

# UNIVERSITY OF SOUTH DAKOTA GRADUATE SCHOOL

## GRADUATE APPLICATION FOR ADMISSION

### 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 process 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

In addition to this application, the programs listed below utilize a secondary centralized application service (CAS) to simplify the application process. All documents should be submitted through CAS. Please do not send any documents to USD.

For Occupational Therapy, visit <http://www.usd.edu/health-sciences/occupational-therapy/application-process> or contact 605-658-6356.

For Physician Assistant Studies, visit [www.usd.edu/health-sciences/physician-assistant/admissions-process](http://www.usd.edu/health-sciences/physician-assistant/admissions-process) or contact 605-677-5128.

For Physical Therapy, visit [www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions](http://www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions) or contact 605-658-6356.

For Social Work, visit [www.usd.edu/health-sciences/social-work/graduate-admissions](http://www.usd.edu/health-sciences/social-work/graduate-admissions) or contact 605-658-6356.

For Communication Sciences and Disorders, visit [www.usd.edu/arts-and-sciences/communication-sciences-and-disorders/graduate](http://www.usd.edu/arts-and-sciences/communication-sciences-and-disorders/graduate) or contact 605-658-6356.

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

- 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
- 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 (online only), personal check or money order. **The application fee cannot be waived or deferred and is not refundable.**
- TRANSCRIPTS:** Provide **one official** transcript from each institution you have attended at the undergraduate and graduate level. Graduates of the University of South Dakota or any South Dakota public university may provide unofficial transcripts. Transcripts **must be** sent directly from the issuing institution to the University of South Dakota Graduate School (see address below).
- LETTERS OF RECOMMENDATION:** The recommendation **form** may be downloaded at <http://www.usd.edu/graduate-school/apply-now>. Signed forms should be mailed directly to the Graduate School or emailed to [grad@usd.edu](mailto:grad@usd.edu) by the recommender. Faxed forms are not accepted. Three letters of recommendation are required of applicants to most graduate degree programs; however, requirements may vary by program and should be verified in the admission requirements for each program online at <http://catalog.usd.edu/content.php?catoid=22&navoid=1103>.
- ADMISSION TEST SCORES:** If test scores are required by a graduate degree program, the official test score reports must be sent directly to the Graduate School from the testing center. The applicant may wish to include an unofficial copy of the test scores in their application packet.
- 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 individual USD Graduate School program website at [www.usd.edu/grad](http://www.usd.edu/grad).

### DEADLINES FOR APPLICATIONS:

All required materials must be received typically 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 Programs page at: <http://www.usd.edu/graduate-school/academic-programs>.

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

**The Graduate School  
University of South Dakota  
McKusick Technology Center - Room 211  
414 East Clark Street  
Vermillion, South Dakota 57069-2390  
[www.usd.edu/grad](http://www.usd.edu/grad) | [grad@usd.edu](mailto:grad@usd.edu)**

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## GRADUATE APPLICATION INSTRUCTIONS: INTERNATIONAL STUDENTS

Thank you for your interest in the University of South Dakota. Please contact the International Enrollment Coordinator with any questions about requirements for international students. Phone 605-658-6126 or email at [isrrt@usd.edu](mailto:isrrt@usd.edu). We look forward to receiving your Application for Admission.

### Unique Applications for Specific Programs

In addition to this application, the programs listed below utilize a secondary centralized application service (CAS) to simplify the application process. All documents should be submitted through CAS. Please do not send any documents to USD.

For Occupational Therapy, visit <http://www.usd.edu/health-sciences/occupational-therapy/application-process> or contact 605-658-6356.

For Physician Assistant Studies, visit [www.usd.edu/health-sciences/physician-assistant/admissions-process](http://www.usd.edu/health-sciences/physician-assistant/admissions-process) or contact 605-677-5128.

For Physical Therapy, visit [www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions](http://www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions) or contact 605-658-6356.

For Social Work, visit [www.usd.edu/health-sciences/social-work/graduate-admissions](http://www.usd.edu/health-sciences/social-work/graduate-admissions) or contact 605-658-6356.

