



SOUTHERN UNIVERSITY AT NEW ORLEANS

APPLICATION FOR GRADUATE ADMISSION



SUNO
SOUTHERN UNIVERSITY AT NEW ORLEANS

Earn a Master's degree in

- Computer Information Systems
- Criminal Justice
- Museum Studies
- Social Work

**It's Your Turn,
Your Time!**



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SOUTHERN UNIVERSITY at NEW ORLEANS

SCHOOL of GRADUATE STUDIES

6400 Press Drive, Room 201 New Orleans, LA 70126

(504) 284-5484

www.SUNO.edu

Dear Prospective Student:

Enclosed is an application to be completed. Please read carefully and follow the instructions. Please send in a complete application packet in one envelope, i.e. Official transcripts sealed from all schools attended, three letters or recommendation in sealed envelopes and signed across the back of the envelope by the recommender. Typewritten personal statement, immunization shot record, a \$25.00 application fee and \$35.00 application fee International students in the form of a **cashier's check** or **money order**. **You may apply to only one graduate program at a time.**

Thank for your interest in the Graduate School at Southern University at New Orleans.

Sincerely,

School of Graduate Studies

Enclosure(s)

GENERAL INFORMATION

Please read the instructions carefully before completing the application. For more information, visit the University's web site at www.sunu.edu. All credentials must be submitted along with the completed application prior to admission to the University. All records submitted become the property of Southern University at New Orleans, and cannot be returned.

PROGRAM ADMISSION

There are two levels of admission: (1) Admission to the School of Graduate Studies and (2) admission to the degree-granting program. Admission to the School of Graduate Studies is a prerequisite for admission to the graduate degree program. The following are needed for admission:

- Baccalaureate degree from a college or university approved by a recognized accrediting agency.
- Grade point ratios of at least 2.5 for undergraduate work and 3.0 for all graduate and post-bachelor work for which a grade is given. (A-4, B-3, C-2, 1)-1, F-o, WF considered F)
- Satisfactory academic standing at the last college or university attended, meaning the applicant must be eligible for re-entry in good standing
- Satisfactory admission test scores (GRE or GMAT) where required by the specific degree-granting program for which the 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
- One completed medical form
- Personal statement (minimum 300 words typewritten, double spaced and 1 inch margins)
- Official copies of transcripts from all undergraduate and graduate institutions attended (transcripts must be sealed in an envelope from each institution attended).
- Three professional typewritten letters of recommendation on letterhead paper addressed to the Dean of the School of Graduate Studies, sealed by the recommender and signed across the flap.
- GRE/GMAT Admission test scores as required by the degree-granting program (test scores older than five years at the time of submission will not be accepted) and
- A non-refundable application fee of \$25 (\$35 for international students) in the form of a cashier's check or money order made payable to Southern University at New Orleans. PLEASE SUBMIT ALL DOCUMENTS IN ONE LARGE ENVELOPE.

INTERNATIONAL STUDENTS

- International students must have a minimum composite score of 500 on the Test of English as a Foreign Language (TOEFL) with at least 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 in order to allow enough time for a letter of acceptance and an I-20 form to be sent out. 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.
- A student who requires a student visa may not be admitted on probation or conditionally. Applicants needing their transcript(s) evaluated should submit their transcript to World Education Services (WES) for transcript evaluation and have WES forward officially translated transcript(s) to the School of Graduate Studies at Southern University at New Orleans. 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 the statement prior to evaluation for admission.

RE-ENTRY

Students who have interrupted their program resident at the University 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 transcript if any work has been taken at another institution during the interim.

TRANSFER STUDENT REFERENCE FORM

- Students currently enrolled in graduate programs elsewhere and wish to register for transfer credit will not be required to submit complete transcripts, but they may submit a transcript or a Transfer Student Reference Form as proof of good standing from the last institution attended. They should also submit a statement of the highest degree attained with a statement that the course(s) taken at SUNO will be accepted at the institution issuing the letter. A new application and 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 originating institution.

