



Admissions Guidebook

Instructions for Application
Preparation and Submission

2008-2009

Office of Graduate Services
College of Arts and Sciences

8th Floor Haas Howell Building
Atlanta, Georgia 30303
404-413-5040

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PROSPECTIVE APPLICANT,

Thank you for considering Georgia State University for your graduate studies. With over \$25M in external funding and more than 40 academic departments and interdisciplinary centers, Arts and Sciences is the largest of Georgia State's colleges. Academic offerings include fine arts, humanities, natural and computational sciences and social and behavioral sciences within 37 graduate degrees including the Master of Arts, Master of Sciences, Master of Fine Arts, and the Doctor of Philosophy.

The College engages students in innovative learning and service programs that connect the university to the local community as well as the world at large. Alongside expert faculty, respected artists and top scientists students can take advantage of facilities of a major research institution all centrally located in the heart of downtown Atlanta.

Graduate admission to the College of Arts and Sciences is a collaborative effort between the Office of Graduate Services and the academic departments. The Office of Graduate Services oversees the application process in its entirety; however specific program requirements and admissions decisions are presided over by the academic departments. Each department has a Graduate Director who serves as a point of contact and can provide detailed information about specific program requirements, resources and assistantship/fellowship opportunities.

Prospective graduate students should submit all official application materials directly to the Office of Graduate Services. Subsequently, completed applications are forwarded to the department of interest where a recommendation regarding admission and funding is made. An official decision from the Dean's Office will follow by mail.

As the graduate application is a means of presenting oneself to the Department's Admissions Committee it is important that the questions be answered thoroughly and thoughtfully. Please read the following information carefully for a thorough understanding of the application process.

Again, thank you for your interest and we look forward to receiving your application.

Regards,

The Office of Graduate Services

GRADUATE APPLICATION PROCEDURES AND CHECKLIST

- For program information submit an online inquiry form at <https://inquiry.embarc.com/gastate/cas/>
- Create an account within our online admissions center using the “Apply Online Now” button at http://www.cas.gsu.edu/grad_admission.html.
- Complete the Application Form within the online application, being sure to save it for easy return. Have on hand the following documents/information for reference while completing the application:
 - academic history
 - employment history
 - residency information
 - statement of purpose
 - entrance exam test dates and scores if applicable
 - recommender’s contact information

A complete list of required application materials by program can be found on page 15.

- Documents, such as the statement of purpose, writing samples, and resumes can be uploaded directly to the online application.
- International applicants should also download the Financial Statement form found under Supplemental Forms in the online application.
- Letters of recommendation should be submitted online by using the Recommendations section of the application.
- Upon completion, review the application with the Application Inspector, pay the application fee and then submit the application.
- Supporting application materials that cannot be submitted online such as transcripts, proof of degree, entrance test score reports and portfolios of work should be mailed directly to the Office of Graduate Services:

For U.S. Postal Service Delivery:
The Office of Graduate Studies
College of Arts and Sciences
Georgia State University
P.O. Box 3993
Atlanta, Georgia 30302

For Overnight Carrier, UPS, FedEx, DHL, etc:
The Office of Graduate Studies
College of Arts and Sciences
Georgia State University
75 Poplar Street, Suite 800
Atlanta, Georgia 30303

Supporting materials must be received by the application deadline.

- Official test scores (GRE, MAT, TOEFL, etc.) should be reported by ETS. Institutional code 5251 should be used for reporting GRE and TOEFL scores.
- Confirmation of receipt of an application will come by email, along with instruction for checking application status. This feature will be available approximately 2-3 weeks after application submission and can be done by going to the online admissions center (http://www.cas.gsu.edu/grad_admission.html) and clicking Check Application Status.
- Complete applications will be forwarded to the department of interest where a recommendation regarding admission and funding will be made. An official decision will follow by mail.

The Office of Graduate Services
College of Arts and Sciences
Georgia State University
telephone (404) 413-5040
fax (404) 413-5036
email: gascas@langate.gsu.edu
web address: <http://www.cas.gsu.edu/grad.html>

Admission and Application Procedures

The application instructions for graduate admission to the College of Arts and Sciences should be read carefully before an application is submitted via the online admissions center.

The College of Arts and Sciences uses self-managed applications for admission to its programs. This means that it is the applicant's responsibility to prepare or collect all credentials and submit them to the Office of Graduate Services.

A self-managed application requires appropriate planning to allow time to prepare the application properly and collect all of the required materials. This process also gives the applicant control over when the application is complete.

