



Requirements For Graduate Studies Admission Kentucky State University



Dear Prospective Graduate Applicant,

Thank you for your interest in Graduate Studies at Kentucky State University (KSU). We are delighted that you are interested in our graduate degree program(s).

KSU offers eight graduate degree programs:

- Doctor of Nursing Practice (BSN-DNP)
- Master of Arts in Special Education
- Master of Business Administration
- Master of Interdisciplinary degree program in Behavioral Sciences
- Master of Public Administration
- Master of Science in Aquaculture
- Master of Science in Computer Science
- Master of Science in Environmental Studies

In order to be considered for admission into any of the graduate degree programs, all application materials listed below must be submitted directly to the:

**Office of Graduate Studies
Kentucky State University
Suite 256 Academic Services Building
400 East Main Street
Frankfort, KY 40601**

The packet of graduate application forms can be downloaded from <http://kysu.edu/academics/graduate-studies/graduate-admission/>

List of all application materials you are required to submit:

1. Graduate Studies Main Application Form page
2. Graduate Studies Supplement Application Form page
3. Personal Essay/Statement of Goals/Career Objectives
4. Resume
5. Application Fee (\$30 for US citizens and Permanent Residents; \$100 for internationals)

NOTE:

You would need an ID to make payment. Use your KSU ID, if you already have one. Otherwise, you will be supplied with an ID once we receive your application forms. You can make payment the following ways:



Inspiring Innovation.

Growing Leaders.

Advancing Kentucky.

Kentucky State University is an equal educational and employment opportunity/affirmative action institution.

1) Pay at the Cashier's Office on campus.

2) Mail check or money order to:

Cashier's Office
Academic Services Building, Suite 364
Kentucky State University
Frankfort, KY 40601

Note: Please write your name and address on the check.

3) Call the Cashier's Office at **(502) 597-6590** and make payment using debit or credit card.

6. Official College/University Transcript

NOTE:

- Request the Registrar of the college or university you graduated from to send your transcript directly to the **Office of Graduate Studies**.
- If you are a Kentucky State University student or graduate, you can request your KSU transcript at the website <http://kysu.edu/administration-governance/academic-affairs/registrar/transcript-request/>

7. GPA Requirements

- For US citizens and Permanent Residents who obtained their baccalaureate or advanced degrees in the US, **Regular Admission** requires an undergraduate cumulative grade point average (GPA) of at least 2.7 on a 4.0 scale.
- For US citizens and Permanent Residents who obtained their baccalaureate or advanced degrees in the US, **Probationary Admission** may be granted with an undergraduate cumulative grade point average (GPA) between 2.4 and 2.69.
- Each graduate program may specify a more stringent standard. Program accreditation requirements may establish other alternatives for or not allow probationary admission.
- For International Applicants, **Regular Admission** requires a minimum grade-point average of 3.0 on a 4.0 grade point scale or its equivalent in undergraduate coursework as evidenced by official transcripts. All transcripts must be submitted in English, and any translation certified.
- International applicants cannot be granted "Probationary Admission" since that admission status will not allow them to be granted student visa.

8. Official Graduate Admissions Test Scores (e.g., GMAT, GRE, Praxis Core Academic Skills)

Verbal Reasoning	140
Quantitative Reasoning	140
Analytical Writing	4.0
Combined Score	284

The following **exceptions** apply:

- GRE scores will be waived for applicants for admission into a master's degree and who already have received a Master's degree or higher from a regionally accredited institution.



- GRE scores will not be required for admission into the Doctor of Nursing Program (DNP) because of the professional certification requirement for admission into the program.
- The Master of Business Administration (MBA) prefers GMAT with a minimum score of 400, but will accept the GRE scores specified above.
- The Master of Arts in Special Education prefers “Core Academic Skills Test (CASE) minimum score” but will accept the GRE scores specified above. The following scores are required, per Kentucky Education Professional Standards Board*:

Core Academic Skills for Educators:

Reading	156
Writing	162
Mathematics	150

GRE® General Test:

Verbal Reasoning	150
Quantitative Reasoning	143
Analytical Writing	4.0

*For additional information, please go to <https://www.ets.org/praxis/ky/requirements> .

