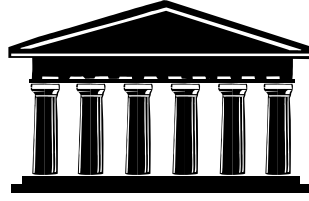


**Chicago State University**



**Admissions Application**

9501 S. King Drive  
ADM, Suite 200  
Chicago, IL 60628-1598

Tel: 773. 995. 2404

Fax: 773. 995. 3671

Email:

[graduateprograms@csu.edu](mailto:graduateprograms@csu.edu)

**Application For  
Admission to  
Graduate and  
Professional  
Programs**

**2016-17**

## **GENERAL ADMISSION INFORMATION**

To be eligible for admission to the university as a graduate student, applicants must hold a bachelor's degree from an accredited college or university and present a record of prior academic performance that indicates potential for success in graduate level studies. Additionally, a minimum GPA of 3.0 (full admission) or 2.75 (conditional admission) for the last 60 hours of the academic (undergraduate/graduate) record is required of all entering graduate students.

## **APPLICATION DEADLINES\***

The Graduate School accepts applications on a continuous basis for most graduate programs; students interested in obtaining admission to a specific term should complete the admission process by these deadlines: Fall Term - March 15<sup>th</sup> **Occupational Therapy** is February 1<sup>st</sup> and **Counseling** is March 1<sup>st</sup> / Spring Term - October 15<sup>th</sup> (one month earlier for international applicants.) The Counseling degree program, and all of the Social Work programs only accept applications for the fall term.

\*Please note that prospective students may apply to only one graduate program at a time. Submission of additional applications made while the first application is pending will cause a disruption in the processing of your admission.

## **APPLICATION FEE**

***There is a \$30 non-refundable application-processing fee (\$100 for international students) due at the time of application. This fee is only valid for the term applied.***

## **EARLY ADMISSION OF UNDERGRADUATES**

CSU undergraduates in their last term of enrollment may apply and be considered for early admission. Applicants who do not subsequently receive the bachelor's degree will have their admission rescinded and any graduate credit earned will be lost.

## **INTERNATIONAL STUDENT INFORMATION**

Additional forms are required for international applicants. If not included, please request an International Student Supplemental Packet. The packet should contain the following forms: 1) Financial Statement Form; 2) Certificate of Sponsorship; and 3) Personal Information Sheet. Credentials in a language other than English must be accompanied by a certified translation from one of the following nationally known credential translators (Educational Credentials Evaluators, [www.ece.org](http://www.ece.org), World Education Services, INC, [www.wes.org](http://www.wes.org)). Applicants whose official language is not English are required to submit a recent official TOEFL Score Report. A minimum score of 550 (written test), 213 (computer test) and 69 (internet based test) is acceptable. The TOEFL is not required from applicants with 48 credits or more from an accredited U.S. college or university.

## **TRANSCRIPTS**

Applicants must submit official transcripts from **all** institutions attended except CSU. Transcripts must arrive sealed, display degree earned, completion date, and program completed, and bear the signature of the school's registrar. *Applicants to the following programs must submit 2 official copies of all transcripts: School Counseling, General Administration, Special Education, Reading, and Library Science (certification concentration only).*

## **TRANSFER CREDIT**

A maximum of 9 hours from a regionally accredited institution of higher education may be accepted toward a master's degree (6 hours for a certificate program) at CSU. The request for transfer credit approval must be made by the applicant during the admission process.

## **FINANCIAL ASSISTANCE**

Interested students should contact the department supervising the graduate program for information about graduate assistantships. A student who wishes to apply for a student loan or any form of student aid must complete the Free Application for Federal Student Aid (FAFSA).

## **IMMUNIZATION**

Individuals born after January 1, 1957 are required to show proof of immunity from certain diseases. Contact the CSU Wellness Center by calling 773/995-2010 for more information.

## **RESIDENCY**

To be considered a resident, an adult student must have been a bona fide resident of Illinois for a period of at least 6 consecutive months immediately preceding the beginning of the term of enrollment.

## **ADDITIONAL REQUIREMENTS BY PROGRAM**

*All programs require a resume and a personal statement. Several graduate programs require the applicant to submit additional credentials for admission consideration. It is the applicant's responsibility to ensure that the appropriate documents are submitted by the published deadline. Applicants should contact the department about any new requirements not listed on this application at the time of printing.*

