MASTER’S PROGRAMS
APPLICATION INSTRUCTIONS

APPLICATION DEADLINES

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<th>Term</th>
<th>International*</th>
<th>Domestic**</th>
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*International applicants and anyone presenting international credentials
**U.S. citizens/permanent residents

If the application deadline falls on a weekend or a university holiday, applications will be accepted on the next business day following the deadline. Admissions deadlines require the submission of the online application. Applicants have up to 30 days after the deadline to submit all supporting materials.

ADMISSIONS PROCESS
Admissions applications are reviewed on a rolling basis regardless of the desired semester of entry. Early submission of your application is encouraged as space is limited.

If you have questions please contact Graduate Recruiting and Student Services at 404-413-7167 or email rcbgradadmissions@gsu.edu.

Mailing Address:
J. Mack Robinson College of Business
Office of Graduate Recruiting & Student Services
Georgia State University
PO Box 3988
Atlanta, GA 30302-3988

Physical Address:
35 Broad Street NW
Suite 605
Atlanta, GA 30303
(Corner of Marietta and Broad streets)

GENERAL INFORMATION
1. Read these instructions carefully before you begin preparing your application.
2. Your application is your means of presenting yourself to the admissions Committee. Thus, it is important that you answer all questions thoroughly and thoughtfully.
3. Do not submit your application in a binder or notebook. Also, do not submit term papers, videos, or other items of this nature in support of your application.
4. It is strongly recommended that you retain copies of your supplemental materials and forms for your records.

SELF-MANAGED APPLICATION PROCESS
1. The Robinson College of Business uses a self-managed application approach. It is your responsibility to prepare and collect all credentials and submit them to Graduate Recruiting and Student Services.

   A self-managed application requires appropriate planning to allow time for you to prepare the application properly and collect all of the required documentation. This process also gives you, the applicant, control over when your application (except for test scores) is complete.

   Once the application is submitted, applicants cannot re-enter their application. An application may be submitted without all supporting credentials; however, a final admissions decision cannot be made until all required credentials are submitted.

2. You will be sent an email acknowledging receipt of your application as well as what items are missing from your file.

ADMISSIONS APPLICATION
Applicants must submit the following:
1. Online admissions application
2. $50 non-refundable application fee
3. One official transcript from all colleges and universities attended
4. GMAT or GRE scores
5. TOEFL or IELTS scores for International applicants (please see page 3 for additional instructions)
6. Essays
7. One professional letter of recommendation (required for some programs – refer to page 2)
8. Resume

Admissions Application: The online form contains basic biographical and educational data, as well as narrative questions. Please complete all sections.

- **Essays:** There are two parts to the required essay. Please limit each response to 250 words. This portion of the application is your opportunity to highlight qualities relevant to success in graduate study in business that may not be evident in test scores and past academic performance.
- **Residency Information:** This section will be used by the university’s residency auditor to determine if you are a legal resident of the state of Georgia for tuition purposes. Complete this section even if you believe you are a nonresident.
OFFICIAL TRANSCRIPTS
You must submit one official, sealed (unopened) transcript from every college and university attended. These transcripts are required regardless of your length of stay at the institution or if the grades are listed on another school’s transcript. EXCEPTION: If you have attended Georgia State, list your dates of attendance on the applications; however, you do not have to request your Georgia State transcript. We will obtain a record of your Georgia State coursework.

Unofficial transcripts may be submitted for a provisional decision; however, official transcripts are required upon admission and should be sent soon thereafter. Please provide your college registrar with the mailing address provided on page 1. All transcripts submitted become the property of Georgia State University; they will not be returned to you or transferred to another institution.

TEST SCORES
Applicants may submit either GMAT or GRE scores. Please use the following test codes.

GMAT: Flex MBA – QCK-ZW-99
Specialized Master’s – QCK-ZW-67

GRE: 5251

The GMAT Information Bulletin and the GRE Information and Registration Bulletin includes registration information and descriptions of the content of the exams. Please visit their websites for additional information including test preparation methods, many of which are available without charge.


LETTER OF RECOMMENDATION
Letters of recommendation are not required for Flex MBA, Flex MPA, Master of Actuarial Science and MS in Mathematical Risk Management. Although, letters of recommendation are not required, applicants may still submit up to three. One Letter of recommendation is required for Professional MBA and all other specialized master’s programs. If you choose to submit a letter with your application materials, recommenders must sign their names across the sealed portion of the envelope. Electronic recommendations may be submitted when using the online application. You may not review the letters submitted to our office at any time. If you do not wish to waive access to your letters of recommendation, arrange for the recommenders to provide you with a copy.

RESUME
A professional resume is required. Please include any relevant professional experience in chronological order and limit to no more than 2 pages.
ADDITIONAL REQUIREMENTS FOR INTERNATIONAL APPLICANTS

1. Applicants who completed all or part of their education abroad may be required to have their foreign credentials evaluated by Josef Silny, Educational Credential Evaluators or WES (World Education Services). Applicants should submit their transcripts in English and our office will notify the applicant if an evaluation is needed.

2. English proficiency tests: International applicants whose native language is other than English must submit scores on the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) before admission can be considered. TOEFL and IELTS scores may not be more than two years old. If your test date does not meet this criterion, you must retake the TOEFL or IELTS and submit current scores before your application will be considered.

The TOEFL standards we would like to see at the Robinson College of Business include a score of 90 or higher. The average TOEFL score is a 101. To submit TOEFL scores to our office, please use code 5251 and department code number 02.

The acceptable English proficiency scores for the IELTS are 7 (Good User), 8 (Very Good User), and 9 (Expert User). Send all IELTS scores to the mailing address provided on page 1.

EXCEPTION: Neither the TOEFL nor the IELTS is required of U.S. naturalized citizens or international applicants who have received a degree from a regionally accredited U.S. institution. Documentation of citizenship or proof of a U.S. degree must accompany the application.

3. Georgia State University Financial Statement: Financial documentation must be submitted to the Office of International Student and Scholar Services after being accepted to the university. If you have questions regarding this process, contact that office at 404.413.2070, iss@gsu.edu or www.isss.gsu.edu.

4. When documents submitted are in a language other than English, they must be accompanied by official translations. These translations must be original and should be made by the American Embassy, the home country Embassy or appropriate government official.

5. International applicants should be aware that collecting the documents for the application packet may take additional time since international mail may be involved. Please allow additional time to submit the Georgia State University Financial Affidavit and supporting financial resources documentation. Although applications will be accepted any time prior to the admissions deadline, it is recommended that international applicants begin the application process at least 18 months in advance of their desired semester of entry.

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 the Georgia State University Office of University Relations.

Office of University Relations
Georgia State University
P.O. Box 3983
Atlanta, GA 30302-3983

Georgia State University, a unit of the University System of Georgia, is an equal opportunity educational institution and is an equal opportunity/affirmative action employer.

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