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

**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

<table>
<thead>
<tr>
<th>Degree</th>
<th>Early Deadline</th>
<th>Priority Deadline</th>
<th>Final Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Environmental Management and Sustainability (PSMEMS)</td>
<td>Dec. 1</td>
<td>Feb. 15</td>
<td>May 15</td>
</tr>
</tbody>
</table>

Evening and Weekend Programs

<table>
<thead>
<tr>
<th>Degree</th>
<th>Fall Deadlines</th>
<th>Spring Deadlines</th>
<th>Summer Deadlines</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Early: Dec. 1</td>
<td>Priority: Jun. 1</td>
<td>Final: Jul. 15</td>
</tr>
<tr>
<td>Accounting (MACT)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Business Administration (MBA)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>College Student Development (MACSD)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Counseling (MAC)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Leadership and Change (MSLC)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Liberal Arts (MLA)</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

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.
PROGRAM INFORMATION:

Degree Program: ___________________________ 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.

<table>
<thead>
<tr>
<th>INSTITUTION</th>
<th>LOCATION</th>
<th>DATES (FROM–TO)</th>
<th>MAJOR</th>
<th>DEGREE</th>
<th>DATE OF CONFERRAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>St. Edward’s University</td>
<td>Austin, TX</td>
<td>9/00–5/04</td>
<td>Psychology</td>
<td>B.A.</td>
<td>May 2004</td>
</tr>
</tbody>
</table>

TEST SCORES:

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

Please indicate GRE test date: ___________________________ (month/year) ____________

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

Please indicate GMAT test date: ___________________________ (month/year) ____________

APPLICANTS WHOSE DEGREES ARE FROM A NON-ENGLISH-SPEAKING COUNTRY ONLY:
Please state your overall TOEFL score: ____________________________

Please indicate TOEFL test date: ___________________________ (month/year) ____________

Please state your overall IELTS score: ____________________________

Please indicate IELTS test date: ___________________________ (month/year) ____________
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

<table>
<thead>
<tr>
<th>Date Received</th>
<th>ID#</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fee Pd.</th>
<th>Check#</th>
</tr>
</thead>
</table>