

## GRADUATE APPLICATION INSTRUCTIONS: STUDENTS FROM THE UNITED STATES

Thank you for your interest in The University of South Dakota. If you have any questions about the application please call us at 1-800-233-7937 or e-mail at [grad@usd.edu](mailto:grad@usd.edu). We look forward to receiving your Application for Admission.

### Unique Applications for Specific Programs

For Occupational Therapy, go online to <http://www.usd.edu/health-sciences/occupational-therapy/ot-admissions.cfm> or contact 605-677-5600.

For Physician Assistant Studies, go online to <http://www.usd.edu/health-sciences/physician-assistant/admissions-process.cfm> or contact 605-677-5128

For Vermillion Campus Physical Therapy, go online to <http://www.usd.edu/health-sciences/physical-therapy/pt-admissions.cfm> or contact 605-677-5000

For the online Transitional Doctorate in Physical Therapy, please fill out this graduate application form.

### MATERIALS REQUIRED TO COMPLETE A GRADUATE APPLICATION AT USD:

- 1. APPLICATION:** Download a copy of the application, complete it and send to the Graduate School either electronically or by mail. Faxed copies are not acceptable.  
Mail: Send the application to the address listed below  
Electronically: Depending upon payment type, the applicant can submit his/her application in one of two ways:  
If paying by credit card, submit the completed application through the following link <https://janus.usd.edu/gradapp/>  
If paying with cash, check, or money order, email the completed application to [grad@usd.edu](mailto:grad@usd.edu).
- 2. APPLICATION FEE:** An application fee of \$35.00 U.S. dollars must accompany each Application for Admission. You may pay the Application Fee by credit card, personal check or money order, as instructed above. **The application fee cannot be waived or deferred and is not refundable.**
- 3. TRANSCRIPTS:** Provide one **official** transcript from each prior college or university you have attended. Graduates of The University of South Dakota or any South Dakota public university may provide unofficial transcripts. Transcripts must be sent directly from each prior college or university to The University of South Dakota Graduate School (see address below).
- 4. LETTERS OF RECOMMENDATION:** Recommendation forms may be downloaded from [www.usd.edu/grad/how-to-apply.cfm](http://www.usd.edu/grad/how-to-apply.cfm). The completed and signed forms can be sent directly to the Graduate School by the recommender or mailed to the applicant in a sealed envelope with the signature of the recommender placed across the seal. In the latter case, the applicant would send the sealed letters of recommendation to the Graduate School. The requirement is three letters of recommendation for most programs with the exceptions being the MBA requiring two and the PhD in Counseling and Psychology in Education requiring five.
- 5. ADMISSION TEST SCORES:** If test scores are required by a graduate degree program, the test score reports must be sent directly to the Graduate School from the testing center. The applicant may wish to include a copy of the test scores in their application packet.
- 6. STATEMENT OF PURPOSE:** Applicants are encouraged to provide information about their reason for pursuing graduate studies, interest in research or creative activity relevant to their proposed graduate program, and goals for the future. Not all graduate programs require a formal statement of purpose and instead, require supplemental information. If their program does not have a statement of purpose requirement, the applicant should submit a general goal statement as to why he/she wants to attend graduate school.

### SUPPLEMENTAL INFORMATION:

Some departments require supplemental forms to be included with the application. A list of programs and their application requirements is provided on the USD Graduate School [Supplemental Website](#).

### DEADLINES FOR APPLICATIONS:

All required materials must be received at least four weeks prior to the start of the semester. Many departments have deadline dates that are earlier than four weeks. Please refer to the Graduate School [Application Deadline Website](#).

All required application materials are to be mailed or returned to:

Graduate School  
The University of South Dakota  
McKusick Technology Center  
414 East Clark Street  
Vermillion, South Dakota 57069-2390  
[www.usd.edu/grad](http://www.usd.edu/grad)

## GRADUATE APPLICATION INSTRUCTIONS: *INTERNATIONAL STUDENTS*

Thank you for your interest in The University of South Dakota. Please contact the Office of International Student Advising with any questions about requirements for international students. Phone 605-677-5332 or email at [isa@usd.edu](mailto:isa@usd.edu). We look forward to receiving your Applicant for Admission.

