



**SOUTH CAROLINA STATE UNIVERSITY
COLLEGE OF GRADUATE AND PROFESSIONAL STUDIES
POST OFFICE BOX 7098 – 300 COLLEGE STREET, NORTHEAST
ORANGEBURG, SOUTH CAROLINA 29117-0001**

IMPORTANT CONTACT INFORMATION

Office: 803-536-7064

Fax: 803-536-8112

Dr. Frederick M.G. Evans, Dean
College of Graduate & Professional Studies
803-536-7133 or 804-536-7097
Email: fevans6@scsu.edu

Mrs. Vernell W. Wolfe, Office of the Dean
803-536-7133
Email: vwolfe@scsu.edu

Mr. Curtis J. Foskey, Graduate Services
803-536-8419
803-536-7064
Email: cfoskey@scsu.edu

Important Websites

South Carolina State University: www.scsu.edu

Graduate School: <http://www.scsu.edu/schoolofgraduatestudies.aspx>

Graduate Catalog: <https://www.scsu.edu/admissions/registrarsoffice/universitycatalogs.aspx>

Please save your completed application and email it to fevans6@scsu.edu

Thank you for your interest in South Carolina State University.

GRADUATE DEGREE PROGRAMS & ADVANCED CERTIFICATES



Master of Arts Degree	Master of Arts in Teaching Degree	Master of Business Administration
<ol style="list-style-type: none"> 1. Rehabilitation Counseling <ul style="list-style-type: none"> • Curriculum 2. Speech Pathology & Audiology 	<ol style="list-style-type: none"> 1. Early Childhood Education 2. Elementary Education 3. English Education 4. General Science/Biology 5. Mathematics 	<ol style="list-style-type: none"> 1. Agribusiness 2. Entrepreneurship 3. Healthcare Management 4. General MBA

Master of Education Degree		
Elementary Education	Secondary Education	Counselor Education
<ol style="list-style-type: none"> 1. Basic Elementary Education 2. Early Childhood Education 3. Reading Education 4. Physical Education 	<ol style="list-style-type: none"> 1. Business Education 2. English Education 3. General Science/Biology 4. Industrial Education 5. Mathematics Education 6. Physical Education 7. Social Studies Education 	<ol style="list-style-type: none"> 1. Elementary Guidance Counselor 2. Secondary Guidance Counselor

Master of Science Degree	Educational Specialist Degree	Doctor of Education Degree
<ol style="list-style-type: none"> 1. Nutritional Sciences <ul style="list-style-type: none"> • Nutritional Health Care • Food & Nutrition 2. Transportation <ul style="list-style-type: none"> • Modal Systems • Business • Transportation Planning • Intelligent Transportation Systems 	<ol style="list-style-type: none"> 1. Educational Administration <ul style="list-style-type: none"> • Principal and Superintendent Certification 	<ol style="list-style-type: none"> 1. Educational Administration

Three Certificate Programs		
Human Development Consultant Certificate	Healthcare Management Certificate	Environmental Monitoring & Restoration Certificate

The College of Graduate & Professional Studies
South Carolina State University
Box 7098 – 300 College Street, NE
Orangeburg, SC 29117-0001
Office: 803-536-7064 Fax: 803-536-8812

Instructions for Completing the Application for Graduate Admission

Please observe the following application deadlines:

Fall Semester – June 15th

Spring Semester – November 1st

Summer Term – April 1st

Application and application fee are valid for one year only. Applicants who do not enroll within one year after acceptance to Graduate School or who do not complete the application process within a one-year period will be required to file a new application, which will include submission of the application fee and new credentials.

Requirements

- A. Application & Application Fee.** Complete the enclosed Application for Graduate Admission and submit it with the \$25.00 nonrefundable fee. (Form Enclosed).
- B. Transcripts.** Provide an official copy of your baccalaureate transcript showing degree earned and official copy of ALL graduate credit transcripts. These must be MAILED from the transcript office, of the institution where earned, to the above address. (Caution: Be sure that any name change since your graduation is reflected on both the transcript and this application.) Admission is now allowed without official transcripts. (Form Enclosed, duplicate as many as needed.)
- C. Enrollment Objective(s) and Current Resume.** Provide a detailed explanation (150-300 words) giving your degree of enrollment objective(s) and providing any information which you consider pertinent to your academic or research potential. Be sure that your name and Social Security Number are on all attached sheets. (Form Enclosed)
- D. Proof of Residency Questionnaire and Supporting Documents. (Form Enclosed)**
- E. English Proficiency Examination (EPE) Score.** Master's Degree Applicants ONLY. A copy of your graduate EPE report showing a passing score. If you have not satisfied this requirement nor taken the EPE at the undergraduate level, complete and return the top portion of the enclosed form. NOTE: Read the instructions to see if you may exempt this examination.
- F. Standardized Test Score Report.** Provide *official* standardized test score report. The Graduate Record Examination (GRE) General Test score is *preferred*. However, the Miller Analogies Test (MAT) *may* be substituted for all degree programs **EXCEPT** the M.S. & M.B.A. degrees in Agribusiness, Entrepreneurship & General MBA (GMAT required) and the M.S. degree in Transportation (GRE General Test only).
- G. Teaching Certificate.** Ed.D, Ed.S., & M.Ed. degree applicants (excluding Counselor Education) must submit a copy of their teaching (educator) certificate.
- H. Recommendation Forms.** M.A. and M.S. degree applicants are required to have two recommendation forms submitted. M.A.T., M.B.A., M.Ed., Ed.S, and Ed.D. applicants are required to have three recommendation forms submitted. It is preferred that you request former professors to serve as recommenders. (Forms Enclosed).