<b>Bilingual Education</b>	Letter of recommendation on the school's letterhead from the school principal indicating length of employment.
<b>Creative Writing</b>	1) Three letters of recommendation from individuals familiar with applicant's writing ability; 2) GRE general test scores; 3) a double-spaced, typed, personal essay of no more than 5 pages describing the nature of their writing and the writing process 4) a portfolio of creative work: for poets, 20 pages of poetry; for fiction and creative non-fiction writers, 40 pages of prose. Call 773/995-3841.
<b>Criminal Justice</b>	1) An undergraduate social science paper and 2) schedule an appointment to write a substantial, original essay on their CJ practice, research interest and plans Call 773/995-2108 3) GRE general test scores. Call 609/683-2002.
<b>Counseling (all programs)</b>	Two letters of recommendation on the CSU prescribed form. For the School Track concentration and the Post Masters certification in Counseling a passing score on the Illinois basic skills test or the Test of Academic Proficiency is required upon application. <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a> (for information on testing dates)
<b>Early Childhood Education</b>	Three letters of recommendation from people who are familiar in a professional and/or academic capacity. Passing score on the Illinois Basic Skills test.
<b>Elementary Education</b>	Two letters of recommendation from people who are familiar in a professional and/or academic capacity.
<b>English</b>	1) Submit a graded English paper. 2) GRE scores.
<b>Principal Preparation</b>	1) Two letters of recommendation submitted directly from school administrators on the prescribed forms. 2) Written verification indicating a minimum of three years of certified teaching. (Suburban/private districts' verification prepared on letterhead sent directly from the school's administrator with school's official seal.) CPS teachers must obtain their verification from the "boards' records clerk. 3) A passing score on the Illinois Basic Skills Test or the Test of Academic Proficiency Test. <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a> (for information on testing dates). 4) Submission of an electronic portfolio to the program facilitator.
<b>Health Information Administration</b>	1) Three letters of recommendation on the prescribed forms; 2) a resume of education, work and volunteer experience; and 3) a typed, double-spaced essay indicating reason for applying to the program and if admitted, how the education will further student's career goals. Schedule a personal interview with the department/faculty before admission by calling 773/995-2593. Once admitted, please submit proof of a recent physical examination.
<b>Higher Education Administration</b>	Two letters of recommendation on the CSU prescribed form; and 2) verification of 2 year of experience in the education field from a supervisor.
<b>History</b>	Writing sample of 12-15 pages of an undergraduate essay or a paper of professional-level competency.
<b>Instructional Foundations</b>	Two letters of recommendation (all options) on the CSU prescribed form.
<b>Nursing</b>	Applicant must hold a bachelor's degree in nursing (BSN), provide proof of license as a registered nurse in the State of Illinois, maximum 2 page goal statement, 3 letters of professional recommendation on the prescribed form, and an interview with the Department of Nursing Admission Committee.
<b>Occupational Therapy</b>	Support documents should be submitted directly to the Occupational Therapy office, Douglas Hall, room 132: 1) two letters of recommendation on the prescribed form: one from an upper division instructor and one from an employer or community service supervisor; 2) proof of 40 hours of volunteer experience, work or community service on the prescribed form; 3) a typed essay indicating reasons for choosing OT as a career and contact and/or exposure to the field of OT. Applicants must schedule a preadmission interview with the department, call 773/995-2366.
<b>Physical Education</b>	Three letters of recommendation are needed for this program. Only one can be from a personal reference and two from professional references.
<b>Public Health Admin</b>	Three letters of recommendation on the prescribed form. Combined GRE test score of 1,000(if taken prior to 07/31/11), 290(if taken 8/1/11 to present).
<b>Social Work</b>	1) 2-3 page typed double-spaced essay; 2) three recommendation letters on the CSU prescribed forms; 3) resume of your education, work and volunteer experience. 4) completion of the MSW supplemental packet. 5) A passing score on the Illinois basic skills test or the Test of Academic Proficiency and a Masters in Social Work is required at the time of application for the post masters/certification only program. <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a> (for information on testing dates)

Graduate School Use Only:

Date Received

Payment /Check#

**The School of Graduate & Professional Studies**  
Chicago State University

**APPLICATION FOR GRADUATE ADMISSION**

Provide Pymt ID# \_\_\_\_\_ if made online

**Personal Data**

Social Security Number: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Title:  Ms.  Miss  Mrs.  Mr.

**Optional, but SSN required if applying for financial aid**

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_ Maiden (if applicable) \_\_\_\_\_

Permanent Address: Number and Street \_\_\_\_\_ Apt (if applicable) \_\_\_\_\_

City \_\_\_\_\_ State\* \_\_\_\_\_ Zip Code \_\_\_\_\_

County \_\_\_\_\_ Country/Nation \_\_\_\_\_

Area Code/Phone Number (day) \_\_\_\_\_ Area Code/Phone Number (eve) \_\_\_\_\_ Email Address \_\_\_\_\_

\* Have you lived in Illinois for the last 6 months?  Yes  No

**Enrollment Information**

- Term applying:  Fall term  Spring term  Summer session Year \_\_\_\_\_
- Program Applying: \_\_\_\_\_ Concentration: \_\_\_\_\_
- Intended Enrollment Status:  Full-Time  Part-Time
- Have you completed the bachelor's degree? \_\_\_\_\_ When will/did you complete it? \_\_\_\_\_
- Have you previously attended CSU? \_\_\_\_\_ Term of last enrollment \_\_\_\_\_
- Have you applied/been admitted to another graduate program at CSU? \_\_\_\_\_

**Background Data**

**Ethnic and Racial Identification for U.S Citizens & Permanent Residents only (optional)**

Your response to the Ethnic and Racial questions are optional and will not affect the admission decision; it is requested so that we may demonstrate to federal and state agencies that this institution is in compliance with appropriate regulations.