The first step of the process is to submit an online application and the \$50 application fee. Applicants restricted by modem speed or accessibility to a computer can submit a paper application, which must include the application fee.

After applying and paying via the online admissions center, supporting application materials must be prepared according to the guidelines outlined in this booklet and submitted to the Office of Graduate Services. These items include, but are not limited to, the following: transcripts, proof of degree, entrance test score reports, and samples of work (portfolio). Each applicant will be sent an email notice by the Office of Graduate Services acknowledging receipt of an application and instruction on how to check application status.

To expedite the review of an application supporting materials should be submitted together. Files completed too late for consideration for the desired semester will be

considered for the next semester if requested specifically by the applicant.

All documents and other materials submitted by or for applicants for admission to the College of Arts and Sciences become the property of this institution and cannot be returned. It is the responsibility of each applicant to follow the application procedures completely and correctly and to be certain that all materials have been submitted to the Office of Graduate Services by the appropriate deadline for receipt of materials. Incomplete applications will not be processed.

Each application is valid for the semester for which it is submitted, and may be updated one time to the subsequent semester. After this, applicants will be required to submit a new application for admission, including a new \$50 application fee.

Deadlines

Applicants are urged to apply as early as possible in advance of the desired matriculation date. A list of department deadlines may be found on page fourteen. *All* application and supporting materials must be received by these deadlines to ensure that consideration will be given.

The Office of Graduate Services begins the processing of files as soon as possible regardless of the desired semester of entry. Early application is encouraged so applicants can receive their decisions well before the time they wish to enroll. A high volume of files completed at the application deadline *may* mean it takes longer than the *normal processing period* for decisions to be reached.

Application-Processing Fee

The \$50 application fee is **non-refundable** and cannot be waived, deferred or credited toward tuition. Applications submitted without the \$50 application fee will not be processed.

If not submitted online, the fee can be paid by credit card, check or money order to Georgia State University in U.S. currency and must be issued by a U.S. bank or a foreign bank with a U.S. correspondent.

Transcripts

TWO OFFICIAL transcripts from each institution of higher education that has been attended (or is currently being attended) must be submitted. This includes summer schools and graduate schools. *These transcripts are required regardless of the length of stay at the institutions.* EXCEPTION: Georgia State University transcripts are on file in the Office of Graduate Services.

Transfer credits or grades posted on other institution's transcripts, including Georgia State University, are not acceptable in lieu of transcripts from the original institutions. Official transcripts for these credits must be submitted. This also applies to study abroad credit posted as transfer credit.

Transcripts must be submitted in envelopes sealed by the registrar of each institution. **IT IS REQUIRED THAT ALL TRANSCRIPT ENVELOPES REMAIN SEALED.**

Graduate Record Exam (GRE)

Most, but not all, departments require the Graduate Record Examination (GRE). A list of departments and specific test requirements can be found on page fifteen.

The general test of the GRE is offered year-round as a computer-based test at centers throughout the world. Individual arrangements to take the GRE can be made with the Educational Testing Service, Princeton, N.J. Additional information on the GRE can be found at:

Web: <http://www.gre.org>

Email: gre@ets.org

Phone: 1-609-771-7670

Toll Free: 1-800-GRE-CALL

Official test scores must be reported directly by ETS using the Georgia State University institutional code 5251.

Reported scores on the GRE are downloaded periodically into the Georgia State Student Records System. This acquisition is made at the University level and can take various periods of

time, as long as six weeks. Every effort is made to apply the scores to student records in a timely manner, but no guaranteed time is possible.

Applicants are encouraged to submit photocopies of their GRE score reports. Not including these scores could delay the processing of the application. Students are advised to take this examination early in the application process.

Letters of Recommendation

Most departments require letters of recommendation in support of each application for admission. More specific information regarding the number of recommendation letters required by a particular department or program can be found on page fifteen.

Letters of recommendation should be submitted using the online admissions center. Applicants restricted by modem speed or accessibility to a computer should collect letters directly from recommenders in sealed envelopes, with the recommender's signature across the sealed portion of the envelope. Applicants must submit the letters unopened.

Samples of Work

Samples of work such as portfolios and other evidence of achievement must be clearly identified and in the format prescribed by the department concerned. Format information can be obtained by contacting the appropriate graduate director before submission. These materials should be submitted to the Office of Graduate Services.

Georgia Residence Status

Applicants requesting Georgia residence status for the purpose of paying in-state tuition must complete the section entitled "Georgia Resident Information" in the application for admission. Non-immigrant international students holding traditional student visas for the purpose of studying in the United States are generally not eligible to be classified as Georgia residents for tuition purposes.