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For Physician Assistant Studies, go online to <http://www.usd.edu/health-sciences/physician-assistant/admissions-process.cfm> or contact 605-677-5128

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If paying with cash, check, or money order, email the completed application to [grad@usd.edu](mailto:grad@usd.edu).
- 2. APPLICATION FEE:** An application fee of \$35.00 U.S. dollars must accompany each Application for Admission. You may pay the Application Fee by credit card, personal check or money order, as instructed above. **The application fee cannot be waived or deferred and is not refundable.**
- 3. TRANSCRIPTS:** Provide one **official** transcript from each college or university you have attended. Graduates of The University of South Dakota or any South Dakota Board of Regents university may provide unofficial transcripts. Transcripts must be sent directly from the institution to the University of South Dakota Graduate School (see address listed below).  
  
A conversion to U.S. equivalents by a foreign credentials evaluator such as World Education Services or Educational Credentials Evaluators, Inc. is required for all **international** transcripts. One official transcript from each college or university attended with English translation and the degree or equivalent clearly stated must be submitted.
- 4. LETTERS OF RECOMMENDATION:** Recommendation forms may be downloaded from [www.usd.edu/grad/how-to-apply.cfm](http://www.usd.edu/grad/how-to-apply.cfm). The completed and signed forms can be sent directly to the Graduate School by the recommender or mailed to the applicant in a sealed envelope with the signature of the recommender placed across the seal. In the latter case, the applicant would send the sealed letters of recommendation to the Graduate School. The requirement is three letters of recommendation for most programs with the exceptions being the MBA requiring two and the PhD in Counseling and Psychology in Education requiring five.
- 5. ADMISSION TEST SCORES:** If test scores are required by a graduate degree program, the test score reports must be sent directly to The Graduate School from the testing center. The applicant may wish to include a copy of the test scores in their application packet, but their packet will not be complete until official scores have been sent.
- 6. STATEMENT OF PURPOSE:** Applicants are encouraged to provide information about their reason for pursuing graduate studies, interest in research or creative activity relevant to their proposed graduate program, and goals for the future. Not all graduate programs require a formal statement of purpose and instead, require supplemental information. If their program does not have a statement of purpose requirement, the applicant should submit a general goal statement as to why he/she wants to attend graduate school.
- 7. TOEFL or IELTS SCORES:** International students, whose native language is other than English, must have official copies of TOEFL or IELTS scores sent to The University of South Dakota Graduate School. A minimum score of 79 on the internet based test or 550 on the paper test or 213 on the computer-based test is required. For the IELTS, a minimum band score of 6 is required. Some programs require higher scores; please contact individual departments for details. These scores are not required for international students who have obtained an undergraduate or graduate degree from either a U.S. college or university or from a university or college whose classes were primarily taught in English.
- 8. STATEMENT OF FINANCES:** A Statement of Finances and certified bank statement or sponsor's letter showing that the student is financially self-supported are required of all international students. Below is the link to the statement of finances document: <http://grad/upload/International-Financial-Ability-Form.pdf>

### SUPPLEMENTAL INFORMATION:

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Vermillion, South Dakota 57069-2390  
[www.usd.edu/grad](http://www.usd.edu/grad)**



3. Department or graduate program ("Major") \_\_\_\_\_ 4. Area of specialization (if applicable): \_\_\_\_\_

5. Indicate program site: (select one)
- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Vermillion (main campus)                        | <input type="checkbox"/> University Center (Sioux Falls)       | <input type="checkbox"/> Capitol University Center (Pierre) |
| <input type="checkbox"/> Higher Education Center West River (Rapid City) | <input type="checkbox"/> TriState Graduate Center (Sioux City) | <input type="checkbox"/> Online                             |

6. Please indicate if you are participating in any of the following special programs:
- |   |   |  |
|---|---|--|
| <input type="checkbox"/> MA EDAD LERN                                 | <input type="checkbox"/> School of Education TET                        | <input type="checkbox"/> MS – Tribal Sites               |
| <input type="checkbox"/> MA EDAD TIE/PIRL                             | <input type="checkbox"/> MA EDAD Harrisburg                             | <input type="checkbox"/> School of Education PDC Program |
| <input type="checkbox"/> School of Education Reading Recovery Program | <input type="checkbox"/> School of Education Plus Certification Program |  |

**ACADEMIC HISTORY**

1. List the high school from which you graduated:

	School name	City/State/Country	Year graduated
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2. Have you completed your baccalaureate degree? \*  Yes  No If no, when will you complete? \_\_\_\_\_

*\*You must provide final transcript before you start your first semester of graduate studies.*

Month Year

3. Institution from which baccalaureate degree was or will be earned:

	School name	City/State/Country	Year graduated
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4. Undergraduate major(s) \_\_\_\_\_ Undergraduate minor(s) \_\_\_\_\_

5. Indicate type of teaching certification held, if applicable \_\_\_\_\_

6. List chronologically all other baccalaureate or post-baccalaureate institutions you have attended or in which you are presently enrolled:

Name of institution	Location	Dates attended	Degrees earned	Date degree earned/expected

**PROFESSIONAL EXPERIENCE AND REFERENCES**

1. List recent work history or teaching experience

Job Title	Employer	Dates

2. List the names of three (3) references. These individuals should be familiar with your professional and educational work and be able to evaluate your potential success as a graduate student. Refer to the recommendation form for further instructions.

