

# FM Graduate Application

All graduate degree seeking applicants must submit:

- Graduate application
- Application fee - \$37.00. Please make the check payable to Francis Marion University.
- Official transcript(s) from each college or university attended at both the graduate level and undergraduate level. Transcript(s) must be in a sealed envelope.
- Information required by the specific program.
- Graduate nursing candidates must submit: RN license.

All International students must also submit:

- Financial statement
- TOEFL scores

To be guaranteed timely consideration for acceptance into the graduate program, all requested materials must be submitted to the appropriate academic unit by the deadline specified by each program.

It is the applicant's responsibility to gather **all** materials to complete their application. Only completed applications (with all materials) will be reviewed by the appropriate academic unit.

Please submit application to the attention of the appropriate academic unit (Business, Education, Nursing or Psychology) at the address below.

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## FRANCIS MARION UNIVERSITY

PO Box 100547 • Florence, SC 29502 • 843-661-1284 • [www.fmarion.edu/academics/graduateprograms](http://www.fmarion.edu/academics/graduateprograms)

# General Information

Please print in ink or type:

**Enrollment type** (check one):

- New graduate student who has never earned graduate credit at an institution
- First-time graduate student at FMU who has also earned graduate credit at another institution
- Graduate student returning to FMU graduate program

**Enrollment status** (check one):

- Degree Seeking (seeking to earn a master's or specialist degree from FMU)
- Non-Degree Seeking (taking courses for personal enrichment, job growth, or recertification)
- Transient Student (taking courses to apply toward work at another institution)

*NOTE: Written permission from the Academic Officer or Registrar of original institution must be received prior to registering.*

**Program:**

- Business
- Education
- Nursing
- Psychology

**Term applied for:**

- Spring 20\_\_\_\_
- Late Spring 20\_\_\_\_
- Summer I 20\_\_\_\_
- Summer II 20\_\_\_\_
- Fall 20\_\_\_\_

**Demographics:**

Are you Hispanic/Latino? \_\_\_\_ Yes \_\_\_\_ No

Regardless of your answer to the prior question, please select one or more of the following ethnicity that best describes you:

- \_\_\_\_ American Indian or Alaska Native
- \_\_\_\_ Asian
- \_\_\_\_ Black or African-American
- \_\_\_\_ Native Hawaiian or other Pacific Islander
- \_\_\_\_ White

**Personal information:**

Full Name \_\_\_\_\_  
*Last First Middle Any other last name on record*

Preferred Name \_\_\_\_\_

Social Security Number \_\_\_\_\_  Female  Male Date of Birth \_\_\_\_\_  
*Month/Day/Year*

Permanent Address \_\_\_\_\_  
*Number and Street City State Zip Code County Country*

Home Phone (\_\_\_\_) \_\_\_\_\_ Local Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_

Mailing Address \_\_\_\_\_  
*(if different from permanent address) Number and Street*

\_\_\_\_\_  
*City State Zip Code County Country*

Email Address \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
*(These will be used for official emergency communication purposes while a student at FMU.)*

**Emergency contact information:**

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_

Home Phone (\_\_\_\_) \_\_\_\_\_ Work Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_

**Education information:**

Undergraduate Major \_\_\_\_\_ Undergraduate Degree \_\_\_\_\_

Institution granting degree \_\_\_\_\_ Graduation Date \_\_\_\_\_  
*Name City State Month/Day/Year*

List all institutions from which you have earned GRADUATE credit. (This information is required.) If you have already earned a graduate degree, please list the degree and the date it was earned.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Transfer students must be in good standing at the institution last attended and must request each institution previously attended to forward to you an official transcript (sealed by the Registrar).*

## BUSINESS ADMINISTRATION

Degree Program codes for which you are applying (check one):

1220 = Master of Business Administration

1222 = Master of Business Administration with a concentration in Healthcare Executive Management (MBA-HEM)

Application Deadline: Rolling admission - applications reviewed as they are received.

Degree Seeking students must submit the following:

1. **OFFICIAL TRANSCRIPT(S)** - for all undergraduate and graduate work from accredited institutions.
  2. **OFFICIAL TEST SCORES** - Graduate Management Admissions Test (GMAT) or Graduate Record Examination (GRE).  
At the discretion of the MBA Admission Committee, GMAT/GRE requirement may be waived for applicants with advanced degrees and/or professional qualifications.
  3. **LETTER OF RECOMMENDATIONS** - At least one, but preferably two or more, letters of recommendation from former professors or professional associates.
  4. **PERSONAL STATEMENT** - a 500 to 700 word personal statement indicating one's career goals and reasons for seeking admission to the MBA program.
  5. **RESUME**
  6. **(TOEFL) A Test on English as a Foreign Language (TOEFL) score** for all international applicants for whom English is not their native language.
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## EDUCATION

Degree Program codes for which you are applying (check one):

0802 = Instructional Accommodation

0856 = Master of Arts in Teaching - Learning Disabilities

0805 = Education - Non-degree\*

0860 = Master of Education - Learning Disabilities

Teaching Credential Number \_\_\_\_\_ Certification Endorsements: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Application Deadline: Rolling admission - applications reviewed as they are received.