Certificate of Immunization

The Board of Regents of the University System of Georgia requires that all accepted applicants who have never attended Georgia State University submit proof of immunization from measles, mumps and rubella before being allowed to register. Immunity may be verified

by proof of (a) having had the disease, (b) having had the required immunizations, or (c) having had the laboratory evidence of immune titer. A form for providing this certification to the Georgia State University Department of Health Services is available from their website at <http://www.gsu.edu/health/>. This form should be sent directly to the Health Services Office prior to registration. Questions regarding the certificate of immunization and/or the immunization policy may be directed to the Immunization Office (141 Piedmont Ave, Suite D; Phone: 404/413-1930).

Nondegree Applicants

The College of Arts and Sciences provides the opportunity for students who are not in direct pursuit of a graduate degree to take courses in some departments. Persons applying for nondegree status must hold a baccalaureate or higher degree from a regionally accredited institution. Applicants seeking the status of a nondegree student are subject to the same fees and application restrictions of other applicants, although department standards for admission may vary. To apply for nondegree status, the following materials must be submitted to the Office of Graduate Services by the appropriate application deadline: the application for admission, \$50 application fee, two official transcripts from every institution attended, and a list of the courses you intend to take.

Students admitted for nondegree status who later wish to be considered as prospective candidates for a degree program must submit a formal application to the Office of Graduate Services as described in the section on “admission and application procedures”.

Transient Applicants

Students enrolled in good standing at another regionally accredited graduate school may apply for transient status to take graduate courses that can be transferred to their “home” institution. Not all academic departments admit students in transient status. Application for transient status can be done using the online admissions center. Application includes a \$50 application fee, and certification of good standing in a regionally accredited graduate school. The letter of good standing must be written by an appropriate official at the applicant’s home institution. The letter should be sealed in an envelope, with the official’s signature across the seal, and sent

directly to the applicant. This letter must be submitted to the Office of Graduate Services unopened.

Students admitted for transient status who later wish to be considered as prospective candidates for a degree program must submit a formal application packet to the Office of Graduate Services as described in the section on “admission and application procedures”.

Federal and State Law Disclosure Requirements

Federal and state laws require all colleges and universities receiving federal funds to establish certain programs, policies and procedures, and to distribute an annual report describing them and providing statistics regarding: graduation rates; drug, alcohol and weapon violations; and certain crimes on campus, which include murder, robbery, aggravated assault, burglary, motor vehicle theft and sex offenses. Georgia State University’s annual report and information regarding these programs, policies, procedures and statistics are available upon a written request directed to:

Georgia State University
Office of University Relations
424 One Park Place South
P.O. Box 3983
33 Gilmer Street SE, Unit 5
Atlanta, GA 30302-3983

Equal Opportunity and Affirmative Action Policy

It continues to be the policy of Georgia State University to implement affirmative action and equal opportunity for all employees, students and applicants for employment or admission without regard to race, color, religion, national origin, sex, age, sexual orientation, veteran status or disability.

The university's affirmative action program and related policies are developed in compliance with Executive Orders 11246 and 11375, as amended; the Rehabilitation Act of 1973 (Sections 503 & 504) and the Americans with Disabilities Act of 1990 (Title 11) and their implementing regulations; the Age Discrimination in Employment Act of 1967; and the Vietnam Era Veterans Readjustment Assistance Act of 1974, as it amends 38 U.S.C. 4212.

In conformance with the federal regulations listed above, Georgia State University does not discriminate against any employee or applicant for employment or against any student or applicant for admission with regard to any opportunity for which the employee or student is qualified. Persons wishing to file complaints under the provisions of this policy should contact the Director of Affirmative Action at One Park Place South-Suite 549, Atlanta, GA 30303-3083, 404-651-2567. More information regarding Georgia State University's equal opportunity and affirmative action policy can be found at the following GSU website:
<http://www.gsu.edu/~wwwafa/> .

ADDITIONAL INFORMATION FOR INTERNATIONAL APPLICANTS

Georgia State University strongly encourages the enrollment of students from other countries. The institution subscribes to the principles of international education and to the basic concept that only through education and understanding can mutual respect, appreciation, and acceptance of others be accomplished. The recognition of the values of cultural exchange is inherent in our philosophy of education and is predicated on an awareness of the need to foster better cooperation, friendship, and understanding among the peoples of the world. In this regard, we welcome international students to our campus, because we believe in a cultural exchange program that will be beneficial to our own student body, to the international students involved, and to metropolitan Atlanta.

