



## San Ignacio University Graduate School Application for Graduate Admission

### Application Checklist

This checklist is for applying to a program at San Ignacio University Graduate School.

1. Candidates for admission to a graduate program are required to hold a bachelor's degree (or equivalent), from an accredited institution.
2. and master's degree for a Doctorate program from an accredited institution.
3. Prospective students are not required to submit Graduate Record Examination (GRE) or Miller Analogy Test (MAT) scores to support their application.
4. Submit test score reports for English Proficiency (if applicable). *Scores may not be more than two years old. Student taking classes in Spanish are exempt from taking this.*
5. Submit official transcripts (from all universities and colleges attended, for all degrees. Transcripts not in English are to be evaluated by an appropriate third party and translated into English.
6. Submit written statements
7. Submit 3 Letters of Recommendation
8. Submit Professional resume or curriculum vita CV.
9. A minimum 3.00 grade-point average
10. Government issued picture identification (upon request)
11. Submit the application and pay the fee.

# San Ignacio University Graduate School

## Application for Graduate Admission

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### PERSONAL INFORMATION- Please type or print in ink.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other names which may appear on transcripts \_\_\_\_\_ Application Date \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Country \_\_\_\_\_ Home Telephone \_\_\_\_\_ Work

Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Social Security Number \_\_\_\_\_ Marital Status \_\_\_\_\_ Date of Birth \_\_\_\_\_

Gender \_\_\_\_\_

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### Optional Information

U.S. Citizen? Yes  No  if no, indicate country of citizenship \_\_\_\_\_

If U.S. permanent resident, Alien No: \_\_\_\_\_

If non-resident, give U.S. Visa type. \_\_\_\_\_

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### Enrollment Information

I plan to enroll at SIU graduate school for: Year \_\_\_\_\_ Semester. \_\_\_\_\_

Fall \_\_\_\_\_ Spring. \_\_\_\_\_ Summer \_\_\_\_\_

### PLEASE INDICATE THE PROGRAM TO WHICH YOU ARE APPLYING

**Doctorate in Business**

#### Choose a Specialization

- Finance
- Human Resources Management
- Marketing

**Doctorate in Education**

#### Choose a Specialization

- Educational Leadership
- Curriculum and Teaching
- Special Education

**Master in Entrepreneurship**

**Master's in business Analytics**

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**ACADEMIC INFORMATION-** Applicants must arrange to have official transcripts sent from institutions where a graduate degree was earned.

Name of Institution \_\_\_\_\_ City/State \_\_\_\_\_ Country \_\_\_\_\_

Degree Conferred \_\_\_\_\_ Major \_\_\_\_\_

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Dates Attended \_\_\_\_\_ Degree Conferred \_\_\_\_\_

Name of Institution \_\_\_\_\_ City/State \_\_\_\_\_ Country \_\_\_\_\_

Degree Conferred \_\_\_\_\_ Major \_\_\_\_\_

Dates Attended \_\_\_\_\_ Degree Conferred \_\_\_\_\_

Have you ever attended San Ignacio University? \_\_\_\_\_ If so, when? \_\_\_\_\_

Degree/Certificate Conferred \_\_\_\_\_ Semester Hours Earned \_\_\_\_\_

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### ETHNIC BACKGROUND

OPTIONAL INFORMATION Please select from BOTH ethnic and racial identification sections to help the university meet its federal reporting obligations.

WHAT IS YOUR ETHNICITY?

Hispanic or Latino

Non-Hispanic or Latino

PLEASE SELECT ONE OR MORE RACES

American Indian or Alaska Native  Asian  Black or African American  Native Hawaiian or Other Pacific Islander  White

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### APPLICATION INSTRUCTIONS FOR DOCTORAL ADMISSION

ENGLISH PROFICIENCY (STUDENTS *TAKING COURSES IN SPANISH ARE EXEMPT*)

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction are required to provide proof of English Proficiency as part of their application.

A minimum score of 65 on the paper-delivered Test of English as a Foreign Language (TOEFL PBT), or 80 on the Internet Based Test (iBT); 6.5 on the International English Language Test (IELTS); 58 on the Pearson Test of English Academic Score Report; 105 on the Duolingo English Test; or 55 on the 4-skill Michigan English Test (MET), or 650/LP on the Michigan Examination for the Certificate of Competency in English (ECCE), or 650/LP on the Michigan Examination for the Certificate of Proficiency in English (ECPE).

OFFICIAL TRANSCRIPTS

Submit official copies of transcripts where a degree was earned. All transcripts must be enclosed in letterhead envelopes from the issuing institution(s). Do not open the transcript envelope as this will invalidate the official status of the transcript. Transcripts not in English are to be evaluated by an appropriate third party and translated into English.

PROFESSIONAL RESUME

Doctoral applicants must submit a professional resume or curriculum vita (CV). Applicants will be notified for an Interview

APPLICATION SHOULD ALSO INCLUDE LETTERS OF RECOMMENDATION

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Applicants must obtain three letters of recommendation. Two of the letters should be completed by people who can attest to the applicant's capacity to complete rigorous graduate studies, and one by a person supervising the applicant's professional work.

### ADMISSION POLICY

Procedures and requirements are specific to each program. Admission to study in one program does not ensure admission to all programs. The decision to deny admission cannot be appealed. It is your responsibility to be aware of the policies and requirements. San Ignacio University Graduate School reserves the right to change any provision or requirement, including fees, at any time, with or without notice. San Ignacio University Graduate School admits students to all programs and activities and administers all educational, employment, and other policies without discrimination because of race, color, age, religion, gender, sexual orientation, ancestry, disability, military status or marital status.

It is expected by the University that all information which is material to the admissions process be accurate and true to the best of the student's or prospective student's knowledge. Any individual found to have submitted fraudulent, incorrect, plagiarized, or misleading information is subject to denial of admission to, or dismissal from the University.

I \_\_\_\_\_ certify that the information given on this application is complete and correct to the best of my knowledge, and that I have attended no institutions other than those listed. I understand that I am responsible for arranging the forwarding of official transcripts of records from schools I have attended, and that such transcripts become the property of the University and will not be returned to me. I also give my permission to San Ignacio University Graduate School to verify my educational records with the institutions I have attended.

If a University faculty or staff member discovers that this policy has been violated by an applicant for admission, that applicant shall be denied admission by the Director of Admissions.

**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_