- Take the appropriate test and request the testing agency to send the test score report directly to the **Office of Graduate Studies at Kentucky State University**. See the address above.
- Information about GRE Test is available at <http://www.ets.org/gre>
- Information about GMAT Test is available at <http://www.mba.com/>
- Information about PRAXIS Core Academic Skills (CASE) Test is available at <https://www.ets.org/praxis/> and <https://www.ets.org/praxis/ky/requirements>
- The institutional code to use to request your Test Score to be sent to Kentucky State University is **1368**

9. Three references

NOTE:

- Request three people (faculty members or others with academic credentials who are familiar with your potentials for graduate studies) to complete the reference forms and/or write you recommendation letters and send them directly to the **Office of Graduate Studies**.
- For fast delivery, references and/or recommendations can be sent directly to grad@kysu.edu

10. Supervisor Recommendation, if you are employed.

11. Graduate Application Deadlines are as follows:

July 1 for the fall semester
November 15 for the spring semester
May 1 for the summer term.



Additional application requirements for international applicants:

1. International Applicant Supplement Page

NOTE: The form is contained in the “KSUApplicationforInternationalGraduateAdmissions.pdf” application form package.

2. Translation and Evaluation of your Transcripts

Note:

- For degree(s) obtained outside of the United States, request the Registrar of the institutions you obtained your degree(s) from to send your transcript(s) to an Evaluation and Translation Agency (e.g., World Educational Services (WES)).
- Request the agency to send copies of the translated and evaluated transcripts to the **Office of Graduate Studies at Kentucky State University**. See the address above.
- WES contact information is as follows:

World Educational Services Inc.
P.O. Box 745 Old Chelsea Station
New York, NY 10113-0745
Tel: 212-966-6311
Fax: 212-966-6395
Toll free: 800-937-3895
E-mail: info@wes.org

- Information about other accredited evaluation and translation services are available at the National Association of Credential Evaluation Services web site (<http://www.naces.org/>).

3. GPA Requirement

Note:

- 1) See GPA Requirements section above.
- 2) At times, GPAs from institutions outside of the United States are translated and/or evaluated slightly higher by internationally recognized evaluation agencies (e.g., WES). Therefore, it is in your best interest to request an evaluation agency to send an official copy of the report of your transcript evaluation directly to the Office of Graduate Studies at Kentucky State University.

4. Official English Language Proficiency Test (TOEFL, IELTS, etc.) scores.

Note:

- Required test scores:

TOEFL

Paper Test	500
Internet Based	61
Computer Test	173

IELTS – minimum of 6.0.

- Request the testing agency to send the test score(s) directly to the **Office of Graduate Studies at Kentucky State University**.



- Satisfactory completion of an ESL program in the United States may fulfill the requirement of an equivalent English Language Proficiency Test.
- Students completing their undergraduate studies in the United States or at foreign universities where English is the principal language of instruction are exempt from submitting TOEFL scores, and may be admitted to the program with a cumulative grade-point average no less than the minimum required for regular admission to the desired program. Students exempted from submitting TOEFL scores will be required to complete the GRE or GMAT, if required by the program, and must meet all the requirements for regular admission into the desired program.
- Information about TOEFL Test is available at <http://www.ets.org/toefl>
- Information about IELTS Test is available at <http://www.ielts.org/>
- The institutional code to use to request your Test Scores to be sent to Kentucky State University is **1368**

5. Declaration & Certification of Finances form

NOTE: If admitted to KSU Graduate Studies and a graduate program, international applicants will be required to complete and submit the **Declaration & Certification of Finances form**, or other satisfactory verification of financial support, before the University can issue Form I-20 required to obtain a US visa.

6. Deposit for International Students

NOTE: If you are admitted to KSU Graduate Studies and a graduate program, you will be required to pay a **deposit (\$3,500)** before the University can issue Form I-20 required to obtain a US visa. Full sponsorship or assistantship may meet the requirement.

Let us know if you need any additional information. We look forward to receiving your application materials.

Best Wishes and Warm Regards.

James Obielodan, Ph.D.

Professor & Director of Graduate Studies

Office of Graduate Studies

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