Additional Requirements for International Applicants. See enclosed sheet: "International Student Admission."

South Carolina State University offers equal opportunity in employment, admissions, and educational activities in compliance with Title IX and other civil rights laws. South Carolina State University, in compliance with Sections 504 and 504 of the Rehabilitation Act of 1973, affirms its policy as an institution that does not discriminate against any qualified handicapped person on the basis of handicap in any of its program of activities.

PRINT NAME: _____

SOCIAL SECURITY #: _____

SIGNATURE: _____

DATE: _____

GRADUATE SCHOOL ENROLLMENT OBJECTIVE(S)

A personal statement of your background and goals that includes the degree and program of study you wish to pursue (300 words or less). Also, enclose a copy of your resume.

Type or use black ink. (Include name and social security number on each page of your enrollment objective.)

South Carolina State University
COLLEGE OF GRADUATE & PROFESSIONAL STUDIES
Box 7098 – 300 College Street, NE – Orangeburg, SC 29117-0001

RECOMMENDATION FOR GRADUATE ADMISSION

Section I. Applicant. Please complete this section before giving this form and an addressed, stamped envelope to your recommender. Be sure that you have allowed at least 4 weeks prior to the application deadline and that your recommender is aware of this deadline. Please type or print in **BLACK INK**.

Name _____ SSN _____

Degree Sought _____ Proposed Subject-Matter Area _____

I do I do not **waive my right to read this confidential recommendation.**

Applicant's Signature **Date**

Section II. Recommender. Because of federal legislation giving students access to educational records, South Carolina State University cannot assure the confidentiality of your statement unless the applicant has waived his/her right as noted above. Your willingness to serve as a reference is appreciated.

A. Please provide your candid assessment of the applicant's potential to pursue full-time graduate study and research in the subject-mattered specified, continuing your remarks on the reverse side or another sheet, if needed.

B. How long have you known the applicant? _____ In what relationship? _____

C. Please rank the applicant by placing an "X" in the appropriate spaces:

	Top 5%	Top 10%	Top 25%	Bottom 50%	Unable to Rate
Preparation in chosen area					
Receptivity to new ideas					
Ability to think creatively					
Ability to work well with others					
Written communication skills					
Oral communication skills					
Ability to work independently					
Demonstrated research skills					

I recommend the Applicant:

_____ With Enthusiasm

_____ Without Reservations

_____ With Reservations

Signature _____ Date: _____

Printed Name _____ Title _____

Employer _____

Address _____

If an addressed envelope has not been provided, please mail to **Graduate Admissions** at the above address. Thank you.

South Carolina State University is required, under South Carolina Law 59-112, to determine residence classification of applicants and students for purposes of receiving in-state tuition and fees that requires substantiating documentation. Each applicant/student must also sign an *Oath of Residency*. If you have attended school and/or resided out-of-state, additional proof of residency may be required. Military personnel/dependents must submit proof of military assignment in South Carolina at each enrollment. Non-U.S. citizens must provide proof of immigration status.

PROOF OF RESIDENCY

QUESTIONNAIRE & OATH OF RESIDENCY

Attach two of the documents listed below to this completed form and return them to: **Graduate Admissions, South Carolina State University, Box 7098 – 300 College Street, NE – Orangeburg, SC 29117-0001.**

Name: _____ SSN: _____

Address: _____

1. Are you a U.S. citizen? Yes No
 - a. If not a citizen, do you hold permanent resident status for the U.S.? Yes No
 - b. Permanent resident card information: Date issued: _____ Number: _____

2. Do you consider yourself a resident of South Carolina for tuition purposes? Yes No
 If "Yes" answer the following:
 - a. How long have you resided in South Carolina? Years Months
 - b. County of Residence: _____ Years Months
 - c. Previous state or country of residence: _____

3. If your claim for residence status is based upon your SPOUSE or OTHER individual, answer the following questions:
 - a. Full name of person upon whom claim is based: _____
 - b. Relationship to self: Spouse Other
(Specify) _____
 - c. How long has this person resided in South Carolina? Years Months
 - d. County of Residence: _____ Years Months
 - e. Previous state or country of residence: _____
 - f. Is this person a U.S. citizen? Yes No
 - g. Has this person claimed you as a dependent for U.S. federal income tax purposes for year preceding your registration? Yes No
 - h. Will this person claim you for the current tax year? Yes No

4. Are you using a military waive to pay in-state tuition? Yes No (*Copy of Military Orders Required*)

OATH OF RESIDENCY: My signature below certifies that the information on this application is complete and correct and I understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate penalties and disciplinary action. I authorize the University to verify the information I have provided.

