

Dear Applicant:

Thank you for your interest in graduate studies at St. Edward's University. To apply for admission, please send your application portfolio by the application deadline to:

OFFICE OF ADMISSION

St. Edward's University
3001 South Congress Avenue
Austin, Texas 78704-6489
512-448-8500

Fax: 512-464-8877

Toll-free: 800-555-0164

seu.admit@stedwards.edu

INSTITUTIONAL CODES

GRE & TOEFL: 6619

Financial Aid Federal School Code: 003621

TO APPLY ONLINE, VISIT

stedwards.edu/graduateapply

St. Edward's University does not discriminate in regard to race, color, creed, sex, age, disability or national origin in its admissions, scholarship or financial aid programs.

APPLICATION PORTFOLIO:

1. Complete the **application form** and essay response.
2. Submit a \$50 nonrefundable **application fee**.
3. Submit official transcripts. **Transcripts need to be dated within one year and received in a sealed envelope from the institution with the registrar's seal, unless sent electronically through official means.**

DEGREE-SEEKING, CERTIFICATE-SEEKING, or NON-DEGREE-SEEKING STUDENTS must submit official transcripts from ALL institutions attended regardless of whether credit was sought or received.

TRANSIENT STUDENTS must submit a) an official transcript from their undergraduate degree institution, b) an official graduate transcript, and c) a letter of good standing from the institution in which they are currently enrolled.

4. Arrange official test score reports to be sent for the **GMAT** (mba.com) or **GRE** (gre.org) for programs that require it. Tests taken five or more years ago will not be accepted.
5. A current professional résumé or detailed work history.
6. **APPLICANTS WHOSE DEGREES ARE FROM A NON-ENGLISH-SPEAKING COUNTRY** must arrange for official score reports to be sent for the **TOEFL** (toefl.org) or **IELTS** (ielts.org). Tests taken two or more years ago will not be accepted.
7. **APPLICANTS WITH COURSEWORK FROM OUTSIDE THE UNITED STATES** will need to request a course-by-course evaluation of all academic credentials from an approved **foreign credential evaluation service**, such as fcsa.biz or wes.org.

APPLICATION DEADLINES:

Prospective students are encouraged to apply by the priority date of the term for which they are seeking admission. Receipt of applications after the deadline date may result in a delay of the admission decision, if a decision is at all possible for that term.

IMPORTANT: Applicants should ideally take the GMAT, GRE, TOEFL or IELTS exam no later than six weeks prior to their application deadline.

Daytime Graduate Programs

Degree	Early Deadline	Priority Deadline	Final Deadline
Environmental Management and Sustainability (PSMEMS)	Dec. 1	Feb. 15	May 15

Evening and Weekend Programs

Degree	Fall Deadlines Early: Dec. 1 Priority: Jun. 1 Final: Jul. 15	Spring Deadlines Priority: Oct. 1 Final: Nov. 15	Summer Deadlines Priority: Mar. 1 Final: Apr. 1
Accounting (MACT)	✓	✓	✓
Business Administration (MBA)	✓	✓	✓
College Student Development (MACSD)	✓	✓	
Counseling (MAC)	✓	✓	✓
Leadership and Change (MSLC)	✓	✓	✓
Liberal Arts (MLA)	✓	✓	

PROGRAM INFORMATION:

Degree Program: _____
(e.g., Master of Liberal Arts)

Area of Concentration or Certificate Program (if applicable) _____

Application for consideration in: ☐ Fall ☐ Spring ☐ Summer Year 20 _____

Are you: ☐ Degree seeking ☐ Certificate seeking ☐ Non-degree-seeking ☐ Transient

Admission status requested: ☐ Conditional ☐ Unconditional (more detail available in PDF at stedwards.edu/admission/graduate/requirements)

How did you learn about graduate study at St. Edward's? _____

If you were referred by a specific person, please list his or her name: _____

Will you apply for financial assistance? _____ ☐ Yes ☐ No

Do you plan to use Veteran Affairs educational benefits? _____ ☐ Yes ☐ No

Are you reapplying to a St. Edward's University graduate program? _____ ☐ Yes ☐ No

Have you ever been placed on probation, suspended or dismissed from any college, university or post-secondary institution? _____ ☐ Yes ☐ No
(If yes, please explain on a separate sheet of paper.)