Southern University at New Orleans is open to all persons who meet the admission requirements and qualifications, regardless of race, creed, color, sex, age, national origin, or disability. In all programs and 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

Please submit your application to:

Southern University at New Orleans - School of Graduate Studies - 6400 Press Drive - New Orleans, Louisiana 70126 (504) 284-5484

SOUTHERN UNIVERSITY AT NEW ORLEANS

www.suno.edu

THE SCHOOL OF GRADUATE STUDIES PROGRAM ADMISSIONS APPLICATION REQUIREMENTS

THE GRADUATE STUDIES PROGRAM ADMISSIONS APPLICATION

PAID ADMISSIONS APPLICATION FEE

\$25.00 NONREFUNDABLE

\$35.00 FOREIGN STUDENTS APPLICATION FEE

OFFICIAL UNIVERSITY TRANSCRIPT(S)

UNDERGRADUATE AND/OR GRADUATE

THREE LETTERS OF RECOMMENDATION

PHILOSOPHY STATEMENT

300 WORDS MINIMUM (Typewritten, Double Spaced inch margins)

GRADUATE RECORDS EXAMINATION (GRE)

OR GMAT EXAMINATION

SUGGESTED TEST SITE - UNIVERSITY OF NEW ORLEANS - (504) 280-8378

SUNO HEALTH FORM

COMPLETE SHOT/PHYSICAL RECORD

FOR APPLICATION AND PROGRAM INFORMATION CONTACT:

School of Graduate Studies (504) 284-5484

EMMETT W. BASHFUL ADMIN. BUILDING, ROOM 201

SOUTHERN UNIVERSITY AT NEW ORLEANS

PLEASE READ CAREFULLY BEFORE COMPLETING THIS SECTION. Please type or print (in ink) all information. The application must be submitted by the deadline to be processed on time.

ADMISSIONS STATUS (Please check one)

- New
 Transfer
 Re-Admit
 Special/Exchange
 Summer Only

Planned Entry Date: Semester _____ Year _____

Services for Students with Disabilities (504) 286-5335

Veterans Affairs (504) 286-5389

SOCIAL SECURITY NUMBER

FULL NAME (LAST, FIRST, MIDDLE INITIAL)

PERMANENT HOME ADDRESS OR MAILING ADDRESS, STATE, ZIP CODE

LOCAL ADDRESS OR MAILING ADDRESS, STATE, ZIP CODE

HOME TELEPHONE NUMBER DATE OF BIRTH (MM/DD/YY) PLACE OF BIRTH GENDER (M/F)

() _____ / / _____ _____
 Branch of Service Spouse

Country (if not United States) Non-Veteran to

Email _____ Visa (International Students Only) _____ Expiration Date _____

Date of Active Duty (for military service) Child _____ Dependent _____

ETHNICITY (Check one)

CITIZENSHIP

(Voluntary and will not be used in a non-discriminatory manner consistent with applicable civil rights laws)

Asian	Black/African-American Non-Hispanic	Native Hawaiian or other Pacific Islander	Foreign/Nonresident Alien
American Indian or Alaskan Native	Hispanic of Any Race	White, Non-Hispanic	Race/Ethnicity Unknown
Bi- or Multi-Racial			

EMERGENCY CONTACT

Name: _____

Relationship: _____

Telephone Number: _____

EDUCATIONAL DATA

NAME OF INSTITUTION CITY AND STATE

DATES OF ATTENDANCE

DEGREE EARNED

Please list all colleges and universities (including SUNG) you have attended. FAILURE TO ACKNOWLEDGE ATTENDANCE AT A COLLEGE OR UNIVERSITY MAY RESULT IN DISMISSAL FROM THE UNIVERSITY. All applicants are required to have official transcripts in sealed envelopes from the school(s) attended. Faxed or electronically transmitted transcripts are not official.

APPLICATION DEADLINES

Fall	Spring	Summer
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- | | | | |
|--|----------------------|--------------------------|------------------------|
| <input type="checkbox"/> Master of Science. Computer Information Systems | July 1 st | December 1 st | May 1 st |
| <input type="checkbox"/> Master of Arts, Criminal Justice | July 1 st | December 1 st | No Entry |
| <input type="checkbox"/> Master of Arts. Museum Studies | July 1 st | December 1 st | May 1 st |
| <input type="checkbox"/> Master of Social Work | March 31st | No Entry | March 31 st |

Regular Admission Advanced Standing

PLEASE INDICATE THE PROGRAM FOR WHICH YOU ARE APPLYING

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 and Human Development is approved by the Louisiana Department of Education and is also accredited by the National Council for Accreditation of Teacher Education (NCATE). The College of Business and Public Administration is accredited by the Association to Advance Collegiate Schools of Business (AACSB) International.

