



# Application for Admission to a Graduate Status

Graduate School  
E344 Student Union  
3640 Colonel Glenn Hwy.  
Dayton, OH 45435-0001  
(937) 775-2976 • FAX (937) 775-2453  
e-mail: wsugrad@wright.edu  
http://www.wright.edu/gradschool/

UID # \_\_\_\_\_ (if known)

☐ September 20\_\_ ☐ January 20\_\_ ☐ March 2012 ☐ June 20\_\_

Indicate month and year you wish to enroll if admitted.

☐ Yes ☐ No

## Personal Information

Have you previously applied for graduate admission at Wright State?

Legal last or family name / First name / Middle name / Previous name(s), if any

Street address City State Zip

Social Security number Birthday/Month, day, year Sex: ☐ Female ☐ Male

Area code/Phone E-mail address Business telephone number

☐ Yes ☐ No ☐ Yes ☐ No ☐ Yes ☐ No  
On active military duty in Ohio or a dependent of such person Are you a veteran of the U.S. Armed Forces? Employed full time in Ohio

(This information is required by the federal government; however, reporting it on this form is strictly voluntary.)

Check one: Are you ☐ Hispanic/Latino ☐ Non-Hispanic/Non-Latino

Check any that apply: ☐ American Indian or Alaskan Native ☐ Asian ☐ Black or African American  
☐ Native Hawaiian or Other Pacific Islander ☐ White

## Residency Information (Do not leave blank; non-resident fees will apply)

Country of citizenship \_\_\_\_\_ City and country of birth \_\_\_\_\_

State of residency \_\_\_\_\_ If Ohio resident indicate county of permanent residence \_\_\_\_\_

Dates you have lived in Ohio: ☐ Never; ☐ From birth to present; ☐ From month\_\_ year\_\_ to month\_\_ year\_\_

Are you a resident alien? \_\_\_\_\_ If yes, provide copy of Form I-151.

Are you a nonresident alien? \_\_\_\_\_ If yes, indicate visa and date of entry into the United States \_\_\_\_\_

## Academic Information

### 1. Admission Status

☐ Degree (Answer Questions 2 and 3) ☐ Licensure (school personnel seeking additional licensure and others as noted on Instruction Sheet Insert)  
☐ Nondegree ☐ Transient

### 2. Desired degree

☐ M.A. ☐ M.Acc. ☐ M.B.A. ☐ M.Ed. ☐ M.E.I.E. ☐ M.H. ☐ M.I.S. ☐ M.M. ☐ M.P.A. ☐ M.P.H.  
☐ M.R.C. ☐ M.S. ☐ M.S.C.E. ☐ M.S. Egr. ☐ M.S.L.D. ☐ M.S.T. ☐ Ph.D. ☐ D.N.P. ☐ Ed.S.

3. \_\_\_\_\_ 4. \_\_\_\_\_  
Selected program (see programs list) Concentration (see programs list)

5. Do you intend to pursue your program of study on a: ☐ Full-time ☐ Part-time MBA Site \_\_\_\_\_

Do not write below this line.

Academic Information continued on next page

|                                        |                          |                          |                         |                           |                       |                          |
|----------------------------------------|--------------------------|--------------------------|-------------------------|---------------------------|-----------------------|--------------------------|
| <b>DEGRSTATE</b><br>GR, GL, GN, GI, GD | <b>STU TYPE</b><br>G W X | <b>RES</b><br>R N F      | <b>TRANPRMT</b><br>Y N  | <b>PERMRESCARD</b><br>Y N | <b>VETERAN</b><br>Y N | <b>GOAL/ESSAY</b><br>Y N |
| <b>RESUME</b><br>Y N                   | <b>RECMEND</b><br>1 2 3  | <b>REF</b><br>1 2 3      | <b>APP FEE</b><br>Y N W | <b>FEL</b><br>Y N         |                       |                          |
| <b>APP NO</b> _____ Prog Code _____    |                          | Concentration Code _____ |                         |                           |                       |                          |

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## Academic Information (continued)

6. List in chronological order all colleges and universities, including WSU, that you have attended. Attach sheet if necessary.  
(Do not abbreviate)

| College or university | City/State | Inclusive dates | Major | Type of Degree | Date degree Awarded |
|-----------------------|------------|-----------------|-------|----------------|---------------------|
|                       |            |                 |       |                |                     |
|                       |            |                 |       |                |                     |
|                       |            |                 |       |                |                     |
|                       |            |                 |       |                |                     |

7. Please complete the following information if you are applying for an education program in the College of Education and Human Services.

