



Read Instructions on Page 5 & 6 Before Completing  
**APPLICATION FOR ADMISSION**  
**Graduate Studies – Southeast Missouri State University**

NOTE: TO BE COMPLETED BY APPLICANT. PLEASE PRINT OR TYPE CLEARLY.

I intend to be an online student and take only web-delivered courses  Yes  No

1. Social Security Number: \_\_\_\_\_

2. Legal Name (Last, First, Middle, Initial): \_\_\_\_\_

3. Former names under which your records  
might be listed: \_\_\_\_\_

Permanent Legal Home Address

4. Street (Home): \_\_\_\_\_

5. City and State (Home): \_\_\_\_\_

6. Zip Code: \_\_\_\_\_

7. E-mail Address: \_\_\_\_\_

8. Area Code and Telephone Number: \_\_\_\_\_

9. How long have you lived in the state of your legal residence? \_\_\_\_\_ Yrs. \_\_\_\_\_ Mos.

\*10. Sex (M-Male, F-Female): \_\_\_\_\_ 11. Date of Birth (mm/dd/yr): \_\_\_\_\_

\*12. Are you Hispanic/Latino?  Yes  No

\*13. If you are not Hispanic/Latino, please indicate your race:  American Indian or  
Alaskan Native  Asian  Native Hawaiian or Other Pacific Islander  Black  
or African American  White

\*14. Marital status and dependant information is not used in determining admission. It is useful  
in providing information to nontraditional students.  
 Single (No dependents)  Single (Dependents)  Divorced  Married  Widowed

15. College or University from which  
you graduated: \_\_\_\_\_

16. State in which above is located: \_\_\_\_\_

17. Semester and Year Graduated from College: \_\_\_\_\_ Year \_\_\_\_\_



25. Do you hold a valid Teaching Certificate?  Yes  No  
 State?  Elementary  Secondary  All Grades

26. Have you taken GRE?  Yes  No GMAT?  Yes  No

I understand that withholding information requested on this application or giving false information may make me ineligible for admission to the University or subject to dismissal. I certify that the statements I have made on this application are correct and complete.

Date \_\_\_\_\_ Applicant's Legal Signature \_\_\_\_\_

## PAYMENT INFORMATION

Application Fee is non-refundable. If you pay this application fee by check or money order (payable to Southeast Missouri State University), please be sure to write the name of the applicant clearly on the check or money order. Please do not send cash.

Check (Check # : \_\_\_\_\_)       Money Order

Master Card     Visa    Card #: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Expiration Date: \_\_\_\_\_ (mm/yr)

Cardholder Signature: \_\_\_\_\_ Application Fee: \$\_\_\_\_(U.S. dollars)

## **IMPORTANT NOTICE**

Following the passage of House Bill 390, we are required to verify the legal status of our students. When you applied to the university, you were asked to indicate if you were a U.S. citizen, permanent resident or non-U.S. citizen. Since the time of your application, Southeast MO State University must now verify your status as noted on your application. You are required to provide one of the documents listed below before enrolling in course work.

- Missouri Driver's or any state license
- Official Missouri Identification Card
- Official domestic State Identification Card
- U.S. Birth Certificate
- U.S. Passport
- Certificate of citizenship
- Certificate of naturalization
- Certificate of birth abroad
- Military Identification

Please submit one of the above immediately by:

- (1) Scanning the document and attaching it to an email. Send to [graduateschool@semo.edu](mailto:graduateschool@semo.edu).
- (2) Faxing the document to the Graduate Office, (573) 651-2001
- (3) Bring the document or a copy to the Graduate Office, Memorial Hall 106
- (4) Mail to the Graduate Office, One University Plaza, MS 4400, Cape Girardeau, MO 63701

If you have questions, please contact the Graduate Office at (573) 651-2192. Thank you for your assistance in helping the University comply with this state of Missouri law.



**GRADUATE OFFICE**  
**Southeast Missouri State University**  
**One University Plaza**  
**Cape Girardeau, MO 63701-4799**  
**(573) 651-2192**

## **Admissions Information**

*NOTE: Use this form for degree purposes only!*

Important decisions cannot be made regarding your application unless relevant information is supplied on the application form and supporting records have been received. Before submitting the application form check whether you have correctly specified the program and degree for which you are applying, the date you wish to enter, and **all** colleges you have attended.