First, identify whether or not your ethnicity is Hispanic or Latino, regardless of race. Second, select one or more races from the five racial groups.

Ethnic Identification  Hispanic or Latino  
 Not Hispanic or Latino

Marital Status  Single  
 Married

Racial Identification  American Indian or Alaska Native  
 Asian  
 Black or African American  
 Native Hawaiian or Pacific Islander  
 White  
 Other

Gender  Female  
 Male

Date of Birth: \_\_\_\_\_  
Place of Birth: \_\_\_\_\_

Citizenship  US Citizen  Not a citizen  Resident Alien: Registration No.: \_\_\_\_\_

*A legible copy of both sides of the Alien Registration Card must be included with the completed admission application.*

**Education Information**

List below, all institutions attended, including community colleges, in chronological order. An official copy of each transcript will be required. (Attach extra sheet, if necessary.)

Undergraduate School \_\_\_\_\_ Dates Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ GPA \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

Graduate School \_\_\_\_\_ Dates Attended \_\_\_\_\_ Major \_\_\_\_\_ Degree \_\_\_\_\_ GPA \_\_\_\_\_

## Emergency Contact Information

Relationship:	Last Name	First Name	MI
Street Address	City	State	Zip Code
Area Code/Phone Number (Day)	Area Code/Phone Number (Evening)		

## Required Supplemental Information/Attachments to Application

**Educational Goals:** - Please attach a double-spaced, typed statement describing your career progression and the factors that influenced your decision to apply to graduate school. Your discussion should also include any professional goals, academic and research interests and how a degree from Chicago State University will assist you in the attainment of these goals. You may attach any other information you would like the admissions committee to consider while reviewing your application. (Individual departments may require an additional "goal statement" which cannot substitute for the Graduate School's statement.)

**Résumé:** Please attach a copy of your vita/resume listing scholarships/fellowships, awards and detailed history of employment.

**Illinois Initial or Standard Teaching Certificate:** Type: \_\_\_\_\_/No.: \_\_\_\_\_

**Transfer Credit:** If you have transfer credit that you wish to have applied to a CSU graduate program, indicate below. (Final approval is subject to the intended academic department.)

COURSE(S) TITLE	COURSE #	CREDITS	LEVEL	INSTITUTION EARNED	GRADE	TERM/YR

\*Transfer credit may be applied to a degree or certificate program providing that courses meet the following criteria: 1) be graduate level courses (MSW: advanced standing or HIA: preprofessional); 2) be comparable to those taught at CSU; 3) be taken within the degree completion time limit; 4) not have been used for a prior graduate degree, and 5) be issued a grade of B or better. No more than 9 hours of non-CSU work may be accepted.

## Crime Awareness and the Clercy Act

In compliance with the Jeanne Clery Disclosure of Campus Crime Statistics Act, 20 U.S.C. 1092, the Annual Campus Security Report is available on the CSU Police Department website at <http://www.csu.edu/CSUPolice/index.htm>.

The Annual Security Report contains crime statistics for the three previous calendar years of reported crimes that occurred on campus or on public property within or immediately adjacent to campus. It also contains information on (1) the reporting of crimes or emergencies, (2) security of, and access to, campus facilities, (3) university police law enforcement authority, (4) security awareness programs and practices, (5) crime prevention programs, (6) drug and alcohol policy programs, (7) crime statistics, (8) where to find information on Illinois registered sex offenders, and (9) policy and procedures regarding sexual assault.

Individuals can request a paper copy of the report by submitting a written request to the CSU Police Department, 9501 S. King Dr O&M Building Room 210, Chicago, IL 60628-1598. If additional information is required regarding campus safety and security measures, please contact the CSU Police Department at 773-995-2113.

Additionally, in compliance with Illinois P.A. 95-764, and in an effort to educate the campus community about sexual assault (including prevention and awareness of sex offenses, procedures to follow if a sex offense occurs, procedures for on campus disciplinary action, possible sanctions, and distribution), online resources and campus-sponsored awareness programs are offered on an ongoing basis throughout the year. Information about above policies, procedures, services, and programs can be obtained from the Department of Student Affairs, CSU Police Department and the Student Handbook.

## Applicant's Signature

The Graduate School interprets submission of this application as knowledge and understanding of the guidelines and procedures described herein. I certify that all of the answers I have given on this application are accurate to the best of my knowledge. I understand that withholding the required information requested on this application will make me ineligible for admission. I also understand that unless my admission application is completed in its entirety, all remaining documents will be discarded after one year. Documents are not returned to the student.

If applying to a program administered by the College of Health Sciences, I give my consent to CSU to contact my references for recommendations. With full understanding of the confidential nature of each recommendation, I hereby waive my right, present, or future, which I might have to review these confidential recommendations.

Signature (Your application will not be processed without a signature.) \_\_\_\_\_

Date \_\_\_\_\_

## A Few More Words about Transcripts

It is the student's responsibility to ensure that all requested transcripts are received by the published application deadline. Previously submitted transcripts to the undergraduate or graduate school at CSU cannot be reused with new applications. revised 72016