



Office of Admissions
1200 Camden Avenue
Salisbury, MD 21801-6862
410-543-6161 www.ssu.edu

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR ADMISSION TO GRADUATE STUDY

ALL FIRST-TIME GRADUATE SCHOOL APPLICANTS must complete and return the Application for Admission to Graduate Study, along with the \$30 application fee, before course registration forms can be processed. You must have official copies (sent by the issuing institution) of all undergraduate and graduate transcripts sent directly to: Office of Admissions, Salisbury State University, 1200 Camden Avenue, Salisbury, MD 21801-6862. A complete application, including all official documents, must be received by the Admissions Office at least 30 days prior to the beginning of the student's intended start date. Students whose native language is not English must submit satisfactory scores from the Test of English as a Foreign Language (TOEFL) exam or receive a TOEFL waiver from the Admissions Office. International students who will be attending on a U.S. Immigration and Naturalization Services Visa must also complete the supplemental International Application (contact the Admissions Office to obtain the required forms).

STUDENTS ADMITTED TO GRADUATE STUDY AT SSU WHO PREVIOUSLY ENROLLED IN AND ATTENDED ONE OR MORE GRADUATE CLASSES, but have not enrolled in a graduate class during the previous calendar year, must reapply for graduate study by submitting the Application for Admission to Graduate Study, along with the \$30 application fee, to: Office of Admissions, Salisbury State University, 1200 Camden Avenue, Salisbury, MD 21801-6862. They must also have official transcripts sent from every college or university attended since leaving SSU.

STUDENTS MAY REGISTER FOR GRADUATE CREDIT EVEN IF THEY HAVE NOT BEEN FORMALLY ADMITTED TO A GRADUATE DEGREE PROGRAM, providing:

The Admissions Office has received a graduate application with application fee and an official transcript from the institution issuing their bachelor's degree; and SSU has admitted them to graduate study. NOTE: A maximum of nine graduate credit hours earned at SSU prior to formal admission to a master's degree program may be applied toward degree requirements.

It is important that students complete this application in its entirety. If an item does not pertain to the applicant, insert "Not Applicable" or "N/A" in the appropriate space. All applicants, whether degree seeking or non-degree seeking, are required to select a major area of academic interest (see application). Official transcripts must be received by the Admissions Office before students can be admitted to graduate study or schedule classes.

Once accepted to graduate study, the applications for degree seeking students will be forwarded to the appropriate graduate program. The requirements for admission to a specific graduate degree program will vary from school to school, so it is important to consult the *Graduate Catalogue*. Further questions regarding admission to a specific graduate program should be addressed to the program director. Any inquiries regarding a graduate assistantship must be directed to the graduate program in which the student expects to enroll. Non-degree seeking students are not eligible for graduate assistantships.

It is the policy of the Board of Regents of the University System of Maryland to differentiate between in-state and out-of-state residency for tuition purposes. Those students eligible for in-state residency classification must complete and submit the Residency/Domicile Information Form (the last page in this *Graduate Catalogue*). Regulations and requirements for receiving in-state residency classification are stated on the back of the form.

Those needing additional room for an item on the Application for Admission to Graduate Study should use the spaces provided at the bottom of the page.
