

MATERIALS REQUIRED TO COMPLETE APPLICATION:

- ◆ **APPLICATION FORM:** Complete the Application for Admission. Type or print in black or blue ink. Fax copies are not acceptable.
- ◆ **APPLICATION FEE:** An application fee of \$27 (resident) or \$37 (non-resident) must accompany each application for admission. The application fee cannot be waived or deferred and is not refundable.
- ◆ **STATEMENT OF PURPOSE:** Use enclosed form or include on a separate sheet and attach to the application.
- ◆ **TRANSCRIPTS:** You must provide two official transcripts from each college or university attended. Graduates of West Virginia State University must provide official WVSU transcripts. Transcripts may be sent in a sealed envelope or may be sent directly from the institution.
- ◆ **LETTERS OF RECOMMENDATION:** The forms can be sent to the applicant in a sealed envelope with the signature of the writer across the seal so that it can be submitted with the application or the form may be sent directly to the Media Studies Graduate Program. Recommendations are available in the Media Studies/Communications office or on-line.
- ◆ **GRE SCORES:** Applicants must take the Graduate Record Examination and have their scores sent to the Media Studies Graduate Program at West Virginia State University.

STUDENT CATEGORY

- ◆ **Post-Baccalaureate Graduate:** Students who have a Bachelor's degree from a regionally accredited college or university and are not currently enrolled in a specific graduate program.
- ◆ **Transient Graduate:** Students who have a Bachelor's degree from a regionally accredited college or university (including West Virginia State University and **are currently** enrolled in a specific graduate program (i.e. Marshall University's Humanities M.A.).
- ◆ **Non-Degree students:** Students interested in taking specific classes but not enrolling in the degree program must still complete an application **but need not** submit GRE scores or letters of recommendation. Completed graduate and undergraduate transcripts must be on file and are necessary prior to enrollment. Permission to take courses without enrolling in the degree program may be granted by the Media Studies Program Coordinator. Non-degree students may not enroll in more than 12 hours of graduate credit without applying for program admission.

**Application For Admission MEDIA
STUDIES Graduate Program West
Virginia State University (1/1/10)**

Return to: Media Studies Graduate Program, West Virginia State University
402 Davis Fine Arts, P.O. Box 1000, Institute, WV 25112
Phone: (800) 987-2112 or (304) 766-3195

PERSONAL DATA

Date of application: _____ Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Preferred First Name: _____ Date of Birth: _____

Current Address: Street or P.O. Box: _____

City _____ State _____ ZIP _____ County _____

Home Phone Number: _____ Business/Other Phone Number: _____

Email: _____

Permanent Address (if different): _____

Have you ever been enrolled in school under any other name(s)? Yes _____ No _____

If so, please provide full name(s): _____

Name of parent, guardian or spouse: (May be used in case of emergency--optional).

(Last, First, Middle): _____ Relationship: _____

Street or P.O. Box: _____

City _____ State _____ ZIP _____ County _____ Country _____

Home Phone Number: _____ Business/Other Phone Number: _____

Email: _____

Are you a U.S. Citizen? Yes _____ No _____ If not, please indicate immigration status: _____

_____ VISA: _____

(Include a copy of both sides of your I-551 card)

Additional Personal Data (Disclosure of additional personal data is optional and will in no way affect a decision concerning your application.)

Date of Birth: ____ / ____ / ____ Birthplace (State): _____ Gender: Male _____ Female _____

Have you ever served in the U.S. Armed Forces? Yes _____ No _____

Will you be applying for veteran's benefits? Yes _____ No _____

Ethnicity (Optional):

Please check one of the following that best describes your ethnicity:

_____ Hispanic or Latino	_____ Asian
_____ Native American Indian or Alaska	_____ White
_____ Native Hawaiian or Other Pacific Islander	
_____ Black or African American	_____ Race/Ethnicity Unknown
_____ Non-Resident Alien	_____ Resident Alien

Enrollment Data

Year you plan to enroll: _____ Term/Semester you plan to enroll: _____

State of Residency: _____ If resident of WV, how long have you (and/or your parent or guardian) lived in WV? Years _____ Months _____

Student Category:

1. _____ Post-Baccalaureate Graduate 2. _____ Transient Graduate 3. _____ Non-Degree Graduate Student

Academic History

College(s) Attended (Undergraduate):

Name of College/University City State Date of Graduation Degree Major

__ I plan to take __ took the GRE in ____/____

and my scores are V _____ Q _____ Writ. Assessment _____

Have you been suspended or expelled for academic or disciplinary reasons? Yes _____ No _____

If you have, are you currently eligible to return to that institution? Yes _____ No _____

List the three (3) people you've asked to write letters of recommendation. They should be familiar with your educational and/or professional work and be able to evaluate your potential success as a graduate student.