Admission Requirements for International Students

Applicants from countries other than the U.S. who are applying for or currently maintain non-immigrant visa status or permanent residency are subject to additional requirements in providing academic records, proof of English proficiency and proof of financial support. The information that follows outlines specific requirements for international applicants and provides additional information to assist international applicants in completing their application for graduate study.

Academic Credentials

Applicants to the Graduate College of Arts and Sciences are required to have the equivalent of a four-year U.S. bachelor's degree from an accredited college or university. A list of recognized equivalent degrees from institutions outside of the U.S. is provided below. This list includes the minimum degrees required in order to apply for graduate study in the College of Arts and Sciences.

British-patterned Educational Systems

(including Australia, New Zealand, the United Kingdom and South Africa) - Completion of a four-year bachelor's degree, honours bachelor's degree, or the master's qualifying year following a three-year bachelor's degree. The Higher National Diploma (HND) and Ordinary National Diploma (OND) alone are not acceptable.

Canada – Completion of a four-year bachelor's degree or the master's qualifying year following a three-year bachelor's degree.

China, People's Republic of – Completion of a bachelor's degree earned after four to five years of full-time study.

France or French-patterned Educational Systems - Completion of a Maitrise or a diploma representing four or more years of full-time study from a university or a Grande Ecole.

Germany – Completion of a university Diplom, Magister Artium, or Staatsexamen. One full year of university Hauptstudium must follow the Vordiplom or Zwischenprüfung.

India, Bangladesh, Pakistan, Sri Lanka – Completion of a bachelor's and/or master's degree representing four or more years of full-time study. One full year of a master's degree program following a three-year bachelor's degree must be completed. The B. Com., B.A., and B.Sc. alone are not acceptable.

Indonesia – Completion of the Sarjana or Sarjana Legkap, awarded after five years of full-time study.

Italy – Completion of the Laurea.

Mexico, Spain, Central and South America – Completion of all courses and thesis or professional exams required for the titulo or degree of Licenciado or Bacharel.

The Netherlands – Completion of the Doctorandus, Ingenieur or Meester.

Russia, Ukraine, Newly Independent States – Completion of a Diplom Spetsialista requiring five years of study or a Magistr.

Switzerland – Completion of a License, Diplome, or Diplom representing four or more years of full-time study.

Academic Records

International applicants are required to submit two copies of official (certified) academic records from each college or university they have attended (or are currently attending). Official records that are required include documents showing all coursework taken as well as proof of earned degrees. Coursework that is listed on the record of an institution, but was completed at another institution is not acceptable as an official record.

If the proof of earned degree is not present on the official marksheets or list of coursework taken, a separate proof of degree is required. This proof must be official and must list the title of the degree as well as the month and year of graduation.

Official documents must bear an original certification of the appropriate school or official. Records must contain subjects studied as well as marks/grades received. If the records do not clearly indicate the subjects studied, syllabi of the courses of study must be included as part of the academic records.

If the original language of the record is not English, an English translation that is certified by a translator must be *attached to the original*. Applicants are not required to have their records evaluated by a credential evaluation agency.

Photocopies of the official documents and translations are not acceptable. EXCEPTION: Photocopies of the syllabi will be accepted.

Although applicants are not required to have their records evaluated, they are welcome to submit evaluations as part of the application packet. A list of the top three private foreign educational credential evaluation services can be found below.

World Education Services, Inc.

P.O. Box 5087
Bowling Green Station
New York, NY 10274-5087
Phone: (212) 966-6311
Email: info@wes.org
Webpage: <http://www.wes.org>

Josef Silny & Associate, Inc.

7101 SW 102 Avenue
Miami, FL 33173
Phone: (305) 273-1616
Email: info@jsilny.com
Webpage: <http://www.jsilny.com/>

Educational Credential Evaluators, Inc.

P.O. Box 514070
Milwaukee, WI 53203-3470
Phone: (414) 289-3400
Email: eval@ece.org
Webpage: <http://www.ece.org>

Test of English as a Foreign Language (TOEFL)

Applicants whose primary language is not English must submit official TOEFL scores. EXCEPTION: Applicants who have received degrees from regionally-accredited institutions in the U.S. are not required to submit TOEFL scores. Official test scores must be reported directly by Education Testing Service using the Georgia State University institutional code 5251.

Applicants are also encouraged to submit photocopies of their TOEFL score reports to the Office of Graduate Services. Not including these scores could delay the processing of the application. Students are advised to take this examination early in the application process.