For Communication Sciences and Disorders, visit [www.usd.edu/arts-and-sciences/communication-sciences-and-disorders/graduate](http://www.usd.edu/arts-and-sciences/communication-sciences-and-disorders/graduate) or contact 605-658-6356.

### 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
- 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 (online only), personal check or money order. **The application fee cannot be waived or deferred and is not refundable.**
- 3. TRANSCRIPTS:** One official transcript of all academic work at the undergraduate and graduate levels with English translation. The USD Graduate School and/or academic departments retain the right to require an Educational Credential Evaluators/World Education Services (ECE/WES) evaluation for a student if such evaluation is deemed necessary. Transcripts **must be** sent directly from the issuing institution to the University of South Dakota Graduate School (see address below).
- 4. LETTERS OF RECOMMENDATION:** The recommendation **form** may be downloaded at <http://www.usd.edu/graduate-school/apply-now>. Signed forms should be mailed directly to the Graduate School or emailed to [grad@usd.edu](mailto:grad@usd.edu) by the recommender. Faxed forms are not accepted. Three letters of recommendation are required of applicants to most graduate degree programs; however, requirements may vary by program and should be verified in the admission requirements for each program online at <http://catalog.usd.edu/content.php?catoid=22&navoid=1103>.
- 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 an unofficial copy of the test scores in their application packet, however an admission decision cannot be given until the official scores have been received.
- 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. ENGLISH PROFICIENCY TEST SCORES:** Proficiency Test of English as a Foreign Language (TOEFL) score of 79 on the Internet-Based TOEFL (iBT) or 550 on the Paper Based TOEFL (PBT). The International English Language Testing Service (IELTS) Exam is also accepted with a minimum overall score of 6.0. The PTE Academic English Test is also accepted with a minimum score of 53. Students from English-speaking countries (UK, Australia, Canada (except Quebec), Ireland, New Zealand) are not required to submit a TOEFL score if their academic records indicate that English was the classroom language for the majority of their schoolwork. Foreign students who have obtained an undergraduate or graduate degree from an accredited college or university in one of these countries are not required to submit an English Proficiency exam score.
- 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. The statement of finances form is found at: <http://www.usd.edu/graduate-school/international-admissions/international-admission-requirements>.

### 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 individual USD Graduate School program website at [www.usd.edu/grad](http://www.usd.edu/grad).

### DEADLINES FOR APPLICATIONS:

All required materials must be received typically at least four weeks prior to the admission deadline for the term. Many departments have earlier deadline dates. The admission deadline for fall is July 1 and the admission deadline for spring is November 15.

Please refer to the Graduate Programs page at: <http://www.usd.edu/graduate-school/academic-programs>.

# UNIVERSITY OF SOUTH DAKOTA GRADUATE SCHOOL

## GRADUATE APPLICATION FOR ADMISSION

If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, the University of South Dakota, 414 East Clark Street, 119B Service Center North, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 Email: [dservice@usd.edu](mailto:dservice@usd.edu)

### PERSONAL INFORMATION

1. Name: \_\_\_\_\_  
Last First Middle

2. Other name(s), if any, that may appear on academic records (i.e. former last name) \_\_\_\_\_

3. U.S. Social Security Number \_\_\_\_\_ 4. Gender: \_\_\_\_\_ Female \_\_\_\_\_ Male

Use of Social Security Number We are requesting your SSN for administrative record accuracy and reporting. Disclosure of your SSN is voluntary and if you decline to provide it to us this action will not affect your admissions eligibility. However, we request this information from you in order to meet our federal obligation to report student employment, Hope and Lifetime scholarship tax information, and federal financial aid. The SSN number is confidential information under the Federal Educational Rights to Privacy Act and we will not release it without your consent. Having your SSN on record will enable the University to keep accurate information and to report it promptly.

