

**PLEASE ATTACH MONEY ORDER ONLY FOR NON-REFUNDABLE APPLICATION
PROCESSING FEE OF \$30.00. CASH OR CHECKS WILL NOT BE ACCEPTED**

**APPLICATION FOR ADMISSION TO A GRADUATE PROGRAM
THE FLORIDA AGRICULTURAL AND MECHANICAL UNIVERSITY
OFFICE OF GRADUATE STUDIES
Tallahassee, Florida 32307**

Please read carefully before completing application

GRADUATE DEGREE-SEEKING students must meet the following requirements:

- A. At least one of the following:
 - Earned a "B" (3.0) average or better for the last 60 semester hours (or equivalent) of undergraduate work attempted, and/or
- B. A combined score (verbal and quantitative) of 1000 or better on the Graduate Record Examination (GRE), or a minimum score of 600 on the Graduate Management Admission Test (GMAT)

GRADUATE DEGREE-SEEKING students must submit the following:

- A. Official undergraduate transcript(s) from all institutions attended
- B. GRE or GMAT Scores
- C. Personal Statement
- D. 3 Letters of Recommendation

While an extremely small number of applicants, who are deficient in the aforementioned criteria may be admitted provisionally, applicants should be cognizant that admission to graduate studies is primarily determined by their ability to fulfill the above requirements (Check with the appropriate college, school or institution for additional criteria).

Students who do not wish to pursue a degree or those who do not meet the requirements for admission to a graduate program may attend Florida Agricultural and Mechanical University (FAMU) under the non-degree seeking POST BACCALAUREATE classification. Individuals admitted to this category may enroll in graduate courses subject to availability of class space and approval of the college, school or institute concerned.

The applicant must submit official transcripts of his/her academic record from each college or university attended. The transcripts(s) must provide evidence of the applicant's bachelor's degree. Unofficial transcripts in the possession of applicants are not acceptable.

It is the applicant's responsibility to make arrangements to take the GRE or the GMAT. The Educational Testing Service (ETS) will mail the official test results directly to the Admissions Office. Foreign applicants whose native language is not English must also take the Test of English as a Foreign Language (TOEFL) and have their scores submitted by ETS. The GMAT is required for admission to the School of Business and Industry.

INTERNATIONAL STUDENTS

If you have attended any international universities, a translation and evaluation of work completed at each institution is required. Transcripts should be sent to one of the agencies below for a course-by-course evaluation. Request the agency to send the evaluation directly to FAMU. Please note that if you have earned 60 or more semester or 90 quarter hours at a post-secondary US institution, it will not be necessary for you to submit your secondary school records.

EDUCATIONAL EVALUATIONS AND TRANSLATIONS

World Education Services, Inc.
PO Box 5087
Bowling Green Station
New York NY 10274
212.966.6311
www.wes.org | info@wes.org

Josef Silny & Associates, Inc.
7101 SW 102nd Avenue
Miami FL 33173-1364
305.273.1616
www.jsilny.com | info@jsilny.com

Health records are required of students registered for six semester hours or more (nine hours are considered as full-time for fee purposes). Therefore, if an applicant indicates full-time (6 semester hours) on his/her application, a Medical Records Form will be mailed to the applicant. The completed Medical Records Form should be sent directly to the Student Health Clinic Office.

Questions regarding housing and/or Financial aid should be directed to the appropriate offices.

**ALL NECESSARY CREDENTIALS MUST BE ON FILE BEFORE ADMISSION WILL BE CONSIDERED.
APPLICANT MUST SUBMIT RESULTS OF THE GRE REGARDLESS OF SCORES.**

26. Permanent address of parent, spouse or legal guardian
Phone: Area _____ Number _____
(Number & Street) (City) (County) (State) (Zip Code)

27. Parent, Spouse or legal guardian's current address (if different from item 26)
Phone: Area _____ Number _____
(Number & Street) (City) (County) (State) (Zip Code)

28. Have you any physical disability? Yes No
29. Have you ever had an illness of physical or emotional origin requiring sustained treatment or frequent absence from school or work? Yes No

31. Have you ever been charged with a violation of the law, which resulted in, or if still pending, could result in probation, community service, a jail sentence, the revocation, or suspension of your driver's license (including traffic violations which resulted in a fine of \$200 or more)? YES NO

32. If you have answered yes to any of items 28 through 31, please give details including all charges/convictions and provide specifics where applicable:

33. Non U.S. Citizens Only:
What Visa do you presently hold? F1, F2, J1, J2, None Other (Specify) _____ Date _____
 F1, F2, J1, J2, None Other (Specify) _____
What institution issued your last I-20? _____
If permanent immigrant, give your alien registration number as shown on your immigration Form I-151. _____

IMPORTANT: EACH APPLICANT MUST READ AND SIGN THE FOLLOWING SECTION

I certify that the information given in this application is complete and accurate and I understand that making false or fraudulent statements within this application or residence affidavit may result in disciplinary action, denial of admission and invalidation of credits or degrees earned. If admitted, I hereby agree to abide by the policies of the Board of Trustees and the rules and regulations of the University. Should any of the information I have submitted change prior to my entry to the university, I will immediately notify the Office of Graduate Studies.