TOEFL test scores more than two years old are not accepted. In such cases, it will be necessary to take the TOEFL again. The Office of Graduate Services recommends that the applicant achieve a minimum TOEFL score of 79/80 on the internet-based test. The Graduate School does not prohibit applicants with lower scores from applying for admission since many factors influence the admissions decision. Some departments or programs in the Graduate School may set a higher TOEFL standard for admission. Additional information on the TOEFL can be found at:

Web: <http://www.toefl.org>
E-mail: toefl@ets.org
Phone: 1-800-468-6335
Test of English as a Foreign Language, Box 899,
Princeton, NJ 08541

The Georgia State Test of English Proficiency (GSTEP)

Incoming international students who are non-native speakers of English are required to take a diagnostic test of their English skills, similar to the TOEFL, called the Georgia State Test of English Proficiency (GSTEP). The GSTEP determines if the student needs any classes in the Intensive English Language (IEP) Program. There is no charge for the test, which is administered on the first or second day of a

student orientation held by the Office of International Student and Scholar Services. Students who submitted TOEFL scores or who have already completed a degree in the United States are still required to take the GSTEP if they are non-native speakers of English.

To show complete proficiency, a student must score at level six on the GSTEP. If a student does not place into level six, he or she will register for the assigned level(s) of IEP courses in the initial semester. If a student places at level three or below, he or she will be required to be a full-time IEP student. At the end of the initial semester, the student may elect to take the GSTEP again and may continue with your degree program if the score is above a level six. For more information on the GSTEP, please visit <http://www.gsu.edu/~wwwstep/>.

Evidence of Financial Support and Visa Documents

International students are required by the U.S. Bureau of Citizenship and Immigration Services (BCIS) to provide proof of their ability to cover the costs of their education while in the United States. This verification is required *before* admission can be offered. A Financial Statement form can be found within the online application (under Supplemental Forms) for this purpose. The Financial Statement form must be completed and returned with all supporting financial documentation before an official letter of acceptance and an I-20 or DS-2019 can be issued to the applicant.

Once the applicant is recommended for admission by the department, he or she will be notified of academic admissibility. If financial certification has not been completed at the time the graduate program recommends admission, the applicant will receive a letter explaining that admission is recommended but cannot be offered until funding verification is made. When an international student receives funding from a graduate program, this funding can be applied to the total funds required for admission. In some cases the funding offer is sufficient to meet the requirement; at other times, the applicant will be required to provide proof of additional personal funds beyond the funding offer.

Applicants who are currently residing in the United States and who are applying for an F-1 or J-1 visa will still be expected to submit proof of financial eligibility. Applicants in another non-

immigrant status, or permanent residents must submit photocopied documentation of their current status.

Educational Advising Services

The Educational and Cultural Affairs Bureau of the U.S. Department of State supports a network of more than 450 educational advising centers around the world whose mission is to promote U.S. higher education to prospective international students. **EducationUSA** offers impartial, accurate information about the full range of accredited institutions of higher learning in the United States. EducationUSA advisors provide prospective students with information to identify the best option for their educational and professional interests, choosing a U.S. institution, identifying financial aid opportunities, understanding the admission process, and applying for a student visa. Some centers also can provide specialized services such as essay writing workshops, translation and document verification, and pre-departure preparation.

EducationUSA Advising Centers are located in U.S. Embassies and Consulates, Fulbright Commissions, bi-national centers, non-governmental organizations, libraries, and universities. Please consult <http://educationusa.state.gov/centers.htm> for additional information on Education USA.

International Student and Scholar Services

Georgia State University's Office of International Student and Scholar Services enhances and supports the intercultural and international dimensions of the university in partnership with the educational community. International Services provides pre-admission/arrival services; orientation programs; immigration and personal advising; advocacy; educational programs; student program support and leadership development; non-resident tax compliance programming; insurance administration; and post-completion immigration services. More information can be found at: Web: www.gsu.edu/iss Email: iss@gsu.edu Phone: (404) 413-2070 Fax: (404) 413-2072 P.O. Box 3987 Atlanta, GA 30302-3987 USA

Intensive English Program (IEP)

Georgia State University's Intensive English Program (IEP) is an academic English program for students whose native language is not English. The program specializes in preparing ESL students to enter GSU or another U.S. college or university. The IEP offers English courses from beginning to advanced proficiency levels and provides students with the opportunity to take Georgia State University courses upon completion of the program.

Admission to the IEP is separate from admission to the graduate programs in the College of Arts and Sciences and does not ensure acceptance into an academic program at Georgia State University. More information on the IEP can be found at:

Website: <http://www.gsu.edu/~wwwesl/esl/>

Email: esl@gsu.edu

Phone: (404) 413-5200 Fax: (404) 413-5201
P.O. Box 4099

Atlanta, GA 30302-4099 USA

Housing

Georgia State University has two options for on-campus housing for graduate students; the Lofts and the Commons.