Have you been suspended or dismissed from any college or university for scholastic or disciplinary reasons? Yes No

If so, give the name of the institution(s), date, and reason for the dismissal.

I UNDERSTAND THAT FALSIFICATION OF ANY INFORMATION MAY RESULT IN MY NOT BEING

ACCEPTED OR MY BEING DISMISSED FROM SOUTHERN UNIVERSITY AT NEW ORLEANS. I ALSO UNDERSTAND THAT FASIFICATION OF ANY INFORMATION MAY AFFECT MY FINANCIAL AID STATUS.

Email

Mobile Phone Number

Signature

Date

THANK YOU FOR YOUR INTEREST IN SOUTHERN UNIVERSITY AT NEW ORLEANS

SOUTHERN UNIVERSITY AT NEW ORLEANS SCHOOL OF GRADUATE STUDIES

DISCLOSURE STATEMENT

Applicant Name: _____

SID/SS Number: _____

As part of the admission process, Southern University at New Orleans School of Graduate Studies requires applicants to disclose information regarding any criminal convictions they may have as an adult. This information is necessary to assist in academically advising students of the difficulties that may arise during the process of obtaining a field placement, professional licensure, or other job placement. Some field placement sites and professional licensing boards are required by law and/or policy to exclude people who have certain convictions. For this and other reasons, please answer the following questions.

Have you ever been convicted of a felony as an adult?

Yes

No

Have you ever been subject to disciplinary action by an employer or academic institution?

Yes

No

*If yes, please explain in your personal essay. This information may or may not influence admissions and placement procedures.

Signature of Applicant

Date of Application

Southern University at New Orleans
School of Graduate Studies
6400 Press Drive, E.W. Bashful Administration Building, Room 201
New Orleans, Louisiana 70126
Office: 504-284-5484 Fax: 504-284-5506
<http://www.SUNO.edu>



Please read carefully before completing this form (Print all Data in blue or black ink)

Return to: School of Graduate Studies
Southern University at New Orleans
E.W. Bashful Administration Building
6400 Press Drive, Rm. 201
New Orleans, Louisiana 70126

STUDENT'S PERSONAL DATA

To be completed by student

CLASSIFICATION				PLANNED ENTRY DATE		
New Freshman	Transfer	Post Baccalaureate	Graduate	Fall 20	Spring 20	Summer 20
SOCIAL SECURITY NUMBER			NAME (Legal Names Only)			
HOME ADDRESS (Number, Street, City, State, Zip code)						
DATE OF BIRTH (Month, Date, Year)				MALE <input type="checkbox"/>		FEMALE <input type="checkbox"/>
Check One						

VERIFICATION OF IMMUNIZATION

(To be completed by Physician or Health Department)

Please indicate dates of immunizations

MEASLES (Rubeola): (Must have been taken twice if born after 1956)	SIGNED (Physician or Health Department)
MUMPS:	DATE:
RUBELLA: (or indicate positive titer results)	TELEPHONE (Physician or Health Department) (Area code and Number)
TETANUS-DIPHThERIA: (Must have been taken within past ten years)	
MENINGOCOCCAL: Meningococcal polysaccharide vaccine (MPSV4) or Meningococcal conjugate vaccine (MCV4). One (1) dose preferably before entering college.	Please place official stamp here *Students may check with local health department to obtain immunization records.

REQUEST FOR EXEMPTION

If you would like to request an exemption for medical or personal reasons, please read the statement below and provide information requested, sign and date.

1. Medical reasons: (Physician's statement — use space below)
2. Personal reasons: (State reason in space provided)

I understand that if I claim exemption for personal or medical reasons, I may be excluded from campus and from classes in the event of an outbreak of measles, mumps, rubella or meningitis until the outbreak is over or until I submit proof of immunization.