Before an applicant can be considered for admission, the following information must be on file with the Graduate Office.

1. **APPLICATION FORM:** Complete Application by typewriter or print in ink. Illegible, incomplete, or pencil applications are not acceptable and will be returned. This **application must be accompanied by a non-refundable transcript evaluation fee of \$25**, (no cash) regardless of undergraduate school attended. Applications will only be processed for those degree plans as outlined in the *Graduate Bulletin*. The Graduate Office will notify the applicant by mail when the application process is completed.

2. **OFFICIAL TRANSCRIPTS:** Request the registrar of **each** junior college, university, graduate and professional school you have attended to send an official transcript of your record **DIRECTLY** to the Graduate Office (address above). Copies sent to a department are not usable. **UNOFFICIAL OR PERSONAL TRANSCRIPTS ARE NOT ACCEPTABLE.** For International students, photocopies are accepted only if they bear an original seal. The recording of one or more college's grades upon the transcripts of another college does **NOT** meet the requirement. No transcript or any other application credentials will be returned or forwarded to other institutions. (Southeast Missouri State University transcripts need not be submitted.)

In order to be admitted to a degree program, an applicant must meet Graduate School admission requirements and be approved by the department or degree program concerned. Departments may require additional information such as letters of recommendation. Every student should contact the department regarding the additional information that may be required.

## GENERAL INFORMATION

1. Admission to the Graduate School is contingent upon receipt of a bachelor's degree.
2. Department requirements should be checked carefully before you indicate the degree program for which you wish to be considered. If there are questions, please write directly to the department for clarification.
3. Questions regarding particular courses and programs should be sent directly to the department concerned.
4. All credentials should be received by the Graduate School at least 45 days prior to the beginning of the term for which you wish to be considered for admission. (4 months for International Students).
5. Graduate assistantship information may be secured from the department to which you are applying.
6. Application for admission, transcripts and evaluation fee should be submitted not later than the dates listed below:

**Fall semester .....August 1**  
**Spring semester .....November 21**  
**Summer semester .....May 15**

International students should submit all required materials no later than the dates listed below:

**Fall semester .....April 1**  
**Spring semester .....September 1**  
**Summer semester .....February 1**

Applications received after the deadline date will be processed for the following semester. The Graduate School cannot accept responsibility for any misunderstanding of instructions or regulations, misdirected documents, or other delays. It IS the STUDENT'S RESPONSIBILITY to see that all credentials reach the Graduate School by the appropriate deadline.

*\* Racial and sexual data are important in determining the effectiveness of efforts related to the provision of equal educational opportunity. For this reason, it is requested. The providing of this information is optional and it will not be used in determining admission status*

***NO ACTION CAN BE TAKEN ON YOUR APPLICATION UNTIL ALL CREDENTIALS ARE RECEIVED.*** NOTE: Married women should request that all transcripts show married name.

If you have a preference for an adviser in the area in which you intend to major, please indicate his/her name on the following line.

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Have you requested transcripts to be sent to the Graduate Office, Southeast Missouri State University? \_\_\_\_\_

[  ] Yes [  ] No

Recognizing its responsibilities regarding Section 504 of the Rehabilitation Act of 1973. SEMO is committed to providing all students equal access to its educational opportunities. If you have a handicap, contact the Dean of Students Office for assistance with class scheduling, parking, transportation, study aids, etc. To allow us to anticipate your special needs, contact us prior to arrival.

Southeast Missouri State University is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regards to sex, handicap, race or other legally protected classifications. This policy is placed in this document in accordance with state and federal laws including Title IX of the Educational Amendments of 1972, and Sections 503 and 504 of the Rehabilitation Act of 1973. This policy classification extends to disabled veterans of the Vietnam era. Please direct equal opportunity inquiries to the Affirmative Action Officer, Southeast Missouri State University, Cape Girardeau, MO 63701-4799. (573) 651-2524.