

The \$25.00 application fee is payable by check, money order or credit card and 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: _____

Students completing courses for graduate credit are held fully responsible for regulations as outlined in the *Graduate Bulletin*.

Southeast Missouri State University is hereby authorized to obtain, from any institution I have previously attended, information pertinent to my admission to Southeast Missouri State University.

I certify that the information given herein is correct to the best of my knowledge.

Applicant's Legal Signature _____
(WRITE your legal signature in INK)

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

If you are interested in a Graduate Degree here at Southeast Missouri State University, you MUST complete the regular admission application in addition to this form. The admission application form can be downloaded from the [Graduate School's web site](#). Please call the Graduate Office for further information (573-651-2192).

INSTRUCTIONS

Note: This form does not admit you to a degree program.

Decisions cannot be made regarding your application unless relevant information is supplied on the application form. Any incomplete application will not be processed and will be returned to the applicant for completion.

- **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 \$25.00**, (no cash) regardless of undergrad school attended.

This form is to be completed by:

Any **FIRST** time applicant eligible and wishing to enroll as a graduate student for coursework (Must hold a baccalaureate degree from a regionally accredited college or university).

A senior in the last term, not counting the student teaching semester, who does not need to carry a full load of undergraduate work for the baccalaureate degree may enroll in graduate courses, if the total number of hours does not exceed a normal load. The student will receive graduate credit only if the requirements for the bachelor's degree are completed at the end of the term during which the student is so enrolled, or the following term if it is the student teaching 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.

SPECIAL STUDENT DISCLAIMER **MUST be Signed**

A special student is one who does not seek a degree. A special student may enroll for classes for which he/she has the prerequisites without submitting transcripts of previous work. A special student is required to sign the following disclaimer at the time of registration.

SE Student ID _____

Print your name (First, Middle, Initial, Last)

I certify that I have the necessary preparation for this course. I understand my enrollment in this course does not constitute admission to a degree program at Southeast Missouri State University. I further recognize that there is no guarantee that credits earned from my enrollment will be applicable to a degree at Southeast Missouri State University. **(AS OF FALL 1986, NO MORE THAN SIX HOURS TAKEN AS A SPECIAL STUDENT MAY BE APPLIED TO A DEGREE PROGRAM)**

Write your legal signature _____

_____ Date

Recognizing its responsibility 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 regard 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 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).