

Graduate Application for Admission Instructions

Information for Applicants to Graduate Programs

Application Checklist

The checklist below is for your use in keeping a record of your graduate application for admission to Suffolk University. You may apply to one program only for any individual start term. The Office of Graduate Admission will work with you throughout the application process to ensure an efficient and timely admission decision. We invite your questions at any time by telephone, mail, or personal visit to our office. You may contact us by phone at 617.573.8302. All application materials must be addressed as follows:

Office of Graduate Admission tel: 617.573.8302
 Suffolk University fax: 617.305.1733
 8 Ashburton Place grad.admission@suffolk.edu
 Boston, MA 02108-2770

Application Deadlines

The Communication, Criminal Justice, Political Science, and Education and Human Services programs admit students for the fall, spring, and part-time students only for the summer semesters. Economics, Graphic Design, Interior Design, and Computer Science admit students in the fall and spring only. International students should apply for fall or spring semesters only. Deadlines for both full- and part-time applications are as follows:

March 15 Financial Aid
 (Applicants seeking financial assistance should submit their completed application to Graduate Admission by this date.)

April 1 Summer Semester

June 15 Fall Semester

November 1 Spring Semester

Applications submitted after these dates will be reviewed on a space-available basis. Suffolk University uses rolling admissions.

Suffolk University also offers two PhD programs. Admission is for the fall semester only (rolling admission is not used for our PhD programs). The deadlines are as follows:

January 1 PhD in Clinical Psychology

February 1 PhD in Economics

Financial Aid Applications

Graduate fellowships commence in the fall semester. Students applying for these merit-based awards should submit their applications for admission to the Office of Graduate Admission by March 15 (for all programs except the PhD programs). Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only. For an international student to be eligible for Suffolk University fellowship awards or work-study, they must have F-1 or J-1 status.

Your application for financial aid must be submitted to the Office of Financial Aid by April 1. For further information and forms, please contact the Office of Financial Aid at:

Office of Financial Aid tel: 617.573.8470
 Suffolk University fax: 617.720.3579
 41 Temple Street finaid@suffolk.edu
 Boston, MA 02114 www.suffolk.edu/finaid

Information Sessions

Throughout the year, information sessions are held regularly to acquaint prospective students with Suffolk's graduate programs and to give them an opportunity to meet with faculty, alumni, and current students. For dates and information concerning the sessions, please contact the Office of Graduate Admission at 617.573.8302, or visit our Web site at www.suffolk.edu/gradadm.

Date sent or requested	Required Credential
_____	Graduate Application for Admission
_____	\$35 nonrefundable application fee
_____	\$50 for PhD candidates and MSCJ/MPA, MSMHC/MPA, and MSPS/MPA candidates
_____	Statement of Professional Goals
_____	Official transcripts from all undergraduate and graduate institutions
_____	Two letters of recommendation (PhD in Economics needs three)
_____	Official report of appropriate program-specific test scores
_____	Résumé
_____	International applicants: International Student Application page
_____	Official TOEFL or IELTS score report
_____	Financial Resources Certification
_____	Enrollees (full- and part-time): After admission, please send \$200 nonrefundable deposit (\$400 nonrefundable deposit for PhD enrollees)

Graduate Application for Admission Instructions

Information for Applicants to Graduate Programs, continued

Graduate Admission Policy

The graduate programs at Suffolk University seek applications from men and women of diverse educational and social backgrounds who have completed undergraduate work of distinction and who have earned a bachelor's degree from an accredited institution of higher learning.

Suffolk University selects its students and staff without discrimination on the basis of race, color, creed, national origin, gender, sexual orientation, age, or handicap.

The Graduate Admission Committee

All admission decisions are made by the Graduate Admission Committee, which relies on a variety of factors to determine a candidate's potential for success in the program to which he or she is applying. Entry-level, mid-career, and career-change applicants are all regarded as viable candidates.

The committee devotes extensive and individualized attention to every application, and each candidate is viewed within the context of what he or she has to gain from and offer to the program.

Graduate Admission Criteria

The major criteria used in the admission decision process include demonstration of intellectual and academic ability, potential for professional growth as revealed in the applicant's statement of goals and in the letters of recommendation submitted on his or her behalf, performance on a national standardized test, and evidence of personal qualities of motivation, maturity, innovation, and perseverance. With the exception of Computer Science and Economics, none of Suffolk's graduate programs requires or presupposes a background in a specific undergraduate major or field of specialization.