Degree seeking students will be contacted by the appropriate program advisor to schedule an interview, which is a requirement for program acceptance. Degree seeking students must also submit the following:

1. **OFFICIAL TRANSCRIPT** - from each accredited college or university attended (sealed by the Registrar)
2. **OFFICIAL TEST SCORES** - (must be within the last five years) MILLER ANALOGIES or GRE or a passing S.C. score on the PLT portion of the PRAXIS II exam. A copy of a valid S.C. teacher's certificate may be submitted in lieu of test scores in all programs except the Master of Arts in Teaching program, where MILLER ANALOGIES or GRE scores or PRAXIS II scores are required.
3. **TWO LETTERS OF RECOMMENDATION** - from professional associates or former professors who can attest to your academic potential
4. **PERSONAL STATEMENT** - of your philosophy of education, 300 to 500 words in length. Please include your interests and reasons for seeking admission to the Master of Education or Master of Arts in Teaching program.

*\*Non-degree seeking students must submit copies of a valid teacher's certificate or college/university diploma or official transcript(s).*

## NURSING

Degree Program codes for which you are applying (check one):

\_\_\_\_\_ 3010 = Family Nurse Practitioner

\_\_\_\_\_ 3015 = Nurse Educator

\_\_\_\_\_ = Nurse Educator Certificate

RN License Number: \_\_\_\_\_ State issued: \_\_\_\_\_

Application Deadline: One week prior to the start of classes

1. **OFFICIAL TRANSCRIPT** - from each college attended (sealed by the Registrar)
2. **TWO LETTERS OF RECOMMENDATION** - from professional associates or former professors who can attest to your academic potential
3. **PERSONAL STATEMENT** - indicating your philosophy of nursing, 300 to 500 words in length. Please include your career goals and reasons for seeking admission to Francis Marion University.
4. **LICENSE:** Current unencumbered license to practice nursing in South Carolina or other National Council of State Boards of Nursing (NCSBN) Nurse License Compact state license.

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## PSYCHOLOGY

Degree program codes for which you are applying (check one):

\_\_\_\_\_ 2000 = Applied Psychology - **Non-degree\***

\_\_\_\_\_ 2097 = Specialist in School Psychology (SSP)

\_\_\_\_\_ 2096 = School Psychology (MS)

\_\_\_\_\_ 2098 = Clinical/Counseling Psychology (MS)

Application Deadline: February 15 (Fall Admission) or October 15 (Spring Admission)

Degree seeking students must submit the following:

1. **OFFICIAL TRANSCRIPT** - from each college or university attended (sealed by the Registrar). Applicants must have earned an undergraduate degree from a regionally accredited institution as evidenced by the official transcript(s). The record should show promise or success as a graduate student, which requires maintenance of a minimum 3.0 grade point average throughout tenure within the program. Therefore, it is recommended that applicants have a 3.0 or higher grade point average in all undergraduate and graduate coursework completed at the time of application. Transcripts also are examined for relevance of undergraduate preparation for graduate education in psychology. All MSAP applicants must have completed an introductory or general psychology course, as well as a course in behavioral statistics. (All SSP applicants with a master's degree from another institution must document relevant master's level training in school psychology.)
2. **OFFICIAL TEST SCORES** - (GRE scores must be within the last five years) Only the General test is required; the Psychology Subject Test is not required. On the original GRE, a combined score above 850, with a minimum of 400 on each of the Verbal Reasoning and Quantitative Reasoning sections, is recommended. On the revised GRE, a combined score above 290, with a minimum of 140 on each of the Verbal Reasoning and Quantitative Reasoning sections, is recommended.
3. **TWO LETTERS OF RECOMMENDATION** - from former professors or professional associates/supervisors who can attest to the academic potential of the applicant. Letters from faculty members in academic settings are preferred.
4. **PERSONAL STATEMENT** - of 500 to 750 words in length, indicating one's interests in clinical/counseling or school psychology, career goals, and reasons for seeking admission to the Master of Science in Applied Psychology and/or Specialist in School Psychology programs.
5. **DEPARTMENT APPLICATION FOR ASSISTANCE** - the departmental application for scholarships and assistantships must be submitted for an applicant to be considered for assistance.

