

Chicago State University



Admissions Application

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Graduate and Professional Programs

Application for

Graduate Certificate Admission

2019 - 2020

### **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 15th **Occupational Therapy** is February 1st and **Counseling** is March 1st / Spring Term - October 15th (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 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 Applicants who do not subsequently receive the bachelor's degree will have their admission rescinded and any graduate credit earned will be lost.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 Or IELTS Score Report. A minimum TOEFL score of 550 (written test), 213 (computer test) and 69 (internet based test) is acceptable or A minimum IELTS score of 6.0(Overall Band) is acceptable. The TOEFL/IELTS 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.

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