IDENTIFICATION:

Title: _____ (Mr., Ms., Mrs., Dr., Col., etc.) ☐ Male ☐ Female

Legal Last Name: _____ Legal First Name: _____

Middle Name: _____ Preferred First Name: _____

Previous Name: _____

Date of Birth (month, day, year): _____ U.S. Social Security Number: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ Country: _____

Telephone: _____ Email: _____

CONVICTIONS:

Have you ever been convicted of or do you currently have charges pending against you violating any laws other than minor traffic offenses? _____ ☐ Yes ☐ No
(If yes, please explain and describe on a separate sheet of paper.)

PERSONAL INFORMATION:

Do you consider yourself to be Hispanic/Latino? _____ ☐ Yes ☐ No

In addition, 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 Pacific Islander ☐ White

Country of citizenship: _____

If you are NOT a U.S. citizen, do you have a U.S. permanent resident card? _____ ☐ Yes ☐ No

If yes, please submit copies of both sides of your resident card.

If no, please complete and submit the *Data and Eligibility Form for International Applicants* at stedwards.edu/admission/graduate.

EMPLOYMENT INFORMATION:

Current Full-Time Employer: _____

Position or Title: _____

Please indicate the amount of **full-time work since high school graduation** that you have completed at the time of application:
_____ months

(Please include business, military, government and nonprofit experience. Do not include internships, summer jobs or part-time jobs.)

Are you now serving or have you ever served in the U.S. Armed Forces? _____ ☐ Yes ☐ No

EDUCATION HISTORY:

IMPORTANT: It is the policy of St. Edward's University that **all** students must submit official transcripts from **all** previously attended college-level institutions regardless of whether or not credit was received. Failure to do so may result in **disenrollment and loss of transfer credit**. Official transcripts must be generated by the originating institution and sent in a sealed envelope or transmitted electronically to the Office of the Registrar at St. Edward's. Transcripts submitted become the property of St. Edward's University and **will not be returned or copied**.

Please list in the box below all post-secondary colleges, universities or institutions attended, including those attended for summer sessions, study abroad or evening classes. Attach another page if necessary. Please do not abbreviate.

(example)	INSTITUTION	LOCATION	DATES (FROM-TO)	MAJOR	DEGREE	DATE OF CONFERRAL
	St. Edward's University	Austin, TX	9/00-5/04	Psychology	B.A.	May 2004

TEST SCORES:

IF APPLICABLE

Please state your GRE score (do not mix scores from different test dates): _____

VERBAL	QUANT.	WRITING
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate GRE test date: _____ (month/year) _____

IF APPLICABLE

Please state your GMAT score (do not mix scores from different test dates): _____

VERBAL	QUANT.	WRITING	TOTAL
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please indicate GMAT test date: _____ (month/year) _____

APPLICANTS WHOSE DEGREES ARE FROM A NON-ENGLISH-SPEAKING COUNTRY ONLY:

Please state your overall TOEFL score: _____

TOTAL
<input type="text"/>

Please indicate TOEFL test date: _____ (month/year) _____

Please submit an official score report from the Educational Testing Service (www.toefl.org).

Please state your overall IELTS score: _____

TOTAL
<input type="text"/>

Please indicate IELTS test date: _____ (month/year) _____

Please submit an official score report from the International English Language Testing System (www.ielts.org).

ESSAYS:

Please type and double-space your response to the appropriate essay topic. Feel free to also use this opportunity to present any additional information that would assist the Graduate Admission Committee in the evaluation of your candidacy.

If you are a

(check one)

☐ First-time degree-seeking applicant, respond to essay..... A

☐ Certificate-seeking applicant, respond to essay A

☐ Non-degree-seeking applicant, respond to essay B

☐ Transient applicant, respond to essay B

- Essay A:

Describe your background and interests. Explain why you wish to pursue the degree for which you are applying and what you hope to accomplish in this degree program. (3–5 pages)
- Essay B:

Please share with us your rationale for pursuing the graduate studies you wish to undertake at St. Edward’s University. (1–2 pages)

RECOMMENDATIONS:

Required for daytime graduate programs; optional for evening graduate programs.

In the space below, please provide the names and titles/positions of the persons you have requested to submit personal recommendations on your behalf. Writers may use the form online at stedwards.edu/admission/graduate under “Graduate Student Essentials.”

Name:

Position:

Name:

Position:

Name:

Position:

My signature below indicates that all the information contained in my application is complete and factually correct. I understand that misrepresentation of my academic record, including omissions, or of any other information, regardless of intent, can result in dismissal from the university.

Signature of Applicant

Date

FOR OFFICE USE ONLY		
Date Received	ID#	Term
	Fee Pd.	Check#