The University Lofts, a residence hall housing primarily undergraduate students has select spaces available for graduates, faculty and staff. The Lofts are fully furnished loft-style apartments that blend an urban style with modern-day conveniences. The University Lofts has 231 apartments, with a total occupancy of 450. The apartments offer open floor plans with sealed concrete flooring and exposed ductwork. The Community Office, laundry room, meeting room, mailboxes, and computer lab are located on the first floor.

The University Commons is a 4.2-acre complex of four apartment buildings surrounding a large landscaped courtyard. It is located within walking distance to classrooms, the Student University Center and the Student Recreation Center. The University Commons houses 2,000 students in contemporary furnished apartments. Students will have the option of choosing a private single room in either a two- or four-bedroom apartment style unit. All units come with fully-equipped kitchens and furnished bedrooms and living area spaces. Each individual private bedroom will be wired for high speed Ethernet internet connections and voice and cable television services.

The facility is a non-smoking facility which caters to lifestyle and academic environments. The University Commons also house the Student Health Center and optional food services.

For more information regarding on-campus housing, please contact University Housing, located in suite 250 of the Student Center, at 404-413-1800 or on-line

<http://www.gsu.edu/housing/>.

For information about **off-campus housing**, visit <http://ochousing.gsu.edu>.

DEPARTMENT CONTACT INFORMATION

DEPARTMENT	DIRECTOR	WEB ADDRESS	TELEPHONE
African American Studies	Dr. Charles Jones	http://www2.gsu.edu/~wwaad/	404-413-5137
Anthropology	Dr. Emanuela Guano	http://www.cas.gsu.edu/anthropology/	404-413-5156
Applied Linguistics & ESL	Dr. Diane Belcher	http://www.gsu.edu/~wwesl/alesl	404-413-5194
Art & Design	Professor Joe Peragine	http://www.gsu.edu/~wwwart/	404-413-5221
Astronomy	Dr. Douglas Gies	http://www.Phy-Astr.gsu.edu/	404-413-6033
Biology	<u>Dr. William Walthall:</u> MS students <u>Dr. George Pierce:</u> Applied & Environmental Microbiology <u>Dr. Chung-Dar Lu:</u> Molecular Genetics & Biochemistry <u>Dr. Delon Barfuss:</u> Cellular Molecular Biology & Physiology <u>Dr. Vincent Rheder:</u> Neurobiology & Behavior	http://biology.gsu.edu	404-413-5300
Chemistry	Dr. Giovanni Gadda	http://www.chemistry.gsu.edu/	404-413-5537
Communication	<u>Dr. Mary Stuckey:</u> Mass Communication Human Communication & Social Influence <u>Dr. Angelo Restivo:</u> Film, Video & Digital Imaging Moving Image Studies	http://www.communication.gsu.edu/bd_phd.html	404-413-5600
Computer Science	Dr. Raj Sunderraman	http://www.cs.gsu.edu/	404-413-5726
English	Dr. Calvin Thomas	http://www.gsu.edu/~wwweng/	404-413-5800
Geology/Hydrogeology	Dr. Hassan Babaie	http://monarch.gsu.edu/geosciences	404-413-5750
Geographic Information Systems	Dr. Jeremy Crampton	http://www.cas.gsu.edu/geosciences/	404-413-5750
Geography	Dr. Jeremy Crampton	http://www.cas.gsu.edu/geosciences/	404-413-5750
Gerontology	Dr. Elisabeth Burgess	http://www.gsu.edu/~wwwger/	404-413-6516
Heritage Preservation	Professor Richard Laub	http://www.gsu.edu/~wwwhis	404-413-6385
History	Dr. David McCreery	http://www.gsu.edu/~wwwhis	404-413-6385
Latin American Studies	Dr. David McCreery	www2.gsu.edu/~wwwcla/academics/index.html	404-413-6385
Mathematics	Dr. Michael Stewart	http://www.mathstat.gsu.edu	404-413-6433
Modern & Classical Languages	Dr. Elena del Rio Parra	http://www.gsu.edu/~wwwmcl	404-413-6592
Music	Dr. Steven Harper	http://www.music.gsu.edu/index.aspx	404-413-5900
Philosophy	Dr. Tim O'Keefe	http://www.gsu.edu/~wwwphl/philosophy.html	404-413-6108
Physics	Dr. Unil Perera	http://www.Phy-Astr.gsu.edu/	404-413-6037
Political Science	Dr. Carrie Manning	http://www.gsu.edu/~wwwpol	404-413-6159
Psychology	Dr. Lisa Armistead	http://www.gsu.edu/psychology	404-413-6200
Religious Studies	Dr. Vincent Lloyd	http://www.gsu.edu/~wwwphl/philosophy.html	404-413-6116
Sociology	Dr. Dawn Baunach	http://www.gsu.edu/~wwwsoc	404-413-6525
Statistics	Dr. Yu-Sheng Hsu	http://www.mathstat.gsu.edu	404-413-6413
Translation & Interpretation	Dr. Annette Cash	http://www.gsu.edu/~wwwmcl	404-413-5988
Women's Studies Institute	Dr. Layli Phillips	http://www2.gsu.edu/~wwwwsi/	404-413-6586