*\*Non-degree seeking students must submit official transcript(s) and a personal statement specifying the course(s) for which admission is being sought and why. Graduate non-degree students in Psychology typically already possess a graduate degree and wish to take a specific course or courses only for professional growth, certification upgrade, or recertification/license renewal.*

# Declaration of Residency

**This section must be completed in order for your application to be processed.**

Francis Marion University is required under South Carolina Law 59-112 to determine residence classification of applicants and students for purposes of receiving in-state tuition and fees. Substantiation documentation is required to affirm residence status. Additional information may be requested if further clarification is needed.

Is South Carolina your permanent state of residence?  Yes  No

U.S. Citizen?  Yes  No    Dual U.S.?  Yes  No    U.S. Permanent Resident Alien?  Yes  No

Alien Registration number \_\_\_\_\_ (submit copy of Green Card)

Foreign Citizen\*    Country of Citizenship \_\_\_\_\_

\*Visa Type (please select one):

A-1     A-2     E-2     F-1     G-1     G-2     G-3     G-4

H-1A     H-1B     H-2A     H-2B     H-3     H-4     J-1     K-1

K-2     L-1     L-2     N-8     N-9     Other (please specify) \_\_\_\_\_

How long have you resided in South Carolina? Years \_\_\_\_\_ Months \_\_\_\_\_

State of previous residency \_\_\_\_\_

If you moved to South Carolina during the past five years, what prompted your move to this state?

Education     Employment    Other \_\_\_\_\_

List addresses where you have lived for more than 30 days during the past 48 months. Begin with the most current address.

From: (month/yr) \_\_\_\_\_ To: (month/yr) \_\_\_\_\_ Address (City, State, Zip Code) \_\_\_\_\_

From: (month/yr) \_\_\_\_\_ To: (month/yr) \_\_\_\_\_ Address (City, State, Zip Code) \_\_\_\_\_

List the employer of the person on whom you are basing your claim for residency:

Employer name \_\_\_\_\_ Phone number (\_\_\_\_\_) \_\_\_\_\_

City/State \_\_\_\_\_

Are you registered to vote in the U.S.?  Yes  No    If yes, what state? \_\_\_\_\_

Are you licensed to drive in the U.S.?  Yes  No    If yes, what state and date of issue? \_\_\_\_\_

Is a motor vehicle registered in your name?  Yes  No    If yes, what state and date of issue? \_\_\_\_\_

# Campus Safety Standards

*ALL applicants must complete*

A "yes" answer to one or more of the following questions will not necessarily preclude your admittance. However, failure to provide complete and accurate information will be grounds to deny admission, withdraw admission, or enact disciplinary sanctions after enrollment. For the purpose of responding to these questions, "crime" or "criminal charge" refers to any crime other than a traffic-related misdemeanor or infraction. Include all alcohol or drug offenses whether or not they are traffic-related.

1. Have you ever been convicted of a criminal offense or otherwise accepted responsibility for the commission of a crime?  Yes  No
2. Are there criminal charges pending against you at this time?  Yes  No
3. Have you ever entered a plea of guilty, a plea of no contest, a plea of *nolo contendere*, or an Alford plea in response to a criminal charge?  Yes  No
4. Have you ever been dismissed, suspended, or placed on probation by any school, college or university for reasons other than academic performance?  Yes  No
5. Have you ever received a military discharge of any type other than an honorable discharge?  Yes  No

**If you answered "yes" to any of the five questions above, please explain the circumstances in a typed letter (providing details such as dates and locations) and describe your commitment to responsible behavior and good campus citizenship. Your name and contact information should be included at the top of the letter.**

*You must promptly notify the Office of Graduate Admissions in writing of any criminal charge, any disposition of a criminal charge, or any school, college or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission or make you subject to disciplinary sanctions after enrollment.*

Please make sure you have completed every item on this section and have provided the required explanations (if appropriate) before proceeding.

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## Personal Statement

Applicants to graduate programs in Education, Nursing, and Psychology must submit a personal statement. See the individual sections for instructions pertaining to your program. Personal statements should be typed with the applicant's full name and contact information at the top.

### Applicant Signature

The information provided in this application is complete and accurate to the best of my knowledge. I agree to accept the regulations set forth in the FMU Catalog regarding academic standing, attendance, personal conduct, and other matters. I realize that withholding information from or providing false information to the University could result in my application being rejected, my admission rescinded, or my dismissal from Francis Marion University.

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*Applicant*

*Date*

*Francis Marion University offers equal opportunity in its employment, admissions, and educational activities in compliance with federally-mandated civil rights legislation and corresponding state of South Carolina legislation.*

For office use only

RECEIVED \_\_\_\_\_ APPL FEE \_\_\_\_\_