



MIAMI UNIVERSITY GRADUATE SCHOOL

APPLICATION FOR ADMISSION



▶ If you did not receive departmental information with this packet, please contact the department(s) of your interest; phone numbers and e-mail addresses are included in the *Graduate Study Viewbook*, or contact:

The Graduate School

513-529-4125

gradschool@muohio.edu

You'll also find links to all of our graduate programs at:

www.muohio.edu/graduateschool/

The Graduate School

Miami University

Oxford, Ohio 45056

513-529-4125

www.muohio.edu/graduateschool/



Application for Admission to The Graduate School

General Instructions

This application must be completed by all persons wanting to enroll in graduate-level classes at Miami University. If you are applying for financial aid, you must return the entire four-page application. If you are not applying for financial aid or are applying for continuing non-degree status, you should complete and return the last two pages of the application. In either case, don't forget to sign the application on the last two pages. You must choose one of the following:

A. Applying for a Degree Program

Choose this if you intend to earn a graduate-level degree (master's, doctorate, or Specialist in Education) from Miami University.

1. Complete the application form, identifying your intended degree program from the list provided.
2. Submit the form to the Graduate School with a non-refundable application fee of **\$35**.
3. If you wish to apply for financial aid (associateship, assistantship, etc.), submit the Application for Graduate Award.
4. Request the college or university at which you earned your baccalaureate degree to send **two** official transcripts of your work. (Miami University students do not need to supply a transcript.) Also, **two** official transcripts of all graduate work at every graduate school you have attended must be sent to us.

A senior may apply in advance of graduation and submit transcripts of his or her record to date. That record will be judged for provisional acceptance pending submission of final transcripts.

5. You must file a new application for each new degree program you plan to pursue or for any continuing study attempted after you complete a degree. Applications are kept for two calendar years; if you have not registered during that time, you must submit a new application.
6. Many departments require documentation in addition to transcripts and test scores. See the section on Entrance Examinations. If additional documentation is required by your program, send it directly to the department.

B. Applying for Continuing Non-Degree Graduate Status (CGS)

Choose this if you intend to enroll in graduate-level classes but not pursue a degree.

1. Complete the application form, indicating your desire for continuing non-degree graduate status.
2. Submit the form to the Graduate School with a non-refundable application fee of **\$15**. (Applicants who hold a master's degree or higher from Miami University are not required to submit this fee.)
3. Request the college or university at which you earned your highest degree to send **one** transcript of your work. Photocopies of transcripts are acceptable; copies of diplomas are **not** acceptable. (Graduates of Miami University are not required to submit a transcript if the Miami degree is the highest degree earned.)
4. Please note the restrictions of this status as described on page 16 of *The Miami Bulletin, Graduate Edition*.

C. Applying for Transient Status

Choose this if you:

- have been admitted to and enrolled in a degree program at another recognized graduate school;
- **are currently in good academic standing and active in that program;** and
- intend to return to the other institution to complete that program.

Transient status is granted for one semester only; it may be renewed upon re-application.

1. Request that the application for transient standing be sent to you. No application fee is required.
2. Complete the student's part of that form and forward the entire form to the dean of your graduate school, asking the dean to complete it and send it directly to the Graduate School of Miami University. No transcript is required.

International Students

You cannot use this application to apply.

You must request an international application; contact the

Office of International Programs

513-529-5628

fax: 513-529-7383

e-mail: internationalprograms@muohio.edu

or print the forms from

www.muohio.edu/graduateschool/intlapp/

Deadlines and Entrance Examinations

Application deadlines

January 1

If you are applying for admission to psychology.

February 1

If you are applying for admission to programs in:

- Architecture
- Art
- Art Education
- English
- Environmental Sciences
- History
- Mathematics and Statistics
- Political Science
- Speech Pathology and Audiology
- Zoology

March 1

If you are applying for financial aid. Financial aid is available only to students who will be enrolled in a degree program. (Students applying for programs listed above must submit the Application for Graduate Award by February 1 or by January 1 for the Department of Psychology)

All others should submit application forms and required documents to the Graduate School as early as possible to ensure processing in time for you to enroll. Non-degree and part-time study applicants must submit applications at least three weeks prior to the beginning of the semester in which you wish to enroll. Applications received later may not be processed before the registration period at the beginning of the semester.