APPLICATION DEADLINES BY DEPARTMENT

DEPARTMENT	FALL	SPRING	SUMMER
AFRICAN AMERICAN STUDIES:	April 15	Does not admit	Does not admit
ANTHROPOLOGY:	April 15	October 15	Does not admit
APPLIED LINGUISTICS & ESL:	PhD – February 15 MA – July 1	PhD – Does not admit MA – October 15	PhD – Does not admit MA – March 1
ART & DESIGN:	January 6	MAED only – September 15	Does not admit
ASTRONOMY:	PhD – February 15 MS – July 1	PhD – Does not admit MS – November 15	PhD – Does not admit MS – May 1
BIOLOGY:	PhD – July 1 MS – July 1	PhD – November 15 MS – November 15	PhD – May 1 MS – May 1
CHEMISTRY:	PhD – July 1 MS – July 1	PhD – November 15 MS – November 15	PhD – April 1 MS – April 1
COMMUNICATION:	PhD – March 15 MA – April 15	PhD – Does not admit MA – October 15	PhD – Does not admit MA – Does not admit
COMPUTER SCIENCE:	PhD – March 15 MS – April 15	PhD – Does not admit MS – October 15	PhD – Does not admit MS – April 1
ENGLISH:	PhD – February 15 MA – February 15	Does not admit	Does not admit
GEOGRAPHIC INFORMATION SCIENCE:	April 15	November 15	May 1
GEOGRAPHY:	April 15	November 15	May 1
GEOLOGY:	PhD (w/ chem.) – April 15 MS – April 15	PhD (w/chem.) – Nov. 15 MS – November 15	PhD (w/chem.) – May 1 MS – May 1
HYDROGEOLOGY:	April 15	November 15	May 1
GERONTOLOGY:	MA – April 15 Cert. – July 1	MA – October 15 Cert. – November 15	Does not admit
HERITAGE PRESERVATION:	April 15	November 15	April 1
HISTORY:	PhD – April 15 MA – April 15	PhD – does not admit MA – November 15	PhD – Does not admit MA – April 1
LATIN AMERICAN STUDIES:	April 15	November 15	April 1
MATHEMATICS & STATISTICS:	PhD - July 1 MS – July 1	PhD - November 15 MS – November 15	PhD – May 1 MS – May 1
MODERN & CLASSICAL LANGUAGES:	April 15	November 15	April 1
MUSIC:	March 15	October 15	April 1
PHILOSOPHY:	April 15	October 15	April 1
PHYSICS:	PhD – July 1 MS – July 1	PhD – November 15 MS – November 15	PhD – May 1 MS – May 1
POLITICAL SCIENCE:	PhD – April 15 MA – April 15	PhD – Does not admit MA – October 15	Does not admit
PSYCHOLOGY:	See department website	Does not admit	Does not admit
RELIGIOUS STUDIES:	March 15	Does not admit	Does not admit
SOCIOLOGY:	PhD – April 15 MA – April 15	Does not admit	Does not admit
TRANSLATION & INTERPRETATION:	July 1	November 15	Does not admit
WOMEN’S STUDIES:	MA - February 15 Cert – July 1	MA - Does not admit Cert – November 15	MA - Does not admit Cert – May 1

