

INSTRUCTIONS FOR APPLICATION TO GRADUATE SCHOOL

If you are a U.S. citizen, you must:

1. Complete and submit an application: fhsu.edu/academic/gradschl/apply
2. Pay the \$40.00 application fee.
3. Create a password for your student application portal. You will receive an email from Workday prompting you to set up the account shortly after you submit an application. The portal will allow you to upload some application requirements and check your application status. Please see the instructional videos for information on using this portal: <http://www.fhsu.edu/academic/gradschl/admissions/>
4. Provide letters of recommendation, if applicable for your area of study. Letters of recommendation must be submitted on letterhead or the Graduate School [recommendation form](#) with an original signature. Letters of recommendation can be sent directly from letter writers to the Graduate School by postal mail or email (gradschool@fhsu.edu), or you may upload them in the application portal. Alternatively, you may invite references to complete an electronic recommendation when submitting your application.
5. Provide entrance examinations results, if applicable for your area of study.
6. Provide the Graduate School with an **OFFICIAL** bachelor's degree transcript which indicate the completion of a bachelor's degree from an accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit and a grade point average (GPA) of 2.5 on the last 60 hours of undergraduate credit. **OFFICIAL** transcripts, by definition, are transcripts sent directly from the college or university Registrar to the Graduate School at Fort Hays State University. Transcripts mailed or brought in by the applicant are not official and, therefore, are not acceptable. The Graduate School will obtain the undergraduate transcript for FHSU students. Non-degree students must provide a copy (need not be official) of a bachelor's or master's degree transcript from an accredited institution. Applicants who have earned graduate degrees from other institutions must provide an **OFFICIAL** bachelor's degree transcript only.
7. Some departments require other documents (i.e., personal letter, resume, teaching certificate, etc.) Please go to *Programs and Degrees* on our website to see what is required for your degree program. Many of these requirements can be submitted through the student portal.

If you are an International Student, you are also required to submit:

1. A \$50.00 application fee.
2. A completed financial statement.
3. A personal letter.
4. Evidence of English language proficiency (i.e., verification that your native language is English, a TOEFL score of 213 on the computer-based exam, or documentation that you have completed a recognized and approved intensive English language program).
5. A transfer authorization document (if transferring from another educational institution).
6. A completed health form.

Please Note: *International students requiring visas are not eligible for non-degree admission status.*

When the above materials have been collected for the applicant's file in the Graduate School, the departmental

file will be reviewed by a departmental committee from the applicant's major area to determine admission status. This committee will follow these guidelines:

1. Each applicant for the Master's program must evidence a minimum grade point average of 2.5 (C+) on the last 60 hours of undergraduate credit. The department of your major may have a higher grade point average requirement. Each applicant for the Specialist in Education degree must evidence a grade point average of 3.0 (B) or higher in all graduate work taken at the Master's level.
2. The student must have adequate preparation in the area of the major of study.
3. Each applicant for a Master's degree or for admission as a non-degree student must hold a bachelor's degree from a college or university of recognized standing.
4. Each applicant must achieve the established score(s) on any required entrance examination.

The committee will then return the file to the Graduate School with approval or rejection of the application clearly indicated. An advisor will be appointed to assume responsibility for the student's program and direction of study. The Graduate School will notify the applicant by letter of the status of the application. The admitted student will then be given directions to contact the graduate advisor, arrange a program of study, and refer to the graduate catalog for the fulfillment of other requirements.

PLEASE SUBMIT ANY DOWNLOADED/PRINTED MATERIALS TO:

Graduate School
Fort Hays State University
600 Park Street
Hays, KS 67601