Entrance Examinations

1. All applicants for the **MBA degree** and the **M.Acc. degree** are required to take the Graduate Management Admission Test.
2. All applicants for **Botany, Computer Science, Geology, Gerontology, History, Mass Communication, Microbiology, Paper Science and Engineering, Political Science, Psychology, Speech Communication, and Zoology** are required to take the Graduate Record Examination.
3. All applicants for the **doctoral programs in Educational Leadership** are required to take the Miller Analogies Test. The MAT is administered by most college and university counseling centers.
4. All applicants for **Educational Psychology** are required to take either the Graduate Record Examination or the Miller Analogies Test.
5. Applicants for other degree programs are not required to take

entrance examinations if their academic records meet the standards for regular admission. However, if you have taken or plan to take the GRE or MAT, you are encouraged to submit your scores to Miami University.

6. Some programs may require additional supporting documents. Read carefully the information sent to you by the department and send required materials directly to the department.

Medical History Form

All full-time graduate students on the Oxford campus are required to submit a completed Medical History Form to the medical director of the Student Health Service prior to registration. The Medical History Form will be mailed to you with your letter confirming admission. You will not be allowed to register until the completed form is on file with the Student Health Service.

Programs and degrees

On your application (item 11) you must identify your program and the degree you intend to earn from the list below. Your application cannot be processed unless you have specified a degree and program.

Accountancy (M.Acc.)	Economics (M.A.)	Microbiology (M.S., Ph.D.)
Administrative specialist (M.Ed.)	Educational administration (Ed.D., Ph.D.)	Music education (M.M.)
Adolescent education (M.A.T.)	Educational leadership (M.Ed.)	Music performance (M.M.)
Integrated English/language arts education (M.A.T.)	Educational psychology (M.Ed.)	Paper science and engineering (M.S.)
Integrated math (M.A.T.)	Elementary education (M.Ed.)	Philosophy (M.A.)
Integrated social studies (M.A.T.)	Elementary mathematics education (M.Ed.)	Physics (M.S.)
Earth science/chemistry (M.A.T.)	English/composition and rhetoric (M.A., Ph.D.)	Political science (M.A., M.A.T., Ph.D.)
Earth science/physics (M.A.T.)	English/creative writing (M.A.)	Psychology (Ph.D.) (M.A. required step)
Earth science education (M.A.T.)	English/literature (M.A., M.A.T., Ph.D.)	Reading education (M.Ed.)
Life science (M.A.T.)	Environmental sciences (M.En.)	School psychology (M.S., Ed.S.)
Life science/earth science (M.A.T.)	Exercise and health studies (M.S.E.H.S.)	Secondary education (M.Ed.)
Life science/physics (M.A.T.)	Family and child studies (M.S.)	Secondary mathematics education (M.Ed.)
Life science/physics (M.A.T.)	Finance (M.B.A.)	Spanish (M.A.)
Physical science (M.A.T.)	French (M.A.)	Special education (M.A., M.Ed.)
Architecture (M.Arch.)	Geography (M.A.)	Speech communication (M.A.)
Art (M.F.A.)	Geology (M.A., M.S., Ph.D.)	Speech pathology and audiology (M.A., M.S.)
Art education (M.A.)	Gerontology (M.G.S.)	Sport studies (M.S.S.S.)
Biological sciences (M.A.T.)	History (M.A., Ph.D.)	Statistics (M.S. Stat.)
Botany (M.A., M.S., Ph.D.)	Management (M.B.A.)	Technical and scientific communication (M.T.S.C.)
Business administration (M.B.A.)	Management information systems (M.B.A.)	Theatre (M.A.)
Chemistry (M.S., Ph.D.)	Marketing (M.B.A.)	Zoology (M.A., M.S., Ph.D.)
College student personnel (M.S.)	Mass communication (M.A.)	
Comparative religion (M.A.)	Mathematics (M.A., M.A.T., M.S.)	
Computer science (M.C.S.)		
Curriculum and teacher leadership (M.Ed.)		

