Communication

- ☐ Resume
- ☐ Two recommendations
- ☐ Essay/personal statement*

Master of Science in Computer Information Systems

- ☐ Two recommendations
- ☐ Resume
- ☐ Essay/personal statement*
- ☐ Undergraduate GPA of 3.0 or satisfactory GRE or GMAT scores

Master of Science in Criminal Justice

- ☐ Essay/personal statement*
- ☐ Three recommendations, including two from current or former professors

Master of Education

- ☐ Three recommendations

Educational Specialist in Leadership

- ☐ Official GRE scores
- ☐ Essay/personal statement*
- ☐ Three recommendations, including two professional, addressing your leadership skills and success. One from an individual who can address your academic/scholarly capabilities.
- ☐ Current resume must include the following:
 - Title of master's project or thesis, degrees received with dates, institutions, majors, and minors
 - Listing of employment
 - Description of leadership experiences, dates, and location
 - Presentations, publications, memberships, and professional development

Master of Science in Engineering

- ☐ Resume
- ☐ Essay/personal statement*
- ☐ Three recommendations

Master of Arts in English

- ☐ Official GRE scores
- ☐ Writing sample
- ☐ Essay/personal statement*

Master of Health Administration

- ☐ Resume
- ☐ Essay/personal statement*
- ☐ Three recommendations

Master of Health Sciences in Biomedical Sciences

- ☐ Official GRE, MCAT, or DAT scores
- ☐ Essay/personal statement*
- ☐ Three recommendations

*Your graduate program requires a one- to two-page essay or personal statement describing your academic preparation and background experiences as well as your professional and educational goals as they pertain to the program for which you are applying.

CHECKLIST FOR PROGRAM REQUIREMENTS, CONTINUED

Master of Science in Medical and Bioinformatics

- ☐ Undergraduate GPA of 3.0 or satisfactory GRE or GMAT scores
- ☐ Resume
- ☐ Essay/personal statement*
- ☐ Two recommendations

Master of Science in Nursing

- ☐ Curriculum vitae/resume
- ☐ Official GRE scores. The GRE will be waived for post BSN applicants who have an undergraduate GPA of 3.3 or higher.
- ☐ Essay/personal statement*

Doctor of Nursing Practice

- ☐ Curriculum vitae/resume
- ☐ Official GRE scores. The GRE will be waived for post BSN applicants who have an undergraduate GPA of 3.3 or higher and for post MSN applicants who have a graduate GPA of 3.3 or higher.
- ☐ Essay/personal statement. * Please indicate within essay the program emphasis to which you are applying.

Master of Science in Occupational Therapy

- ☐ Two recommendations, including a registered occupational therapist and a professor who can comment on academic performance. A graduate assistant or teaching assistant may not provide a recommendation. For nontraditional students, an employer may substitute for the academic professor requirement.
- ☐ Documentation on the OT Documentation of Experience form of the minimum 50 hours of volunteer experience completed under the supervision of an occupational therapist.
- ☐ Completion of Achievement Summary form detailing student accomplishments that reflect the core goals of the program.
- ☐ Documentation of all prerequisite coursework on the prerequisite GPA calculation form. The prerequisite courses and an undergraduate degree must be completed by the first day of class of the professional program. Students in process of completing these must submit a written plan (include course name, number, semester, credit hours, and university) outlining course and degree completion.

Doctor of Physical Therapy – Applicants must apply online through PTCAS.

Master of Science in Physician Assistant Studies

- ☐ Official GRE scores (for students applying for Fall 2015 entrance and beyond).
- ☐ Two recommendations from health professionals. We recommend, but do not require, that at least one be from a practicing physician assistant.
- ☐ Documentation on item #25 of the graduate application of 500-plus hours of significant volunteer, work, or observational experience in a health care environment. This experience must be hands-on patient care activities.
- ☐ All prerequisite coursework and an undergraduate degree must be completed by May 1 of the year of program admission. Students in process of completing these must submit a written plan (include course name, number, semester, credit hours, and university) outlining course and degree completion.

Master of Public Administration and Nonprofit Leadership Certificate

- ☐ Resume
- ☐ Three recommendations
- ☐ Essay/personal statement*

Master of Science in Speech-Language Pathology

- ☐ Official GRE scores
- ☐ Resume
- ☐ Names of three references
- ☐ Essay/personal statement*

Master of Public Health

- ☐ Undergraduate GPA of 3.0
- ☐ Two recommendations

Master of Social Work

- ☐ Three recommendations
- ☐ Resume detailing work and volunteer experiences
- ☐ Coursework requirement form
- ☐ Indicate if you are applying for Advanced Standing status
- ☐ Typed response to the following statements:
Limit total response to five pages.
 - What motivates you to pursue a master's degree in social work at this time?
 - The profession of social work is committed to social, political, and economic justice; the alleviation of poverty and oppression; and the reduction of social problems. Address a social problem about which you are particularly concerned. Concisely discuss your understanding of social, political, and economic justice. How do you think that you can advance the aforementioned? What experiences or factors have shaped your interest in advancing justice?
 - Describe some of your experiences and achievements in school, work (volunteering or employment), and in your personal life. Include a description of any barriers you have encountered in pursuing your education, work, or personal goals. Indicate the steps and strategies you have used, or are using, to overcome these barriers.
 - Describe examples and experiences that demonstrate you can work effectively with individuals and communities that represent diverse populations (for example, but not limited to, people and communities reflecting diverse ethnicities, racial identities, abilities, socio-economic class, gender, or sexual orientations). Describe any difficulties you have encountered or that you think that you might encounter when working with any of the diverse groups mentioned above.
 - Please describe your plans for completing the MSW program if you are admitted. For example how do you plan to balance your work, education, and personal life? What supports are in place for you when you enter field placement?

Master of Science in Taxation

- ☐ Official GMAT scores
- ☐ One-page essay/personal statement*

*Your graduate program requires a one- to two-page essay or personal statement describing your academic preparation and background experiences as well as your professional and educational goals as they pertain to the program for which you are applying.



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STUDENT SIGNATURE/CERTIFICATION

30. You are not required to give your Social Security number, date of birth, gender, or racial/ethnic group. This information is used for compiling institutional data. It is not a factor in admission decisions. Your signature is required before GVSU can process this application.

I certify that all the answers I have given on this application are complete and accurate to the best of my knowledge. I understand that withholding information that is requested on this application will make me ineligible for admissions to GVSU, or subject to dismissal. I also understand that the university reserves the right to rescind or suspend an admission decision for any reason and at any time it deems this action warranted.

Signature _____ Date _____

GVSU is committed to assisting all members of the university community in providing for their own safety and security. The Annual Security and Fire Report is available on the Grand Valley Police Department website at www.gvsu.edu/gvpd/. If you would like to receive a hard copy of the Annual Security and Fire Report, you can stop by the Service Building or you can request that a copy be mailed to you by calling (616) 331-3255. The website and booklet contain information regarding campus security and personal safety including topics such as: crime prevention, fire safety, university police law enforcement authority, crime reporting policies, disciplinary procedures, and other matters of importance related to security and safety on campus. They also contain information about crime statistics for the three previous calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by GVSU; and on public property within, or immediately adjacent to and accessible from the campus. This information is required by law and is provided by the Grand Valley Police Department.

Grand Valley State University is an affirmative action, equal opportunity institution. It encourages diversity and provides equal opportunity in education, employment, all of its programs, and the use of its facilities. It is committed to protecting the constitutional and statutory civil rights of persons connected with the university. 8/13

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