What area of licensure do you desire? \_\_\_\_\_

Is this your first licensure? ☐ Yes ☐ No (do not include temporary, substitute, or conditional permits.)

If yes, you must also apply to the Classroom Teacher program (see Instruction Sheet.)

If no: Licensure state \_\_\_\_\_

Licensure type: ☐ Early Childhood ☐ Elementary ☐ Secondary ☐ Special ☐ Middle Childhood ☐ Other  
Licensure grade: ☐ Provisional ☐ Professional ☐ Permanent ☐ 5 Year Ohio Licensure ☐ Other

8. All applicants to the College of Education and Human Services (including Human Services—counseling programs applicants) must sign the following statement of computer access:

I have access to a computer and to the Internet through a computer of either my own, Wright State University's, or a public access facility. (A list of public access facilities will be provided upon request. Contact the College of Education and Human Services at (937) 775-3086, or it can be viewed on the college's Web site.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

***The information below this line is required for all applicants***

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## Employment Background and Other Information

military service. List most recent first.

Please list your professional work experience, including

| Employer | Title | City/State | Dates of employment | Full-time or part-time |
|----------|-------|------------|---------------------|------------------------|
|          |       |            |                     |                        |
|          |       |            |                     |                        |
|          |       |            |                     |                        |

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## Other Academic Information

1. Have you ever been academically dismissed/suspended from an academic institution? ☐ Yes ☐ No  
2. Have you ever been dismissed for disciplinary reasons from an academic institution?\* ☐ Yes ☐ No  
3. Have you ever been convicted of a felony?\* ☐ Yes ☐ No Date of conviction \_\_\_\_/\_\_\_\_/\_\_\_\_

County and state/federal location of conviction \_\_\_\_\_

*\*If you answered YES to either of the \* questions, you must complete a non-academic admissions petition form.*

*This form can be found at [http://www.wright.edu/gradschool/forms/Non\\_academic\\_petition.pdf](http://www.wright.edu/gradschool/forms/Non_academic_petition.pdf).*

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## References

Please list the names and positions of at least three persons who are able to comment on your capacity for graduate study. If the program for which you are applying requires letters of recommendation see below.

| Name | Position | Address | Phone number |
|------|----------|---------|--------------|
|      |          |         |              |
|      |          |         |              |
|      |          |         |              |

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## Letters of Recommendation

If the program for which you are applying requires letters of recommendation (see application instruction sheet), you are responsible for arranging to have each person listed above send a letter to the Graduate School, E344 Student Union. All letters of recommendation will be retained in your student records file in the Graduate School and forwarded to the appropriate department or graduate program office for admissions decision along with your other application documents.

### Applicant's Waiver of Right to Access

The Family Educational Rights and Privacy Act of 1974, as amended (P.L. 93-380), allows a candidate for admission to waive his or her right of access to confidential letters or statements written on his or her behalf if the recommendation is used solely for the purposes of admission and if the candidate, upon request, is notified of the names of all persons making such recommendations on his or her behalf. The university does not require that you make such a waiver as a condition for admission or award of fellowship or assistantship. However, we ask that you indicate your wishes by selecting one of the following statements:

- ☐ I hereby waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or associateship, if applicable. This waiver is effective insofar as the recommendation is used solely for the purpose of admission or award of fellowship or assistantship, if applicable.
- ☐ I DO NOT waive my right to access all letters of recommendation and any appropriate attachments written on behalf of my application to the Graduate School, Wright State University, and for award of a fellowship or assistantship, if applicable.