Signature: _____ Date: _____

A minimum of two of the following documents must accompany your completed "Proof of Residency Questionnaire":

<ul style="list-style-type: none"> A statement of your full-time employment from your personnel director or designee on employer's letterhead. Statement must include dates of employment and number of hours you work per week. 	<ul style="list-style-type: none"> Copy of Voter's Registration Card Copy of Driver's License <i>or</i> SC Identification Card Copy of Vehicle Registration Copy of Visa or Resident Alien Registration Card (Front and Back) 	<ul style="list-style-type: none"> Copy of State and/or Federal Income Tax Return(s) from previous year Copy of most recent W-2 Forms Copy of Military Orders
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You may visit the following website for additional information regarding residency law, requirements, and visa classifications:
<https://www.che.sc.gov/Students.FamiliesMilitary/PayingForCollege/ResidencyConsiderations.aspx>



Request for Official Transcript

Complete this form and send it to the college/university you are requesting an official transcript.

Name of Institution: _____ Date: _____

Please send an official copy of my academic record to:

**College of Graduate & Professional Studies
Attn: Graduate Admissions
South Carolina State University
Box 7098 – 300 College Street, NE
Orangeburg, SC 29117 – 0001**

STUDENT INFORMATION

1. NAME WHILE ENROLLED: _____

2. SOCIAL SECURITY NUMBER: _____

3. DATE OF BIRTH: _____
Month Day Year

4. DEGREE EARNED AND DATE OF GRADUATION or LAST DATE OF ATTENDANCE

a. Degree Earned: _____

b. Graduation Year: _____

c. Last Attended: _____

5. CURRENT ADDRESS:

City

State

Zip Code

If there is a fee or additional information required, please bill me or notify me at the above address. It is important that the transcript be sent as soon as possible. Thank you!

Signature: _____ Telephone: _____

Email Address: _____



**ENGLISH PROFICIENCY EXAMINATION (EPE) APPLICATION
Graduate Level
(Master's Degree Applicants Only)**

PLEASE REFER TO THE UNIVERSITY CALENDAR OR CALL 803-536-7064 FOR THE NEXT SCHEDULED DATE.

DEADLINE FOR RECEIPT OF THIS APPLICATION IS 10 DAYS BEFORE THE EXAM. PLEASE MAIL TO:

College of Graduate and Professional Studies
South Carolina State University
Box 7098 – 300 College Street, NE
Orangeburg, SC 29117 – 0001

PLEASE PRINT OR TYPE. This form will be used to mail your results.

SOCIAL SECURITY NUMBER: _____

NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

FOR OFFICE USE ONLY TEST RESULTS	
PASSED	FAILED
By _____	
Date: _____	

Cut along dotted line – keep bottom portion for your records – mail portion to above address.

**THE ENGLISH PROFICIENCY EXAMINATION GRADUATE LEVEL
(Master's Degree Applicants Only)**

PLEASE REFER TO THE UNIVERSITY CALENDAR OR CALL 803-536-7064 FOR THE NEXT SCHEDULED DATE.

- Why should I take the English Proficiency Examination (EPE)?** Effective July 1, 1987, a passing grade on the EPE became a requirement for full admission to work toward any master's degree.
- I took the EPE at the undergraduate level. Am I required to take it again?** **NO!** Non-SCSU alumni must produce official written documentation from their undergraduate institution, that they have satisfied this requirement either through coursework or examination.
- May I be exempted from this requirement?** **YES!** If you scored **425 or higher on the GRE Verbal or 39 or higher on the MAT, you may exempt this requirement. YOU must request exemption, in writing, and enclose a copy of your GRE/MAT test results. You may also exempt this requirement if you have an earned master's degree. (Degree transcript required.)**
- How often is the EPE administered?** The EPE is scheduled **once during each academic session (Fall, Spring, Summer).** Refer to the University Calendar or contact Graduate Services at 803-536-7064 for the exact date.
- How should I submit my application for this examination?** The cut-off application above should be completed and submitted to Graduate Services no less than **10 days before the scheduled examination date.** You may submit the application in person at the Graduate Services Office (Room 205, B-Wing, Turner Hall) or by mail (Graduate Services, South Carolina State University, Box 7098 – 300 College Street, NE, Orangeburg, SC 29117-0001).
- Is a fee required to take the examination?** No; the examination is administered at no cost to the applicant.
- Will a reminder notice be sent to me?** **Yes! Approximately 5 days before the exam, you will be mailed a copy of the list of approved EPE applicants.** However, you should also mark your calendar! In addition, the list of applicants will be posted on the Graduate Student Bulletin Board adjacent to Room 205, B-Wing, Turner Hall at least 5 days prior to the examination date.
- When will I receive my test results?** Your results will be recorded and mailed to you on the above pre-addressed application form. Please allow at least 30 days after the examination for receipt of your results. **A COPY OF YOUR RESULTS WILL ALSO BE SENT TO GRADUATE ADMISSIONS to be place in your application file.**