



**Morgan State University**  
School of Graduate Studies

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**INSTRUCTIONS**

**Application for Graduate Admission**  
**Application for Financial Aid**  
**Applications from non-US Citizens**

Whether you are completing a paper application or the online application for admission to the School of Graduate Studies at Morgan State University, there are several important, general instructions to follow. First, the requested information is important and necessary for your application to receive a timely and thorough review. If there is no response please indicate with a "none" or "N/A." Second, be as truthful as possible. In listing prior employers or previous schools attended, give as accurate and complete a name of the school or company as possible. Third, the applicant is responsible for submitting each of the required documents. These include transcripts, resumes (if required), portfolio or samples of writing, financial certifications (for international students) and so forth. Fourth, paper applications should be typed or printed in ink then signed and dated.

The basic application for admission consists of the main application; three (3) letters of reference from individuals who can attest to your academic skills and potential to succeed in graduate school; and one (1) official transcript from each post-secondary institution (college or university) you have attended. Students who have attended a foreign school must have a course-by-course transcript evaluation provided by ECE or WES. Many graduate programs have additional requirements, and the applicant should consult the Web site of the program or the current catalog for the School of Graduate Studies to determine which additional items must be provided. Students seeking to establish residency in the state of Maryland for the purposes of being charged in-state tuition must complete the "Residency Statement." Students seeking residency on the basis of financial independence must complete the form; those seeking residency on the basis of financial dependence on another individual (for example, a parent or spouse) must have the other individual complete and sign the form.

*Deadlines:*

*The deadlines for application are for priority consideration, and many programs have rolling admission that extends beyond the deadlines. Some programs, however, do fill early. Applications to those programs that come after the program has stopped accepting students will be moved to consideration for the next enrollment term.*

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**General Instructions for the Application for Graduate Admission**

Note that incorrect information can result in the application not being processed, and if discovered after admission, the withdrawal of an offer of admission.

*Personal Information.*

**Name:** Please provide your full legal name. Foreign students should recognize that "Last name" refers to family name. Also, the name provided must be identical to that which appears on your passport and university transcripts.

**Address:** The paper form requires your permanent address, and if you wish to be contacted through a different mailing address, please provide that as well. The applicant is responsible for informing Morgan State University and the School of Graduate Studies of changes in mailing, permanent, and temporary addresses.

**Other contact information:** Be certain to provide phone numbers and email addresses that you answer regularly.

Next-of-kin information must also be supplied as accurately as possible.

*Term of Admission and Program of Study.*

Admission Term: You may select only one term of admission. If admitted and unable to attend, you may request that your admission be deferred to a later term. A deferral may be granted on condition of available space in the program during the term requested. The request for deferral must be submitted in writing to the School of Graduate Studies.

Program of Study: You must indicate both the program (English, History, Engineering, etc.) and the degree level (masters or doctoral). Non-degree seeking status is not associated with a program of study. You may apply for only one program at a time.

Prior applications: You must indicate if you have previously applied for or attended graduate and/or undergraduate studies at Morgan State University.

*Biographical and Demographic Information.*

All the information in this section is important for university records, and it does not have any impact on the decision to grant admission. However, without the information, your application will be considered incomplete and will not be reviewed.

*International Applicants.*

On the paper application and on the electronic application, all information pertaining to the status of international applicants must be completed. If you do not have one of the items, print "None" or "N/A" for not available. You must also complete the *Supplemental International Application Information Sheet*. The online application requests this information on pages 5 and 6.

The School of Graduate Studies requires the Test of English as a Foreign Language (TOEFL) of most foreign applicants whose native language is not English. TOEFL scores are not required for applicants from the British Commonwealth, Australia, Canada, Great Britain, West Indies, New Zealand, South Africa, Nigeria, Kenya, and Tanzania.

Designating an Agent: Foreign students may designate an agent in the United States who can inquire about and deliver and receive documents concerning admission status. The applicant must give complete information about that person, and he or she must be able to demonstrate their identity.

*Academic History.*

In the first line, report the most recent college or university you attended; the one prior to that on the second line, and so forth. You must report all attendance at post-secondary institutions. You must also arrange for transcripts (or, alternately, ECE or WES course-by-course evaluations of foreign transcripts) from these institutions to be submitted to the School of Graduate Studies. Do not provide primary and secondary school information.

On the paper application, you may report your GRE, GMAT, and/or MAT scores and the date(s) you took the test(s). These are only for informative purposes, as the School of Graduate Studies requires official score reports from the testing service. The applicant is responsible for arranging to have these sent to Morgan State University. Test scores cannot be more than 5 years old.

*Employment and Relevant Work Experience.*

Beginning with the current or most recent, report your employment history. You should also indicate in the spaces provided any professional licenses or certificates you have earned, current works in progress, and any special awards you have been given.

**Signature.**

You must sign and date this application below the “Candidate’s Agreement” for it to be reviewed.