Name

Position

Address

Application checklist:

- I am enclosing/have requested official transcripts from the institutions where my degrees were earned
- I am enclosing/ have requested official transcripts for any transfer work I would like used toward my graduate degree.
- I have requested an official score report for the GRE general test and TOEFL, if applicable
- I am enclosing/ have requested three (3) letters of recommendations.
- I have enclosed the \$22 (resident of WV) or \$32 (non-resident) graduate application fee.

I certify that all statements in this application are complete and true and I give the aforementioned institutions permission to use this information for statistical and reporting purposes. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or dismissal.

Signature: _____ Date: _____

Note: West Virginia State University adheres to the principles of equal opportunity without regard to race, color, gender, age, creed, national origin or disability. This policy extends to all programs and activities supported by the University.

**WEST VIRGINIA STATE UNIVERSITY
MEDIA STUDIES GRADUATE PROGRAM
RECOMMENDATION FORM**

Send this form directly to the student in a sealed envelope with your signature across the seal so that the student can return it with the completed application **OR** send it directly to:

**Media Studies Graduate Program
402 Davis Fine Arts
West Virginia State University
PO Box 1000
Institute, WV 25112**

1. Name of Applicant _____
2. Social Security Number _____

To the Applicant:

The Family Privacy Act allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to 1 January 1975.

Upon its completion and submission, college faculty will utilize this document to evaluate your qualifications to be admitted into the graduate program in Media Studies. It may also be used to assist in the selection of graduate assistants. Before submitting this form to the person who will be writing your recommendations, please check one of the following statements relative to the confidentiality of your files.

_____ I DO wish to waive my right to see this document.

_____ I DO NOT wish to waive my right to see this document.

Signature of Applicant

Date

.....
TO THE PERSON MAKING THIS RECOMMENDATION:

The above named applicant for admission to the Media Studies Graduate Program has given your name as a reference. The Graduate Program would appreciate your cooperation in providing the following information regarding the applicant's qualifications. References should be acquainted with applicant's academic ability.

I have known the applicant for: _____ Semesters _____ Years

During this time,
the applicant was a/an: _____ undergraduate student _____ advisee

_____ departmental assistant _____ other

Phone: Add 304 area code and 766 prefix (to phone numbers below)

Mailing Address: (Office Name)
Location
P.O. Box 1000
Institute, WV 25112-1000

Phone Numbers And Location

Phone Location

3221	A106	Admissions
3322		Alumni Affairs
3165	F210	Athletics
3102	H101	Biology
3102	H101	Bio-Technology
3352		Bookstore
3250	W216	Career Services
3141	A117C	Cashier
3168	S 1 st Fl	Collegiate Support Services
3195	D402	Communications
3168	S115	Counseling Center
3386	A112	Graphic Communications
3323	P138G	Health Center

Phone Location

4291	S801	Land-Grant Programs
3116		Library
3195	D402	Media Studies
3111	A103	President's Office
3353	W112	Public Safety
3144	A128	Registration Office
3037	P130G	Residence Life & Services
3353	W110	Security - 911
4122	F212	Sports Information
3288		Student Activities Office
3140	S333	Student Affairs
3131	A324	Student Financial Assistance
3378		Student Union Information
0	A108	Switchboard

Security information incorporated in the same places as the EEO statement:

West Virginia State University in adhering to its commitment to maintain a safe and tranquil environment and assist the members of the College Community to provide for their own safety, well-being and security, conducts a variety of seminars, publishes and disseminates information reference to law enforcement authority, practices and procedures; crime prevention and reporting practices; self safety techniques; sexual assault and abuse prevention... etc. WVSU complies with the Jeanne Clery Act by publishing Crime Statistics for the present and two previous calendar years. This information can be viewed by logging to WVSU Department of Public Safety website at www.wvstateu.edu/admin/publicsafety. A hard copy of the Crime Statistic can be obtained by contacting a Public Safety representative at (304) 766-3353 or Fax (304) 766-5193 or writing to Department of Public Safety, PO Box 1000, Campus Box 124, Institute, WV 25112-1000.

Ethnicity (Optional):

Please check one or more of the following:

_____Hispanic or Latino_____American Indian or Alaska Native
_____Asian_____Black or African American
_____Native Hawaiian or Other Pacific Islander_____White
_____Race/Ethnicity Unknown

_____Non-Resident Alien_____Resident Alien