Personal Interview

Although evaluative interviews are not a formal part of the admission process for all programs, prospective graduate students may schedule an appointment with a member of the graduate admission staff to learn more about the degree programs and to discuss academic and professional objectives. Interviews are by appointment only. Appointments for general information may be arranged by calling the Office of Graduate Admission. Interviews are required for the PhD in Psychology, Interior Design, and Teacher Prep programs. In the final stages of the application process, students will be contacted by the department to arrange an interview.

Application Process

Applicants may apply to one program only for any individual start term.

To apply to a program in the College of Arts and Sciences, you must submit:

- A completed application form and application fee
- A statement of professional goals
- A current résumé
- Two letters of recommendation (three for PhD in Economics) from either professional or academic sources. Candidates are urged to choose individuals who know them well and who can present a balanced appraisal of their capabilities and of their potential for completing a graduate program. Letters should be written on the recommender's own letterhead and should be sent directly to the Office of Graduate Admission.
- Official transcripts of all prior academic work and proof of completion of the undergraduate degree. Coursework from one institution reported as transfer credit on another school's transcript does not constitute an official record. Failure to submit a transcript from each institution attended will delay consideration of the application. Transcripts should be sent directly by the reporting institution to the Office of Graduate Admission; however, a sealed official copy submitted by the candidate is also acceptable.
- Official test scores. (Portfolio for the Graphic Design and Interior Design programs)

International Students

All international applicants must complete the International Student Application on pages 7 and 8 of this graduate application in addition to pages 1–6. See further instructions on pages 7 and 8.

Standardized Test Scores

Please see your specific program description for requirements.

While it is certainly to the student's advantage to score well on a standardized test, it should be remembered that the examination by itself is not an infallible predictor of success in a graduate program. Test results are considered within the context of all other application materials, and there is no absolute score that precludes a candidate from receiving serious consideration by the Graduate Admission Committee.

Decision Notification and Enrollment Deposit

The Graduate Admission Committee evaluates applications as they become complete and makes every effort to notify candidates of their admission decisions within four weeks of that time. An admitted student who wishes to enroll must reserve his or her place in the class by remitting a \$200 nonrefundable deposit, which is credited to the tuition bill at the time of registration. PhD students must remit a \$400 nonrefundable deposit.

NAME _____

Graduate Application for Admission

SSN _____

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To apply for admission to any graduate program in the Suffolk University College of Arts and Sciences, YOU MUST FILL OUT THIS APPLICATION COMPLETELY. CHOOSE THE ONE PROGRAM TO WHICH YOU WISH TO APPLY. Please fill in your name and Social Security number on the top of each page. Please type or print clearly.

PROGRAM INFORMATION

1. Desired entry semester (please indicate year)
- Fall _____ Spring _____ Summer _____

2. Status
- FULL-TIME (4 courses per semester)
- PART-TIME (1-3 courses per semester)

3. Please indicate the one program to which you are applying.

-
- Doctor of Philosophy in Clinical Psychology (PhD)
- Respecialization Program in Clinical Psychology
-

Master of Arts in Communication (MA)

- Communication Studies
- Integrated Marketing Communication
- Organizational Communication
- Public Relations and Advertising
- Master of Arts in Communication/Communication Studies
— Cape Cod
-

- Master of Science in Computer Science (MSCS)
-

- Master of Science in Criminal Justice (MSCJ)
- Joint Degree: MS in Criminal Justice/
MS in Mental Health Counseling (MSCJ/MSMHC)
- Joint Degree: MS in Criminal Justice/
Master of Public Administration (MSCJ/MPA)
- Joint Degree: Master of Science in Criminal Justice/
Juris Doctor (MSCJ/JD)
-

Doctor of Philosophy in Economics (PhD)

- Econometrics
- Economic Policy Concentration
- International Economics Concentration
-

- Master of Science in International Economics (MSIE)
- Joint Degree: Master of Science in International
Economics/Juris Doctor (MSIE/JD)
- Master of Science in Economic Policy (MSEP)
-

Master of Education (MEd)

- Administration of Higher Education
- Foundations of Education
- School Counseling

Master of Science (MS)

- Adult and Organizational Learning
- Human Resources
- Mental Health Counseling
- Middle School Teaching
- Secondary School Teaching

- Joint Degree: MS in Mental Health Counseling/
Master of Public Administration (MSMHC/MPA)

- Graduate Certificate in Global Human Resources
- Graduate Certificate in Human Resources
(All CEU candidates must contact Graduate Admission
for a separate application.)