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**Residency Statement**

The purpose of the residency statement is to aid in the determination of state residency for the purpose of tuition charges. The state of residency of an applicant will be determined in part by the answers to the 15 items on this form. If an applicant is determined not to be a resident of Maryland, a separate form, “Application for Change of Residency Classification for Admission, Tuition, and Charge Differential,” must be completed and submitted separately from this application for admission.

The items on the “Residency Statement” (page 4 of the paper application and page 4 of the online application form) are self-explanatory. Students seeking residency on the basis of **financial independence** must complete the form; those seeking residency on the basis of **financial dependence** on another individual (for example, a parent or spouse) who is a resident of Maryland must have that other individual complete and sign the form. The initial query in the online application regarding residency governs the completion of this forms. Those who qualify as financial independent will complete the online form; those seeking residency as a dependent of a resident of Maryland will be required to print the form so that it may be completed and signed by the resident on whom the status will be based.

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**General Instructions for the Application for Financial Aid**

When completing an electronic application, all basic information carries from earlier forms into this form. The applicant will need to provide the address of current employment, indicate the skills as requested, select the types and sources of awards for which consideration is requested, and “sign” and date the form (signing requires that you type in your name). More than one skill may be indicated, and more than one source/type of funding may be requested.

For paper applications, please ensure that the information given on this form is the same as that given on the general application. Names and addresses must agree. The paper form must be signed and dated.

Applications for financial aid from the School of Graduate Studies are held for one year. If a student does not receive financial aid during a term, the application remains active for a full year, and the student will be given consideration when funds become available. The application must be renewed annually.

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**General Instructions for non-US Citizens**

Any non-citizen applying for admission, including permanent residents, individuals on non-student Visas that allow study (this includes a variety of work and dependent Visas) and individuals seeking to attend on an F-1 Visa (either a new F-1 Visa or a renewed/reissued F-1 Visa), must complete the **Supplemental International Application Information Sheet**.

All non-US citizen applicants must complete Section 1. Non-citizens residing in the United States must complete section 2, and then each applicant must complete the appropriate section. Permanent residents must supply their Alien Registration Number, F-1 seeking students must complete items 5 through 11; and all other nonimmigrant Status Holds must complete items 12 through 16.

Copies of Passport, Visa page, Form I-94, both sides of the I-551 (Green Card), and/or I-20 forms must be provided. These copies must be clear and easily read. The School of Graduate Studies may ask the applicant to present the passport, card, or form for in person for verification.

**Financial Certificate.** A financial certificate must be presented with appropriate documentation of financial resources in order for the admitted applicant to have an I-20 Form prepared for review and processing. The form has complete instructions concerning the documentation needed. The form is required of applicants seeking an I-20 in order to be granted an F-1 Visa.

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### General Instructions for Letters of Reference

For applicants using the paper form of the letter of reference, please complete items 1, 2, and 3. Then give the form to someone who can evaluate your potential for success in the program to which you have applied. For applicant using the online letter of reference system in the online application, please provide the correct email and names of the individuals who have agreed to provide a reference.

The “Agreement Respecting Confidentiality” is important because it protects the rights of privacy of future students. Without regard to whether one chooses waive or not waive the right to review, only individuals responsible for reviewing the letter of reference will have access to the contents of the letter. The waiver only applies to your right to inspect and review the letter.

Selecting appropriate individuals to provide letters supporting your application for admission is an important and serious task. These individuals should have direct experience with you as a student, researcher, intern, advisee, or other academically-related basis. If work references are expected (some programs indicate this expectation), then the referee should have detailed knowledge of your work, skills, and related experience.

The online application system automatically notifies the applicant and the School of Graduate Studies when a letter of reference has been submitted. Letters sent to the School of Graduate Studies via mail are placed in the applicants file upon receipt of the letter. The applicant is responsible for ensuring that all letters have been submitted properly.

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### Supplemental Materials

Please submit all required supplemental materials as quickly as possible. Resumes, curriculum vitae, portfolios, writing samples, and other supporting evidence should be sent with the application if possible. Items sent separately must be clearly marked and identified in order to be placed with the applicant’s other records. The online application provides submission portals for these materials and automatically links them to the application.

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### CHECKLIST FOR COMPLETED APPLICATION

1. Application for Admission
2. Original Transcripts from U.S. accredited school  
    **or** ECE/WES course-by-course evaluation of foreign credentials
3. Three Letters of Recommendation
4. Official Test Scores (must be no more than 5 years old)
5. Typed Personal Statement (350 to 500 words)
6. MSU Graduate School Application for Financial Aid (optional)
7. Supplemental International Applicant Information Sheet (for all non U.S. citizens)
8. Financial Certificate with bank statements or other proof of funding (for F1 Visa Students)
9. The applicant must sign the main application form, the letter of reference forms, application for financial aid, the Residency Statement, and any of the supplemental forms submitted

*Many programs require additional supporting materials to be submitted with the application. Not all programs require tests scores. Please consult the program information.*

**\*\*Please note: The School of Graduate Studies does not require an application fee.**