APPLICATION MATERIALS REQUIRED BY DEPARTMENT

DEPARTMENT	ENTRANCE TEST(S)	REFERENCE LETTERS	APPLICATION MATERIALS
AFRICAN AMERICAN STUDIES: <i>MA</i>	GRE scores	3 Letters of Recommendation	Goal Statement Writing Sample
ANTHROPOLOGY: <i>MA</i>	GRE scores	2 Letters of Recommendation	Goal Statement Writing Sample C.V.
APPLIED LINGUISTICS & ESL: <i>MA and PhD</i>	GRE scores	3 Letters of Recommendation	Goal Statement
ART & DESIGN: <i>MA, MFA and MAEd.</i>	GRE scores (MA and M.A Ed. applicants only)	3 Letters of Recommendation	Goal Statement Portfolio (MFA & MAED only, contact Graduate Director for more info) Writing Sample (Art History only)
ASTRONOMY: <i>PhD</i>	GRE scores GRE subject test in physics required for assistantships	3 Letters of Recommendation	Goal Statement
BIOLOGY: <i>MS and PhD</i>	GRE scores	3 Letters of Recommendation	Goal Statement
CHEMISTRY: <i>MS and PhD</i>	GRE scores	List of References Form (MS applicants only) 3 Letters of Recommendation (PhD applicants only)	Goal Statement
COMMUNICATION: <i>MA and PhD</i>	GRE scores	2 Letters of Recommendation (MA applicants only) 3 Letters of Recommendation (PhD applicants only)	Goal Statement Writing Sample (PhD applicants only)
COMPUTER SCIENCE: <i>MS and PhD</i>	GRE scores	3 Letters of Recommendation	Goal Statement
ENGLISH: <i>MA, MFA and PhD</i>	GRE scores	2 Letters of Recommendation (MA applicants only) 3 Letters of Recommendation (MFA. and PhD applicants only)	Goal Statement Writing Sample (PhD applicants only) Portfolio (Creative Writing applicants only)
GEOGRAPHIC INFORMATION SCIENCE: <i>Certificate</i>	GRE scores	N/A	Goal Statement
GEOGRAPHY: <i>MA</i>	GRE scores	3 Letters of Recommendation	Goal Statement

GEOLOGY: <i>MS and PhD w/ Chem</i>	GRE scores	3 Letters of Recommendation	Goal Statement
HYDROGEOLOGY: <i>Certificate</i>	N/A	3 Letters of Recommendation	Goal Statement
GERONTOLOGY: <i>MA and Certificate</i>	GRE scores	3 Letters of Recommendation	Goal Statement Resume
HERITAGE PRESERVATION: <i>MHP. and Certificate</i>	GRE scores	3 Letters of Recommendation	Goal Statement
HISTORY: <i>MA and PhD</i>	GRE scores	3 Letters of Recommendation	Goal Statement Writing Sample (PhD applicants only)
LATIN AMERICAN STUDIES: <i>Certificate</i>	N/A	2 Letters of Recommendation	Goal Statement
MATHEMATICS & STATISTICS: <i>MA, MS, MAT and PhD</i>	GRE scores	List of References Form (MS applicants only) 3 Letters of Recommendation (PhD applicants only)	Goal Statement (PhD applicants only)
MODERN & CLASSICAL LANGUAGES: <i>MA</i>	GRE scores	2 Letters of Recommendation	Goal Statement Writing Sample (in target language)
MUSIC: <i>MMu.</i>	GRE or MAT scores (for Music Education applicants only) GRE scores (for Composition applicants only)	2 Letters of Recommendation	Goal Statement See department web site for details concerning auditions, placement tests, and additional application materials
PHILOSOPHY: <i>MA</i>	GRE scores	3 Letters of Recommendation	Departmental Essay Questions (see department web site for details) Writing Sample (see department web site for details)
PHYSICS: <i>MS and PhD</i>	GRE scores GRE subject test in physics required for assistantships	3 Letters of Recommendation	Goal Statement
POLITICAL SCIENCE: <i>MA and PhD</i>	GRE scores	2 Letters of Recommendation (MA applicants only) 3 Letters of Recommendation (PhD applicants only)	Goal Statement Writing Sample
PSYCHOLOGY: <i>PhD</i>	GRE scores	3 Letters of Recommendation	Departmental Essays

RELIGIOUS STUDIES: <i>MA</i>	GRE scores	3 Letters of Recommendation	Departmental Essay Questions (see department web site for details) Writing Sample
SOCIOLOGY: <i>MA and PhD</i>	GRE scores	2 Letters of Recommendation (MA applicants only) 3 Letters of Recommendation (joint MA/PhD and PhD applicants only)	Writing Sample (joint MA/PhD and PhD applicants only)
TRANSLATION & INTERPRETATION: <i>Certificate</i>	N/A	3 Letters of Recommendation	Resume See departmental web site for additional requirements
WOMEN'S STUDIES: <i>MA and Certificate</i>	GRE scores	3 Letters of Recommendation	Goal Statement