

# Graduate Admissions Application

Southern University at New Orleans  
6801 Press Drive, New Orleans, Louisiana 70126-0002  
(504) 284-5483 • [www.suno.edu](http://www.suno.edu)



## EDUCATIONAL DATA

List below all college (including SUNO) you have attended. FAILURE TO ACKNOWLEDGE ATTENDANCE AT A COLLEGE OR UNIVERSITY MAY RESULT IN DISMISSAL FROM THE UNIVERSITY. You are required to have official transcripts mailed directly to the School of Graduate Studies Admissions Office. Faxed or electronically transmitted transcripts are not official.

NAME OF COLLEGE	CITY & STATE	DATE OF ATTENDANCE	DEGREE EARNED

### Indicate the SUNO graduate program to which you are applying

#### Application Deadlines

	Fall	Spring	Summer
<input type="checkbox"/> Master of Science-Management Information Systems	July 1st	December 1st	May 1st
<input type="checkbox"/> Master of Arts-Criminal Justice	July 1st	December 1st	No Entry
<input type="checkbox"/> Master of Arts-Museum Studies	July 1st	December 1st	May 1st
<input type="checkbox"/> Master of Social Work	March 15th	November 1st	March 15th
	Regular Admission	Advanced Standing	Advance Standing

**Southern University at New Orleans is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097, 770-679-4501), to award Associate, Bachelor, and Master degrees.**

The School of Social Work is accredited by the Council on Social Work Education.

The College of Education is approved by the Louisiana Department of Education, and is also accredited by the National Council for Accreditation of Teacher Education Program (NCATE).

Have you been suspended or dismissed from any college or university for scholastic or disciplinary reasons?

Yes    No

If yes, give name of institution, date and reason for this action.

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**I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION MAY RESULT IN MY NOT BEING ACCEPTED, MY BEING DISMISSED FROM SOUTHERN UNIVERSITY AT NEW ORLEANS, AND /OR MY FINANCIAL AID BEING AFFECTED.**

E-mail: \_\_\_\_\_ Cellular Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL INFORMATION

Please read these instructions carefully before completing this application. For more information, visit our website at [www.suno.edu](http://www.suno.edu). All credentials must be submitted along with the completed application prior to being accepted for admission to the university. **All Records submitted become the property of the university and cannot be returned.**

All credentials must be submitted along with the completed application form (attached) prior to being accepted for admission to the university and the School of Graduate Studies.

### PROGRAM ADMISSION

There are two levels of admission to graduate study: (1) Admission to the School of Graduate Studies and (2) Admission to the degree granting graduate program. Admission to the School of Graduate Studies Program is a prerequisite for admission to the graduate degree program. It is also used to assure that applicants meet the following qualifications set by the university:

- A Baccalaureate degree from a university or college approved by a recognized accrediting agency.
- Grade point ratios of at least 2.5 for undergraduate work and 3.0 for all graduate and postbachelor work for which a grade is given. (A-4, B-3, C-2, D-1, F-0, WF considered F)
- Satisfactory academic standing at the last university or college attended; that is, the applicant must be eligible for re-enter in good standing.
- Satisfactory Admission Test Scores (GRE or GMAT) where required by the specific degree program for which applicant is applying.

### APPLICATION PROCEDURES

**The following must be submitted to the School of Graduate Studies in order to be considered for admission:**

- One completed application form;
- One completed medical form;
- Personal Statement (*Minimum 300 words*)
- Official copies of transcripts from all undergraduate and graduate institutions attended (Transcripts must be sent directly to the Graduate Studies Office from each institution attended even if no credit was earned and even though the work may be shown on another institution. The request for transcripts must be made early in order that they arrive in the Graduate Studies Office prior to the deadline set by the desired degree program. Applications will not be processed without official transcripts;
- Three typewritten letters of recommendation addressed to the dean of the School of Graduate Studies;
- Admissions test scores if they are required by the individual graduate degree program (Admission test scores which are older than 5 years at the time of application will not be accepted.) and,
- A \$25 non-refundable application fee (\$35 for international students) in the form of a money order or check made payable to Southern University at New Orleans

### INTERNATIONAL STUDENTS

- International students must present a minimum composite score of 500 on the test of English as a Foreign Language (TOEFL), with at least a 50 on the listening comprehension component. Individual programs may require higher scores. Applications from international students are due 90 days prior to the semester of desired initial entry so as to allow enough time for a letter of acceptance and an I-20 form to be sent. Fees submitted must be payable in U.S. Dollars. A student needing to take the TOEFL should write directly to: TOEFL, Educational Testing Service, Princeton, New Jersey 08540.
- Students requiring a student visa may not be admitted on probation or conditionally. The School of Graduate Studies Office will determine whether the applicants grades and course work are equivalent to a bachelor's degree from SUNO. A statement of financial status must also be submitted, indicating financial ability to remain at the University long enough to complete all degree requirements. Each international student must submit this statement prior to evaluation for admission.

