



GRADUATE STUDIES PROGRAM

Lynchburg College

Graduate Studies Application

Graduate Studies Application Procedures

To ensure time for processing and review, applications for graduate study must be completed (including official transcripts) no later than July 31 (for fall term), November 30 (for spring term), and May 1 (for summer term). Applicants seeking admission must submit:

- a signed graduate application.
- a non-refundable \$30 application fee (waived for applications submitted online).
- a short essay (300-500 words) indicating your motivation for participation in a graduate degree program at Lynchburg College. Please also indicate your career goals and how the graduate program will help to meet those goals.
- **three** letters of recommendation, including both professional and academic references, which indicate your capacity to pursue graduate level education. These letters should be submitted directly to the Office of Enrollment Services.
- official transcripts of **all relevant** undergraduate and any previous graduate coursework from all institutions previously attended. Transcripts must have the official school seal and be sent directly to the Office of Enrollment Services.
- an official score report on the Graduate Record Examination (for M.Ed., M.A., and M.S.N. applicants), or the Graduate Management Admissions Test (for M.B.A. applicants). Score reports should be forwarded directly from the testing service to the Office of Enrollment Services.

Note: Students pursuing the M.A., M.Ed., M.B.A., or M.S.N. as a second master's degree may request a waiver of the GRE/GMAT requirement. The GRE is not required for the M.A. in music.

- an on-campus interview for M.Ed. in counseling applicants.
- a portfolio for the M.A. in music.
- **International Applicants** must submit official TOEFL or IELTS score results directly to the Office of Enrollment Services. Non-English transcripts and documents must be submitted in their original form, accompanied by a certified English translation. Course-by-course translations by an organization sponsored by the U.S. Department of Immigration and Naturalization may be required. An official Certificate of Finances and banker's letter verifying the information supplied on the Certificate of Finance must be submitted as well.

Please tear off and retain this page for future reference.



Office of Enrollment Services

1501 Lakeside Drive, Lynchburg, VA 24501-3113

800/426-8101 | 434/544-8383 | 434/544-8653 Fax

E-mail: gradstudies@lynchburg.edu | www.lynchburg.edu/graduatestudies

Graduate Studies Application

Personal Data *(Please print or type)*

Social Security Number _____ - _____ - _____ Date of Birth ____/____/____

Mr. /Mrs. /Ms. (circle) _____
(Last Name) (First) (Middle) (Maiden)

Other names used at previous institutions _____

Preferred first name _____

Mailing Address _____
(Number and Street) (City) (State) (Zip)

State of legal residence _____ Country of citizenship (USA or other) _____

If not a United States citizen, please indicate the type of visa you hold _____ Country of Birth _____

Phone (Home) ____/____/____ (Work) ____/____/____ (Cell) ____/____/____

E-mail _____

Employer name/address (if applicable) _____

Classification planned

Full time Part time

Anticipated Entry Term

Fall Spring Summer | Year 20____

Graduate Program of Study (M.A., M.Ed., and M.S.N., please indicate area of specialization)

M.A. English History Music

M.B.A.

M.Ed. Counseling: School Counseling: Clinical Mental Health Curriculum and Instruction
 Educational Leadership Reading Science Education Special Education

M.S.N. Clinical Nurse Leader Nursing Education

M.S.N/M.B.A.

Previous Education

Beginning with the most recent, list all colleges/universities* attended, including Lynchburg College:

Name/Location of Institution	Degree	Dates of Attendance
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

* Official transcripts for all degrees awarded and for coursework relevant to the planned area of study completed should be forwarded directly from the institution to the Office of Enrollment Services.

(over)

Honors, Achievements, Interests

Please list any honors or special recognitions received. Applicants are also encouraged to list interests and activities to which you have given a significant amount of time.

All graduate studies applicants must answer the following questions:

Have you ever been dismissed or placed on academic or social probation by any institution of higher education? _____
If yes, please attach an explanatory statement.

Have you ever been convicted of any offense other than a minor traffic violation? _____
If yes, please attach an explanatory statement. (Conviction of a felony does not necessarily constitute grounds for denial of admission.)

Are you socially, academically, and financially eligible to return to all colleges and universities in which you were enrolled? _____ *If no, please explain.*

Financial Aid

If you intend to apply for financial aid, please contact both the Office of Financial Aid Office (434/544-8228) and the Office of Graduate Studies (434/544-8383) for financial aid information and forms.

If you are interested in applying for a graduate assistantship, the online application and more details are available at www.lynchburg.edu/gradassistantships.

Optional: The following information does not affect your admission status and is requested only to aid in the completion of federal, state, and college reports. Please check one for each category.

Gender: Female Male

Are you Hispanic or Latino? Yes No

Please select one or more race categories:

American-Indian or Alaska Native

Asian

Black, African-American

Native Hawaiian or other Pacific Islander

White

Religious Preference: _____

Lynchburg College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the baccalaureate, master's, and doctorate level degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404/679-4500 for questions about the accreditation of Lynchburg College.

Lynchburg College does not discriminate on the basis of race, religion, disability, gender, sexual orientation, or national or ethnic origin, and complies with the requirements of the Americans with Disabilities Act.

Available on request is a copy of the Lynchburg College's annual security report, which includes statistics for the previous three years concerning crimes reported as occurring on campus, in off-campus properties owned or controlled by Lynchburg College, and on public property within the same reasonably contiguous geographic area of the institution. The report also includes information about institutional policies concerning campus security, crime prevention, crime reporting, alcohol, drugs, and sexual assault. Copies of the report may be obtained through the College website at www.lynchburg.edu/safetyhandbook.pdf or by contacting the Office of Enrollment Services at 800/426-8101, 434/544-8300, or via email at admissions@lynchburg.edu.

All graduate studies applicants must read and acknowledge the following with a signature; applications are void without this signature.

I affirm on my honor that the information submitted on this application is complete and accurate and that if admitted to Lynchburg College I will abide by the regulations, ideals, and principles of the institution. I understand that information gathered during the admissions process will be handled confidentially by the Office of Enrollment Services in a professional manner. Further, I agree that my college grades may be used for statistical studies or sent to my former college for evaluation purposes. I understand that falsification of any information on this application may result in termination of my enrollment.

Applicant's Signature _____ Date ____/____/____