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## Personal Comments

You may use this space to elaborate or explain any item on the application.

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## Statement of Objectives

### Directions

See application instruction sheet for the type of statement required by the department offering the program for which you are applying. If your program is not listed on the sheet, no statement is required. If a statement is required, then it must be included with this application. A typewritten statement is preferred.

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## Must be signed by all applicants

I certify that to the best of my knowledge the information given above is true. I understand that any misrepresentation of facts on this application, if discovered subsequently, will be cause for refusal of admission, cancellation of admission, or suspension from the university.

By signing this application, I agree to abide by the policies and regulations of the university.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

[Print Form](#)

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## Instruction Sheet

### Admission

State law requires all state-assisted universities to charge nonresident fees to Ohio male students who have not registered with the Selective Service. If you were born after December 31, 1959, have not reached the age of 27 years, and have not registered with the Selective Service, you may do so at any United States Post Office.

Students must be officially accepted for admission to the Graduate School

before they may register for graduate credit. Admission to the Graduate School does not necessarily indicate candidacy for an advanced degree. Such candidacy is subject to specific requirements, as defined by the individual program.

***This application form should be filled out carefully and completely. Please type or print your information. Show "N/A" (not applicable) when appropriate. If the application form is submitted with essential***

***information that is missing or illegible, it will be returned to you to be corrected, which will delay processing. This form, when completed, must be signed and dated. All documents received by the university in connection with applications for admission become the property of Wright State University. Under no circumstances will they be returned to the applicant or forwarded to any agency or other college or university.***

# Instruction Sheet (cont.)

## Former Students

Students formerly admitted to the Graduate School but not completing a course in the past four quarters, or those who have received the degree for which they were originally admitted, must submit a new application form.

## Transcripts

One (1) *official* transcript sent from each institution attended (except Wright State University) is required. If courses from one university/college appear on another university's/college's transcript, you are still required to submit an official transcript from the college where you originally completed the course work. Nondegree students need to submit only the official transcript that reflects the award of a baccalaureate, master's, or doctorate degree.

## Application Fee

A **nonrefundable** \$40 fee is required of all degree and certification candidates. This is a one-time fee; it is not required of anyone who has previously applied to a Wright State graduate program. There is a nonrefundable \$10 application fee for nondegree study.

## International Students

In addition to the application form, all international students must submit a certified copy of all university/college records in English, accompanied by official transcripts in the native language; financial statement form; official bank statement; a statement outlining degree objectives; and an official score from the Test of English as a Foreign Language (for students from countries where English is not the native language).

## Particular Application Requirements of Degree Programs

**Accountancy:** letter of recommendation attesting to applicant's ethical character and personal integrity, current resumé, and Graduate Management Admission Test (no older than five years).

**Anatomy, Biochemistry and Molecular Biology, Biological Sciences, Microbiology and Immunology, and Physiology and Neuroscience:** statement of preferred option or concentration of study, professional goals, purpose of graduate study, and specialty interest, plus three letters of recommendation. Biological Sciences requires the GRE.

**Applied Behavioral Science:** three letters of recommendation and an essay outlining professional goals and academic interests.

**Biomedical Sciences (Ph.D.):** single-page essay describing reasons for interest in biomedical sciences and career goals, three letters of recommendation, and Graduate Record Examination.

**Chemistry:** statement of educational and professional goals and specialty interest, two letters of recommendation attesting to the applicant's readiness for graduate research and suitability to serve as a teaching assistant.