5. Permanent Address

Street

City

State Zip Code

Country

6. Current Address, if different

Street

City

State Zip Code

Country

7. Telephone \_\_\_\_\_  
Home Cellular

8. E-mail \_\_\_\_\_

### RESIDENCY INFORMATION

1. Place of Birth \_\_\_\_\_

2. Date of Birth \_\_\_\_\_  
Month Day Year

3. What is your state of residency? \_\_\_\_\_

4. From: \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

5. Citizenship:  U.S. Citizen  
 U.S. Permanent Resident  
(Mail a copy of both sides of I-551 card.)  
 Other (Indicate Below)

6. Visa Type: \_\_\_\_\_

Current Visa Status: \_\_\_\_\_

Country of Citizenship: \_\_\_\_\_

Intended Visa Status: \_\_\_\_\_

7. Are you a veteran?  Yes  No

8. Are you a current military service member?  Yes  No

9. Are you a spouse or child of a current or former service member?  Yes  No

The University of South Dakota provides a variety of financial aid and student support services to veterans, National Guard/Reservists, and U.S. Armed Service members that are intended to foster success for military personnel in their postsecondary experience. We ask that you respond to the items below to assist us in identifying military personnel, to ensure that we can best coordinate these services.

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## ADMISSION INFORMATION

1. For which session are you applying? (Indicate Year)      Fall 20 \_\_\_\_\_      Spring 20 \_\_\_\_\_      Summer 20 \_\_\_\_\_

2. Intended degree:

- |  |   |
|--|---|
| <input type="checkbox"/> Doctor of Audiology   | <input type="checkbox"/> Master of Arts   |
| <input type="checkbox"/> Doctor of Education   | <input type="checkbox"/> Master of Business Administration  |
| <input type="checkbox"/> Doctor of Medicine & Philosophy (MD/PhD)  | <input type="checkbox"/> Bachelor of Business Administration to<br>Master of Business Administration Fast Track |
| <input type="checkbox"/> Doctor of Physical Therapy  | <input type="checkbox"/> Master of Fine Arts  |
| <input type="checkbox"/> Doctor of Philosophy  | <input type="checkbox"/> Master of Music  |
| <input type="checkbox"/> Occupational Therapy Doctorate (OTD)  | <input type="checkbox"/> Master of Public Administration  |
| <input type="checkbox"/> Post-Professional Doctorate in Occupational Therapy (OTD)                               | <input type="checkbox"/> Master of Public Health  |
| <input type="checkbox"/> Executive Master of Public Administration   | <input type="checkbox"/> Master of Science  |
| <input type="checkbox"/> Master of Professional Accountancy  | <input type="checkbox"/> Master of Social Work  |
| <input type="checkbox"/> Bachelor of Business Administration to<br>Master of Professional Accountancy Fast Track | <input type="checkbox"/> Specialist in Education  |

*For more information about Intended Degree or Major see the following website: [www.usd.edu/graduate-school/academic-programs](http://www.usd.edu/graduate-school/academic-programs)*

3. Department or graduate program ("Major")

4. Area of Specialization (if applicable)

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5. Indicate program site (select one):

- Vermillion (main campus)
- Online
- University Center (Sioux Falls)
- Capital University Center (Pierre)
- University Center (Rapid City)
- MSW in Sioux Falls

6. Please indicate participation in any of the following special programs:

- MA EDAD LERN
- School of Education TET
- MA EDAD TIE/PIRL
- School of Education Plus Certification Program
- School of Education Induction and Mentoring (IAM) Program
- School of Education Reading Recovery Program
- TFA/USD Customized Ed Program MA in EDAD/Pre-K-12 Principal



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## PROFESSIONAL CONDUCT

Please answer the following questions 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  
If yes, please describe below.
- 

2. Have you ever been convicted of a felony?  Yes  No  
If yes, please describe below.
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**Note:** Select programs require acceptable results from a criminal background check before acceptance is finalized.  
All graduate students seeking graduate assistantships must have acceptable results from a criminal background check to qualify for an assistantship.