- Graduate Certificate in Instructional Design

- Graduate Certificate in Organizational Learning

Post-Baccalaureate Programs

- Middle School Teaching
- Secondary School Teaching

Post-Master's (CAGS)

- Leadership
- Mental Health Counseling
- Organizational Development
- School Counseling

Professional Development in Teaching Programs

- Middle School Teaching
- Secondary School Teaching
-

- Master of Arts in Graphic Design (MA)

- Master of Arts in Interior Design (MA)
-

Master of Science in Political Science (MSPS)

- International Relations
- Professional Politics

- Joint Degree: Master of Political Science/
Master of Public Administration (MSPS/MPA)

Certificate of Advanced Graduate Study (CAGS)

- Professional Politics

NAME _____

SSN _____

Graduate Application for Admission

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EMPLOYMENT INFORMATION

14. Please indicate your full-time work experience since the receipt of your bachelor's degree: _____ years _____ months

15. What is your current (or most recent) position?

Position/title _____

Employer/firm _____ MM / YY to MM / YY
Dates of employment

Address _____

City _____ State _____ Zip _____

Duties/responsibilities _____

Email _____ Telephone/extension () _____

16. If in your current position less than six months, please list prior positions: (Please include your résumé)

Position/title _____

Employer/firm _____ MM / YY to MM / YY
Dates of employment

Address _____

City _____ State _____ Zip _____

Position/title _____

Employer/firm _____ MM / YY to MM / YY
Dates of employment

Address _____

City _____ State _____ Zip _____

RECOMMENDATIONS

17. Please provide letters of recommendation from two individuals and list their names and information below. Letters should be written on the recommenders' own letterhead. The Graduate Admission Committee may wish to consult your references directly.

Name _____

Position/title _____

Place of employment _____

Address _____

City _____ State _____ Zip _____

Email _____ Telephone/extension () _____

Name _____

Position/title _____

Place of employment _____

Address _____

City _____ State _____ Zip _____

Email _____ Telephone/extension () _____

FINANCIAL INFORMATION

18. Will you be receiving tuition assistance, remission, or reimbursement from your employer to help pay for graduate school?

Yes No

19. Will you be receiving any other source of assistance, remission, or reimbursement to help pay for graduate school?

Yes Source: _____ No

20. Percentage of tuition reimbursement per academic year _____%

This information will be utilized to determine recipients of merit awards. Incomplete information will make it impossible for us to consider you for these awards.

If you are interested in applying for loans, you should contact the Office of Financial Aid directly by telephone at 617.573.8470 or email at finaid@suffolk.edu. You may visit the Office of Financial Aid Web site at www.suffolk.edu/finaid.

Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only.

NAME _____

Graduate Application for Admission

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ACADEMIC INFORMATION

21. Please list all colleges, universities, and graduate schools you have attended:

Institution	Location	
MM / YY to MM / YY		
Dates attended		
Major	Degree	Date of graduation
		MM / YY

Institution	Location	
MM / YY to MM / YY		
Dates attended		
Major	Degree	Date of graduation
		MM / YY

Institution	Location	
MM / YY to MM / YY		
Dates attended		MM / YY
Major	Degree	Date of graduation

You may include additional information on an attached sheet or include a résumé.

22. Please have official transcripts from every institution listed in question 21 sent to:

Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

23. Using a 4.0 (A) scale:

23a. What is your undergraduate cumulative grade point average? _____

23b. What is your grade point average for any graduate courses or degrees? _____

TEST INFORMATION

24. Please indicate the test you took and the date on which you took or plan to take the test:

- GRE (Graduate Record Examination)
MM / YY Total score _____
Verbal _____ Quantitative _____ Analytical _____
- MAT (Miller Analogies Test)
MM / YY Total score _____
- GMAT (Graduate Management Admission Test)
MM / YY Total score _____
- LSAT (Law School Admission Test)
MM / YY Total score _____

25. Have you had your score sent to Suffolk by the testing agency?

Yes If yes, when MM / DD / YY

No If no, please contact GRE at 888.GRE.SCORE, MAT at 800.622.3231, or GMAT at 609.771.7330.

SUFFOLK UNIVERSITY'S SCHOOL CODE FOR THE GRE TEST IS 3771.

NAME _____

SSN _____

Graduate Application for Admission

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ACTIVITIES AND ACHIEVEMENTS

26. In order of their importance to you, please list any major academic, professional, and/or community activities in which you have participated:

Activity

Dates

Offices held or recognition

Activity

Dates

Offices held or recognition

Activity

Dates

Offices held or recognition

27. Please list any publications, awards, or honors you have received (academic, professional, community, military, or other):

You may include additional information on an attached sheet.

STATEMENT OF PROFESSIONAL GOALS

28. **On a separate sheet of paper**, please give a thoughtful, candid analysis of your professional objectives, both long and short term, and indicate how the graduate program to which you are applying will help you achieve them. **IMPORTANT:** place your name, signature, and date on every page of your personal statement.

