

Graduate Admissions

1. Who is the contact person for graduate admissions?

Michaela House, Coordinator of Graduate Admissions, Registration, and Graduation
Phone: 850-599-3505 (office staff answering office phones remotely)
Email: Michaela.house@famu.edu

2. Where do I submit my official transcript

Please submit official transcript(s) to:

Florida A & M University
School of Graduate Studies, Research, and Continuing Education
515 Orr Drive
469 Tucker Hall
Tallahassee, FL 32307

Or

Send electronically to:

gradadmissions@famu.edu

3. If I am a returning FAMU student, do I have to submit an official transcript from the university?

No, returning FAMU students do not have to submit an official transcript.

4. What is the required minimum GRE score and what components are required for admission:

Combined score of at least 300 on the verbal and quantitative sections of the GRE.

5. How long are GRE/GMAT scores valid?

GRE/GMAT score are valid for 5 years from test date.

6. Can LSAT scores substitute for GRE scores:

Yes, LSAT scores can substitute for GRE scores, but they must be official and no more than 5 years old.

7. What is FAMU School Code for test scores?

School code 5215.

8. If I attended another institution and took graduate courses, how many credits will transfer?

A total of 6 hours for master's degree and 12 hours for doctoral degrees can be transferred to your graduate record from an accredited institution. However, these courses have to be approved by the department/program before they will be accepted.

9. Can I apply to more than one program?

Yes. However, each application requires a non-refundable application fee of \$30.00.

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10. Can I be in two graduate programs at the same time?

No. Student can only declare one graduate major.

11. I want to begin courses immediately. Does FAMU admit students every semester?

The majority of departments admit students for the fall semester, with applications typically being submitted six months to one year in advance. For admission information specific to your department of interest, please visit the department's website.

12. How will I be notified of the admission decision?

Once a decision has been made, an email will be sent from the Dean of the Graduate Studies and Research to the email address provided in the application. The email will direct you to the decision letter. Please note that the decision cannot be given over the telephone.

13. How can I enroll in individual graduate courses without being an admitted graduate student (Non-degree seeking applicant)?

It may be possible to enroll in individual graduate level courses through the registrar's office. If you are interested in taking course(s) but not working toward a degree, you may qualify to register as a non-degree seeking student (**provided you have not been denied admission to the university**). As a non-degree seeking student, you are required to follow the regular registration procedures and pay the same fees as other students. In addition, a non-degree seeking student application form must be completed and submitted on or before the deadline. Please note that non-degree seeking students are not eligible for financial aid. For more information:

<http://www.famu.edu/index.cfm?Registrar&Non-DegreeSeekingAdmission>

14. Does FAMU give conditional admission for international students?

No. International students must meet the university's minimum requirements which includes a passing TOEFL score to be admitted. Please refer to link below for more details:

<http://www.famu.edu/index.cfm?graduatestudies&InternationalApplicants>

15. What is the required IELTS and TOEFL scores score for international applicants?

IELTS: 6.5

TOEFL: 550/paper-based; 80 internet based

16. What is the amount of funding that must be verified from an international applicant to complete an I-20 request?

Florida A&M University is required by U.S. government regulations to verify the availability of adequate funding for your tuition, fees, and living expenses for the duration of your academic program. The total amount must reflect **\$39,970.00** for graduate study per academic year. Include an additional **\$4,500** per academic year for your spouse and **\$1,800** per academic year for each child if they will be accompanying you to the United States. All amounts must be in U.S. dollars. We cannot issue the I-20 your visa until this form is completed and returned to the Office of Graduate Admissions.

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17. **As an international applicant, what other course by course transcript evaluations are acceptable at FAMU besides World Evaluation Services, Inc. (WES) and Josef Silny, Inc. International Education Consultants?** Acceptable evaluators can be found at the web pages of the National Association of Credential Evaluation Services (NACES) <http://www.naces.org/>

18. **Can I submit a paper application?**

No. The Graduate Admissions Office requires all applicants to use the online application which can be found at <https://www.applyweb.com/famug/>

19. **Contact List for the School of Graduate Studies and Research**

Main Phone: 850-599-3505 or 850-561-2423

Office Fax: 850-599-3727

Admissions Inquiries: gradadmissions@famug.edu

General Inquiries: gradstudies@famug.edu

David H. Jackson Jr., Ph.D.

Associate Provost for Graduate Education & Dean of the School of Graduate Studies,
Research and Continuing Education

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Reginald K. Ellis, Ph. D, Assistant Dean

Graduate Feeder, Professional Development Workshops, Appeals,
Graduate Record Examinations (GRE) Prep, and Graduate Council
Thesis and Dissertations and ProQuest, Technical Support and Graduate Research

Email: Reginald.ellis@famug.edu

Brianna Ross, Graduate Feeder Scholar Program Coordinator

Graduate Feeder, Graduate Studies Events, and Social Media Accounts

Email: Brianna.ross@famug.edu

Mr. Derrick Standifer, Academic Program Coordinator

University Travel, Student Appeals, Grad Studies Website, Thesis and Dissertation
Concerns,

Email: Derrick1.standifer@famug.edu

Ms. Michaela House, Coordinator of Graduate Admissions and Registration

Graduate Admissions, Student Registration, GRE/GMAT Scores, Graduation Inquiries

Email: Michaela.house@famug.edu

Ms. Tamiko Smith, Graduate Accounting Coordinator

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Graduate Funding and Assistantships, Graduate Insurance, Travel, Purchasing, Human Resources, and Travel Awards

Email: Tamiko.smith@famu.edu