* various areas of concentration available

State Residence Determination for Fee Purposes (Required of all applicants)

If you have questions on residency, please contact the **Residency Office, 513-529-8711**.

Name _____ Social Security # _____

A. Complete Part A only if you are **financially dependent** on your parents or legal guardian. Also complete Parts C, D, and E.

1. What is their address? _____
2. If they are residents of Ohio, when did they move to Ohio? _____

B. Complete Part B if you are **financially independent** of your parents or legal guardian. Also complete Parts C, D, and E.

1. Do you live in Ohio? Yes No **If yes, when did you move to Ohio?** _____
2. Are you registered to vote in Ohio? Yes No **If yes, when did you register?** _____
3. Do you have a valid Ohio driver's license? Yes No
4. Do you own an automobile? Yes No **If yes, where is it registered?** _____
5. Have you ever received or do you expect to receive higher education loans guaranteed by a state? Yes No
If yes, from which state(s) and when? _____
6. Are you employed in Ohio? Yes No Full-time Part-time
7. Are you registering as a full-time or part-time student? Full-time (12 or more semester credit hours) Part-time (less than 12 hours)

C. Have you ever attended Miami University? Yes No **If yes, date of most recent attendance** _____

D. For what tax year were you last claimed on your parents' or legal guardians' tax return? _____

E. If you have filed a state income tax return, please specify for what state and for which tax year. _____

Background information (Required of all applicants)

Miami University is committed to maintaining a safe environment for all members of our community. All applicants must answer the following questions. An affirmative answer to either question does not automatically bar admission to the university, but does require review.

1. Have you ever been convicted of a criminal offense other than a minor traffic violation or are such charges currently pending against you at this time? Yes No
2. Have you ever been dismissed, suspended, or placed on probation for nonacademic reasons by any college or university? Yes No
If you answer yes to either of the above questions, attach a statement of explanation.

I hereby certify that the information given by me in this application is complete and accurate. If my answer to any question is later rendered incorrect by subsequent events, I agree to immediately notify the Graduate School in writing.

Signature of Applicant _____ Date _____

Current Mailing Address _____

Miami is in accordance with section 438 (B) (4) (B) of the Family Educational Rights and Privacy Act of 1974 stating that the information you are providing is on the condition that Miami, its agents, and employees will not permit any other party to have access to such information without your written consent.

Application for Graduate Award

Financial aid is available only to students in a degree program. If you wish to apply for a financial award, **return this form with your Application for Admission by March 1** (or by Jan. 1 for the Department of Psychology or by **Feb. 1** for the departments of Architecture, Art, Art Education, English, Environmental Sciences, History, Mathematics and Statistics, Political Science, Speech Pathology and Audiology, and Zoology).

1. I am applying for a: Teaching Associateship, or Graduate Assistantship, or Residence Hall Assistantship

in the Department or Office of _____ to begin _____
(month and year)

2. Name _____
(last) (first) (middle) (previous, if any)

3. Present Address _____

4. Telephone _____

5. Major G.P.A. _____ Overall G.P.A. _____ Graduate G.P.A. (if applicable) _____

6. List three faculty members or professional colleagues who know your qualifications for graduate study and from whom you will request letters of recommendation. Please have letters of recommendation sent directly to the major department.

Name	Position	Address
_____	_____	_____
_____	_____	_____
_____	_____	_____



MIAMI UNIVERSITY

Miami University does not discriminate on the basis of sex, race, color, religion, national origin, disability, age, sexual orientation, or veterans' status in its educational programs, activities, admissions, or employment policies as required by Title IX of the Education Amendment of 1972, Title VI and VII of the Civil Rights Act of 1964, sections 503 and 504 of the Rehabilitation Act of 1973, Executive Order 11246 and all its amendments, Americans With Disabilities Act, and Ohio Revised Code 4112.02. Any violations of this policy should be referred to the Office of Equity and Equal Opportunity, Hanna House, Miami University, Oxford, Ohio 45056, 513-529-7157 (TTY accessible).