Student's Signature

Date

REMEMBER! YOU WILL NOT BE PERMITTED TO REGISTER UNTIL YOU COMPLETE AND RETURN THIS FORM.

Southern University at New Orleans

PROOF OF MMUNIZATION COMPLIANCE

(Louisiana R.S. 17: 170 School of Higher Learning)

All students entering college in the State of Louisiana for the first time are required to provide proof of immunizations. Your local health unit or physician must verify your immunizations by completing the section designated on this form.

IMMUNIZATION GUIDELINES

Louisiana law requires your immunization against measles, mumps, rubella, tetanus-diphtheria and meningitis for all first time SUNO students born after 1956, and for re-entering students (born after 1956) who have been out of school for one semester or longer.

TO NEW STUDENT

Where to locate your immunization record(s): Your immunization (shot) record may be found in your family records, such as a baby book, or in a booklet that may have been written in by your doctor or public health clinic. Please keep in mind, however, that immunization records are maintained for a variable number of years, and then usually only by the medical provider who actually gave the vaccines to you. As a last resort, and if you are a graduating high school senior, school personnel may be able to locate immunization records in your cumulative or health folder before your graduation. After you graduate, records are sent to storage and may not be accessible. Shot records, or reasonably authentic copies of records (such as those from a baby book or school health record), which indicate specific information such as your name, date of birth, and the dates of the shots you had, should be acceptable documentation of the immunizations you received previously. These records should be taken with you to your doctor or a local public health clinic for a possible up-date of your immunization status. A visit to your doctor or public health clinic will be needed to have your Proof of Compliance form signed and/or to interpret your old records in view of changes in health care standards since your early childhood. You must take care of this important matter before you can be accepted to Southern University at New Orleans.

TO PHYSICIAN OR OTHER MEDICAL PROVIDOR

(Please do not sign this compliance form unless the student has proper vaccines or immune tests.)

The following guidance is presented for the purpose of implementing the requirement of Louisiana R.S. 17:170, and of meeting the established recommendations for control of vaccine-preventable diseases as recommended by the American Academy of Pediatrics (AAI); the Advisory Committee on Immunization Practices of the United States Public Health Service (ACIP); and the American College Health Association (ACHA); the Advisory Committee on Immunization Practices on the United States Public Health (ACIP); and the American College Health Association (ACHA).

Requirement: Two (2) doses of measles vaccine; at least one (1) dose each of rubella and mumps vaccine; tetanus-diphtheria booster and one (1) dose of meningococcal vaccine.

MEASLES REQUIREMENT: Two (2) doses of live vaccine given at any age, except that the vaccine must have been given on or after the first birthday, in 1968 or later and without Immune Globulin. A second dose of measles vaccine must meet this same requirement, but should not have been given within 30 (thirty) days of the first dose. A history of physician-diagnosed measles is acceptable for establishing immunity, but should be accepted with caution unless you were the diagnosing physician.

TETANUS-DIPHTHERIA REQUIREMENT: A booster dose of vaccine given within the past ten (10) years. Students can be considered to have completed a primary series earlier in life, unless they state otherwise.

MENINGOCOCCAL REQUIREMENT: Meningococcal polysaccharide vaccine (MPSV4) or Meningococcal conjugate vaccine (MCV4). One (1) dose preferably before entering college.

NOTE: In most cases, student compliance will require a second dose of measles vaccine (preferably as MMR) and a dose of tetanus-diphtheria (TCI, Adult Type). In cases where no records can be located, or especially when immunization in the past is doubtful, two doses of MMR separated by a minimum of 30 days may be indicated. Evidence of vaccination or immunity against measles, rubella, mumps, tetanus and diphtheria can be established by either reviewing a previous written record vaccination or administering vaccine now. Serologic testing is acceptable evidence of immunity, but should not be routinely performed unless specifically requested by the patient, and if testing is appropriate or available. Practically speaking, immunization is preferable to serologic testing because of the relative cost and time. In all instances when vaccine administration is considered, M-M-R (measles, mumps and rubella vaccine, live) and tetanus-diphtheria toxoid (TCI, Adult type) are the products of choice for use in adults unless a specific contraindication is present.