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## GRADUATE ADMISSIONS TESTS

**ALL** official test scores must be submitted **directly** to the University of South Dakota Graduate School.

- I  plan to take/  took the GRE on  and my scores are: V  Q  A  Writ. Assess.  Subject
- I  plan to take/  took the MAT on  and my score was:
- I  plan to take/  took the GMAT on  and my scores are: V  Q  AWA
- I  plan to take/  took the LSAT on  and my score was:
- I  plan to take/  took the TOEFL on  and my overall scores are:
- I  plan to take/  took the IELTS on  and my overall band score was:

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

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## INFORMATION REQUEST

*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: *(Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin)*  
 Hispanic/Latino(a)  NonHispanic /Latino(a)
2. Please indicate your race (mark one or more):  
 American Indian/Alaska Native *(Origins in any of original peoples of North America, and who maintains Cultural identification through tribal affiliation or community recognition)*  
 Asian *(Original peoples of the Far East, Southeast Asia, the Indian subcontinent such as China, India, Japan, & Korea)*  
 Black/African American *(Origins in any of the black racial groups of Africa)*  
 Native Hawaiian/Other Pacific Islander *(Origins in any of original peoples of the Pacific Islands such as Philippine Islands, Samoa, and Hawaii.)*  
 White *(Origins in any of the original peoples of Europe, North Africa, or the Middle East)*
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## SELECTIVE SERVICE:

*Pursuant to South Dakota Codified Law 13-53-1.1, no male person born after December 31, 1959, may enroll at any state-supported college or university until he has answered the below statement in the affirmative:*

Do you certify that you are registered with the Selective Service pursuant to the Military Service Act, 50 U.S.C. 453, as amended and in effect as of January 1, 1988, or that for a reason specified in 50 U.S.C. 453, you are not required to be registered?

*I declare and affirm under the penalties of perjury that this application has been examined by me, and to the best of my knowledge and belief, is in all things true and correct.*

**Signature:** \_\_\_\_\_

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# FINAL CHECKLIST

## Please Indicate:

- I have requested one (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 via the online form at <http://www.usd.edu/graduate-school/apply-now>
- I have provided my recommenders the letter of recommendation form.
- 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, IELTS or PTE-A, if applicable
- 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.

**Please send all application materials to:**  
**The Graduate School**  
**University of South Dakota**  
**McKusick Technology Center - Room 211**  
**414 East Clark Street**  
**Vermillion, South Dakota 57069-2390**  
**[www.usd.edu/grad](http://www.usd.edu/grad) | [grad@usd.edu](mailto:grad@usd.edu)**

**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 \_\_\_\_\_



UNIVERSITY OF  
SOUTH DAKOTA

## NOTICE OF NON-DISCRIMINATION

In accordance with the South Dakota Board of Regents Policy 1:19, the institutions under the jurisdiction of the Board of Regents shall offer equal opportunities in employment and for access to and participation in educational, extension and other institutional services to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other institutional service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information or veteran status or any other status that may become protected under law against discrimination. The Board reaffirms its commitment to the objectives of affirmative action, equal opportunity and non-discrimination in accordance with state and federal law. Redress for alleged violations of those laws may be pursued at law or through the procedures established by the provisions of 1:18 of this policy. For additional information, please contact the Director, Equal Opportunity and Chief Title IX Coordinator, Khara Iverson, 205 Slagle Hall, Vermillion, SD 57069. Phone: 605-677-5651 E-Mail: [Khara.Iverson@usd.edu](mailto:Khara.Iverson@usd.edu)

Admission decisions are made without regard to disabilities. All prospective students are expected to present academic credentials at or above the minimum standards for admission and meet any technical standards that may be required for admission to a specific program. If you are a prospective student with a disability and need assistance or accommodations during the admission/application process, please contact the Director of Disability Services, 119B Service Center North, USD, Vermillion, SD 57069. Phone: 605-677-6389 Fax: 605-677-3172 E-Mail: [dservice@usd.edu](mailto:dservice@usd.edu)

Federal Law prohibits discrimination on the basis of disability (Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990), and the Americans with Disabilities Act Amendment Act of 2009. The University has designated Ms. Roberta Ambur, Vice President of Administration & ITS, as the Coordinator to monitor compliance with these statutes. This obligates USD and Ms. Ambur to provide equal access for all persons with disabilities.