APPLICATION FEE

29. Please attach a \$35 (**\$50 for the PhD in Clinical Psychology, PhD in Economics, MSCJ/MPA, MSMHC/MPA, and MSPS/MPA**) nonrefundable fee in the form of a check or money order (payable to Suffolk University) to your completed application. Do not send cash or foreign currency.

NAME _____

SSN _____

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SOURCE OF CONTACT

30. How did you learn about the graduate program to which you are applying?

Career placement office of your undergraduate institution

Name(s)

Friends or colleagues who are Suffolk alumni or current students

Name(s)

Degree(s)/Year(s)

Relatives who are Suffolk alumni or current graduate students

Name(s)

Degree(s)/Year(s)

College Fair _____

City

Suffolk graduate information session _____

Month/year

Newspaper/magazine ad _____

Publication

MBTA ad _____

Line

Radio commercial _____

Station

Mailing from Office of Graduate Admission _____

Web site _____

Other _____

Whom should we thank for referring you to Suffolk University?

Name _____

Address _____

REQUIRED SIGNATURE

31. I certify that the information contained in this application is complete and accurate.

Signature

Date MM / DD / YY

IF YOU ARE NOT A US CITIZEN OR A PERMANENT RESIDENT OF THE UNITED STATES, YOU MUST ALSO COMPLETE THE INTERNATIONAL STUDENT APPLICATION ON PAGES 7 AND 8.

NAME _____

Graduate Application for Admission

SSN _____

Application page 7 of 8

If you are not a US citizen or a permanent resident of the United States, you must complete this application.

INTERNATIONAL STUDENT APPLICATION—FOR INTERNATIONAL APPLICANTS ONLY

1. Name (as seen on passport):

Last/Family name First/Given name Middle name Maiden name

2. Home country address: (You must list a foreign address for visa purposes.)

Street/PO Box

City Country Postal Code

Telephone Email

3. Current US address (if applicable):

Street/PO Box

City State Zip Code

Telephone Email

4. Date of birth: MM / DD / YY

5. City and country of birth:

6. Country of citizenship:

7. VISA/IMMIGRATION INFORMATION
Do you currently hold any type of US visa/immigration status?

- Yes If yes, visa type F-1 J-1
 Other visa type _____
University or employer
sponsor _____

All applicants holding a US B-1 or B-2 visitor
visa must obtain an F or J visa before enrolling
in courses.

No

8. If you hold an F-1 visa and are a transfer student from a United States university, answer the following questions for SEVIS.

8a. Date of entry into the US: MM / DD / YY

8b. Date of commencement
of study at first institution: MM / DD / YY

8c. I-94 number: _____

8d. SEVIS ID number
if enrolled in SEVIS: _____

To be eligible for Suffolk University fellowship awards or work-study, you must have F-1 or J-1 status.

NAME _____

Graduate Application for Admission

SSN _____

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If you are not a US citizen or a permanent resident of the United States, you must complete this application.

INTERNATIONAL STUDENT APPLICATION—FOR INTERNATIONAL APPLICANTS ONLY

9. TOEFL or IELTS INFORMATION

9a. Please indicate the date on which you took or plan to take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS):

____ / ____ / ____ Total score _____

9b. Have you had your TOEFL or IELTS score sent to Suffolk by the testing agency?

Yes If yes, when? ____ / ____ / ____

No If no, please contact TOEFL at 609.771.7100; Suffolk University's school code is 3771. Or contact IELTS at www.ielts.org.

9c. Please indicate your last name or family name as it appears on the TOEFL / IELTS report:

10. Are you planning to bring a dependent with you to the United States?

Yes No

INTERNATIONAL STUDENT INFORMATION

Suffolk University's graduate programs welcome applications to our full-time programs for fall and spring semesters only from fully qualified international students.

- In addition to the regular application materials, international students whose native language is not English must submit an official TOEFL / IELTS score. To be fully admitted to any graduate program, the student must achieve a score of 213 or above on the computer-based test or 550 or above on the paper and pencil-based test. An official copy of the test results must be sent directly from the Educational Testing Service in Princeton, New Jersey. Or an official IELTS score of 6.5 or higher must be submitted. An official copy of the test results must be sent directly from IELTS. The TOEFL / IELTS requirement may be waived for international students who are permanent residents of the United States or who have received a baccalaureate degree from a US college or university within the past two academic years.
- International students must submit a Statement of Financial Resources (showing US dollar equivalents) certifying that sufficient funds exist to cover all academic and living expenses for full-time graduate study.
- Because of visa processing regulations, the Office of Graduate Admission must produce I-20 forms by July 22 for fall admission, November 18 for spring admission. Therefore, international students who need I-20 forms must submit completed applications and financial information by July 1 or November 1.