### RE-ENTRY

- Students who have interrupted their program residence at SUNO and have not registered for one regular semester or more must file an application for re-entry. A student in attendance during the spring semester but not during the summer semester, need not file for re-entry for the fall semester. Degree students must submit a supplemental transcripts if any work has been taken at another institution during the interim.

### TRANSFER STUDENT REFERENCE FORM

- Students currently enrolled in graduate programs elsewhere who wish to register for transfer credit will not be required to submit complete transcripts, but may submit a transcript or a Transfer Student Reference Form as proof of good standing from the last institution attended and a statement of the highest degree attained with a statement that the course taken at SUNO will be accepted at the institution issuing the letter. A new application and new letter of good standing must be submitted each semester that the student plans to register. The letter of good standing must come from the Dean of the student's graduation school.

It is the policy of SUNO that admission to the University is open to all persons regardless of race, creed, color, sex, age, national origin, or disability who meet the admissions requirements and qualifications of the University. In all the programs or operations of the University, no distinction is made between persons on the basis of race, creed, color, sex, age, national origin, or disability.

**Application Fee \$25.00**

**International Fee \$35.00**

Return your application to:  
**THE OFFICE OF**  
The School of Graduate Studies  
Southern University at New Orleans  
6801 Press Drive, Building 38A, New Orleans, Louisiana 70126-0002  
(504) 284-5484 or (504) 284-5483

**Southern University at New Orleans**  
**New Orleans, Louisiana 70126**  
**Application for Graduate Admissions**

**Directions: Please read carefully before completing this section.**

**Note: Type or print in ink all information. The application form must be submitted by application deadline to be processed on time.**

**ADMISSIONS STATUS ( Check One )**

New     Transfer     Re-Admit     Special/Exchange     Summer Only

Planned entry date:                      Semester \_\_\_\_\_                      Year \_\_\_\_\_

Disabled Student Organization (DSO) (504) 284-5335

Veterans Affairs Office (504) 286-5220

**SOCIAL SECURITY NUMBER**

**APPLICANT'S FULL NAME (LAST NAME, FIRST, MIDDLE INITIAL)**

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**PERMANENT HOME ADDRESS OR MAILING ADDRESS**

**STATE**

**ZIP CODE**

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**LOCAL STREET ADDRESS**

**STATE**

**ZIP CODE**

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**HOME TELEPHONE**

**DATE OF BIRTH**

**PLACE OF BIRTH**

**GENDER**

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M	M	D	D	Y	Y
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M	F
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Country, if not United States \_\_\_\_\_

Check One

Email: \_\_\_\_\_

Visa ( International Student Only) \_\_\_\_\_

Expiration Date \_\_\_\_\_

Date of Active Duty \_\_\_\_\_ DEPENDENT \_\_\_\_\_

Veteran From \_\_\_\_\_ Spouse \_\_\_\_\_

Non-Veteran To \_\_\_\_\_ Child \_\_\_\_\_

**ETHNIC CATEGORY ( Check One )**

**CITIZENSHIP**

*(voluntary, and will not be used in a non-discriminatory manner, consistent with applicable civil rights laws.)*

African American	Asian American	Latino American	U.S. Citizen
Native American	White (Caucasian) American	Other	Non-Citizen

**PROVIDE THE INFORMATION REQUESTED BELOW CONCERNING YOUR NEAREST LIVING RELATIVE**

EMERGENCY CONTACT \_\_\_\_\_

Relationship \_\_\_\_\_ Telephone Number \_\_\_\_\_

Address if different from student. \_\_\_\_\_

Number and Street    City    State                      Zip Code

APPLICANT'S CURRENT OCCUPATION \_\_\_\_\_ TELEPHONE NUMBER \_\_\_\_\_

Place of Employment \_\_\_\_\_ Address \_\_\_\_\_ City State Zip Code