I understand that I must submit a money order for \$20.00 with this application.

Applicant's Signature Social Security Number _____ Date _____

DO NOT FORGET TO EXECUTE THE APPROPRIATE SECTION ON PAGE 4.

STATE UNIVERSITY SYSTEM OF FLORIDA - INFORMATION FOR RESIDENCE CLASSIFICATION

A resident affidavit must be filed by each student applying for admission to any SUS institution in Florida

The basic rule of Florida residence states that a **Florida student** is a person (or if the person is less than 18 years of age, the parent or legal guardian) who has domicile in and has resided in the state of Florida for at least twelve (12) consecutive months immediately preceding the first day of classes of the academic term for which the classification is to take effect.

In determining eligibility for classification as a **Florida student** the university will take into consideration actions taken by the student (or if applicable, the parent or guardian) which show that residence of 12 months has been established in the State of Florida. Such actions should include registering to vote in Florida, obtaining a Florida Driver's License, registering motor vehicles in Florida, and any other action which shows that permanent residence has been established in this state. If such actions have not been taken, an explanation must accompany the affidavit.

The following are special categories and are treated as exceptions to the basic rule indicated above. If you feel there is a possibility that you might qualify under one of these categories, indicate that category below and complete the affidavit. Detailed documentation as indicated for the category must be provided.

- _____ Members of the Armed Services stationed in Florida on active duty, their spouse and dependent students. (Provide a copy of current orders, plus proof of marriage and/or dependency if applicable.)
- _____ Veterans of the Armed Forces with 20 or more years of active service who move to Florida within one year of retirement, the spouse and dependent students. (Provide copy of DD-214, proof of move to Florida within one year of retirement, plus proof of marriage and/or dependency if applicable.)

- _____ Full time school teachers and faculty of community colleges under current teaching contract in Florida, their spouses and dependent students. (Verification of full-time employment from school, plus proof of marriage and/or dependency if applicable.)
- _____ Full-time faculty, administrative and professional, and career service employees of the State University System, their spouses and dependent students. (Provide letter from institution's Director of Personnel reflecting status as full-time employee, plus proof of marriage and/or dependency if applicable.)
- _____ Florida residents living in the Panama Canal Zone who have not established residence elsewhere, their spouses and dependent students. (Provide proof of previous Florida residence, plus proof of marriage, and/or dependency if applicable.)
- _____ Florida residents who had residency interrupted by service in the armed forces, Peace Corps or other government-sponsored volunteer organization. (Military service: Provide proof of home of record, periods of actual residence in Florida, date and state from which you last entered active military service, date and state of last voter registration. Peace Corps; etc: Provide letter certifying participation in program and proof of previous Florida residency.)

The following affidavit is provided **for the person claiming Florida Residency** to make a statement of facts which may be used in determining eligibility for classification as a Florida resident for tuition purposes.

Please Print **FLORIDA RESIDENT AFFIDAVIT**

Name of the student _____ Social Security No. _____
FIRST MIDDLE LAST

Name of claimant to student: _____
FIRST MIDDLE LAST

Relationship of claimant to student _____

Permanent legal address of claimant: _____
NUMBER STREET CITY STATE ZIP

Date claimant began current residence in Florida: _____
MONTH DAY YEAR

Claimant's Florida Drivers License No.: _____ Date Issued: _____

Claimant's Vehicle Registration: _____ County: _____ Date: _____

Claimant's Florida Voter Registration: County: _____ Date: _____

Non-U.S. Citizen Only: Permanent Resident Alien Number and Date card issued: _____

Vietnamese or Cuban Parole Card and date issued: _____

I certify that I have established Florida domicile and residency as indicated above and that it is my intention to make Florida my permanent home.

 Signature of person claiming Florida residency (in ink)

 Date

NON-FLORIDA RESIDENTS ONLY

I understand that I do not qualify as a Florida resident for tuition purposes for the term for which this application for admission is submitted and that if I should qualify for some future term, it will be necessary for me to file a Residence Affidavit at that time in order to have my classification changed.

 Signature in ink

 Date