*\*Please take note that some programs may require a different number of references; please see the program supplemental page for details.*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PROFESSIONAL CONDUCT**

Please answer the following question with “Yes” or “No”: (If you answer yes, please elaborate in the space provided)

1. Have you ever been suspended or terminated by a graduate program?

Yes  No

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### GRADUATE ADMISSIONS TESTS

I  plan to take/  took the GRE in / and my scores are: V Q A Writ. Assess. Subject  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

I  plan to take/  took the MAT in / and my score was  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

I  plan to take/  took the GMAT in / and my scores are: V Q AWA  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

I  plan to take/  took the LSAT in / and my scores was  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

I  plan to take/  took the TOEFL in / and my scores are: Sect. 1 Sect. 2 Sect. 3 Total  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

I  plan to take/  took the IELTS in / and my band score was:  
*\*Official scores must be submitted directly to The University of South Dakota Graduate School.*

Where or how did you first learn about The Graduate School at The University of South Dakota?

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### Information Request (Optional) Do not wish to respond

*The information requested below is used to comply with Title VI of the Civil Rights Act of 1964. As an applicant, responding to these questions is optional and your response will in no way affect your admission. However, we are asking for the information now to avoid a separate request once a person is an enrolled student. We use the data in aggregated form only to comply with federal reporting requirements.*

1. Please indicate if you are of Hispanic/Latino(a) ethnicity:

- Hispanic/Latino(a) (A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race).
- NonHispanic /Latino(a)

2. Please indicate your race (mark one or more):

- American Indian/Alaska Native (A person having origins in any of the original peoples of North America, and who maintains Cultural identification through tribal affiliation or community recognition.)
  - Asian (A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent. This area includes, for example, China, India, Japan, and Korea.)
  - Black/African American (A person having origins in any of the black racial groups of Africa.)
  - Native Hawaiian/Other Pacific Islander (A person having origins in any of the original peoples of the Pacific Islands. This area includes, for example, the Philippine Islands, Samoa, and Hawaii.)
  - White (A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.)
  - Other
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**FINAL CHECKLIST: Please send all application materials to The Graduate School, University of South Dakota, McKusick Center, 414 E. Clark Street, Vermillion, SD 57069**

Please indicate:

- I have requested **1** official transcript from **all** institutions of higher education I have attended. (Unofficial for South Dakota Board of Regents system graduates).
- I have requested an official score report for the GRE, GMAT, MAT, LSAT, if applicable
- I have requested three (3) letters of recommendations. (Exceptions: Five (5) for the PhD in Counseling and Psychology in Education; Two (2) for the School of Business)
- I have submitted the \$35.00 application fee.

International Students:

In addition to the above, please indicate:

- I have requested an official score report or notarized copy for the TOEFL or IELTS, if applicable
- I have completed an Application for Evaluation of Foreign Educational Credentials from World Education Services or Educational Credentials Evaluators, Inc. for all academic credit earned outside of the United States. (One official transcript from each college or university attended with English translation and the degree or equivalent clearly stated must be submitted.)
- I have submitted a Graduate Official Financial Ability Form (Statement of Finances) and certified bank statement or sponsor's letter showing that I am financially self-supported.

**I certify that the information contained in this application is factually correct and complete. I understand that the omission or misrepresentation of any information including enrollment in other colleges or university is sufficient grounds for canceling my admission or registration.**

Signature \_\_\_\_\_

Date: \_\_\_\_\_

**NOTICE OF NON-DISCRIMINATION**

The University of South Dakota is committed to nondiscrimination on the basis of race, sex, national origin, disability, religion, age, sexual orientation, or other nonmerit reasons, in admissions, educational programs or activities and employment (including employment of disabled veterans and veterans of the Vietnam Era), as required by applicable laws and regulations. Responsibility for coordination of compliance efforts and receipt of inquiries, including those concerning Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, has been delegated to the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 Email: [dservice@usd.edu](mailto:dservice@usd.edu)