### College of Education and Human Services

**Services: (1).** Attach to your application a statement of your educational and professional goals. Classroom Teacher Education programs do not require letters of recommendation. Human Services programs require letters of recommendation on separate forms from the individuals they list as references. These forms can be obtained from the Graduate School or the College of Education and Human Services, or downloaded from the Graduate School website at [www.wright.edu/gradschool/forms/lor.pdf](http://www.wright.edu/gradschool/forms/lor.pdf). **(2).** The GRE or MAT is required for all programs except: Graduate Level Classroom Teacher Preparation Program (Adolescent Young Adult, Multi-Age, and Middle Childhood.) These programs require passing the Praxis II Specialty Area Exam. If your undergraduate cumulative GPA for all undergraduate courses you may have taken is at least a 3.0, you do not have to take the GRE or MAT. The Educational Specialist degree program requires the GRE or MAT (no exceptions.) Human Services programs do not require the GRE or MAT if your cumulative GPA for all undergraduate work is at least a 3.3. **(3).** In addition to this application, the Classroom Teacher program requires that a separate application be completed and returned to them. The application and instructions can be obtained from [www.wright.edu/cehs](http://www.wright.edu/cehs). **(4).** In addition to meeting at least the minimum admission requirements, students applying to Human Services programs will be granted admission only after having been successfully interviewed by human services program faculty and having provided a satisfactory writing sample at the time of the interview. Students applying to Educational Administrative Specialist, Principal, and Superintendent programs need to submit a copy of their teaching license.

**Computer Engineering:** statement of educational and professional goals and Graduate Record Examination.

**Computer Science:** statement of educational and professional goals and Graduate Record Examination.

**Computer Science and Engineering Ph.D.:** statement of educational and professional goals and Graduate Record Examination.

**Earth and Environmental Sciences:** statement of educational and professional goals and three letters of recommendation.

**Educational Specialist (post-master's):** statement of educational and professional goals, three letters of recommendation, faculty interview, and Graduate Record Examination or Miller Analogies Test.

**Engineering Ph.D.:** statement of educational and professional goals and Graduate Record Examination.

**Engineering Innovation and Entrepreneurship:** Statement of educational and professional goals

**English:** Undergraduate major in English or at least 20 quarter hours in upper-level undergraduate courses in English, with acceptable GPA, and a paper, using secondary sources, written on a topic in English or a related field (five pages minimum; also, this may be a paper previously handed in for an undergraduate class). Students re-applying for the graduate program in English do not need to submit the paper, since evidence of the writing skill is already on file in the department.

**Environmental Sciences Ph.D.:** statement of goals and objectives (1 to 2 pages), three letters of recommendation, and Graduate Record Examination.

**History:** statement of goals to be sought in the program, three letters of recommendation, and a writing sample.

**Human Factors and Industrial/Organizational Psychology:** three letters of recommendation, an essay outlining professional goals and academic interests, and Graduate Record Examination.

**Humanities:** statement of background and goals for program of study (approximately 250 words), a writing sample, two letters of reference, and an interview.

**International and Comparative Politics:** three letters of recommendation, preferably from college instructors familiar with the candidate's intellectual skills, are required. Candidates should prepare an essay that discusses a current issue or policy related to international affairs or comparative politics. The essay should be approximately 500 words and should use secondary sources. Additionally, students should prepare a brief cover letter (approximately 1 page) that introduces their academic and/or professional background as well as their goals for graduate study.

**M.B.A.:** three personal references and Graduate Management Admission Test.

**M.I.S.:** three letters of reference and a detailed resumé that describes competencies and skills.

**M.P.H.:** Graduate Record Examination.

**M.S. Logistics Management: Supply Chain Management:** three letters of reference and a detailed resumé that describes competencies and skills.

**Music:** baccalaureate degree in music.

**Nursing–M.S.:** Essay clarifying career goals (250 words or less). Graduate Management Admission Test for MS/MBA applicants.

**Nursing–D.N.P.:** three letters of recommendation, five page statement of goals related to D.N.P. education, copy of resume/CV, and evidence of advanced practice certification (e.g. ANCC, NCC). Those applying for direct care must provide a copy of their Certificate of Authority (COA).

**Pharmacology and Toxicology:** statement of professional goals and purpose of graduate study, three letters of recommendation.

**Physics:** two letters of reference and statement of purpose.

**Public Administration:** 400 word essay (outlining personal and academic goals, professional objectives, preparation for graduate study, and relationships of goals and objectives to the program) and three letters of recommendation submitted on letterhead with a signature. (Applicants must also schedule a faculty interview by contacting the department.)

**Social and Applied Economics:** Graduate Record Examination.