

## 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.

### 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 and fee 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 (via the electronic application only), personal check or money order. The application fee cannot be waived or deferred and is nonrefundable.
- 3. TRANSCRIPTS:** Provide official transcript(s) 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 do not need to provide transcripts. The Graduate School has access to these official transcripts. 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 [www.usd.edu/graduate-school/apply-now](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 at [catalog.usd.edu](http://catalog.usd.edu).
- 5. 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, however full admission cannot be given without official scores.
- 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. Please refer to [catalog.usd.edu](http://catalog.usd.edu) for program specific statement of purpose requirements.

### UNIQUE APPLICATIONS FOR SPECIFIC PROGRAMS:

In addition to this application, the programs listed below require 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.

- Occupational Therapy, visit [www.usd.edu/health-sciences/occupational-therapy/application-process](http://www.usd.edu/health-sciences/occupational-therapy/application-process)
- Physician Assistant Studies, visit [www.usd.edu/health-sciences/physician-assistant/admissions-process](http://www.usd.edu/health-sciences/physician-assistant/admissions-process)
- Physical Therapy, visit [www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions](http://www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions)
- Social Work, visit [www.usd.edu/health-sciences/social-work/graduate-admissions](http://www.usd.edu/health-sciences/social-work/graduate-admissions)
- 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)

### 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/graduate-school/academic-programs](http://www.usd.edu/graduate-school/academic-programs).

### 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 programs page at [www.usd.edu/graduate-school/academic-programs](http://www.usd.edu/graduate-school/academic-programs).

All required materials are to be emailed to [grad@usd.edu](mailto:grad@usd.edu) or mailed to:

University of South Dakota - Graduate School  
McKusick Technology Center - Room 211  
414 East Clark Street, Vermillion, SD 57069-2390

## GRADUATE APPLICATION INSTRUCTIONS: INTERNATIONAL STUDENTS

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

### 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 and fee 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 (via the electronic application only), personal check or money order. The application fee cannot be waived or deferred and is nonrefundable.
- 3. TRANSCRIPTS:** Provide official transcript(s) from each institution you have attended at the undergraduate and graduate level 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 [www.usd.edu/graduate-school/apply-now](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; however, requirements may vary by program and should be verified in the admission requirements for each program online at [catalog.usd.edu](http://catalog.usd.edu).
- 5. 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, however full admission cannot be given without official scores.
- 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. Please refer to [catalog.usd.edu](http://catalog.usd.edu) for program specific statement of purpose requirements.
- 7. ENGLISH PROFICIENCY TEST SCORES:** The Proficiency Test of English as a Foreign Language (TOEFL) is accepted with a minimum score of 79 on the Internet-Based TOEFL (iBT) or a minimum score of 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. Successful completion of USD's Intensive English Program (IEP) Level 3 also fulfills USD's English proficiency requirement. Applicants from or who have obtained an undergraduate or graduate degree from English-speaking countries are not required to submit an approved English proficiency exam score if their academic records indicate that English was the classroom language for the majority of their schoolwork.
- 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: [www.usd.edu/graduate-school/international-admissions/international-admission-requirements](http://www.usd.edu/graduate-school/international-admissions/international-admission-requirements).

### UNIQUE APPLICATIONS FOR SPECIFIC PROGRAMS:

In addition to this application, the programs listed below require 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.

- Occupational Therapy, visit [www.usd.edu/health-sciences/occupational-therapy/application-process](http://www.usd.edu/health-sciences/occupational-therapy/application-process)
- Physician Assistant Studies, visit [www.usd.edu/health-sciences/physician-assistant/admissions-process](http://www.usd.edu/health-sciences/physician-assistant/admissions-process)
- Physical Therapy, visit [www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions](http://www.usd.edu/health-sciences/physical-therapy/dpt-application-instructions)
- Social Work, visit [www.usd.edu/health-sciences/social-work/graduate-admissions](http://www.usd.edu/health-sciences/social-work/graduate-admissions)
- 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)

### 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/graduate-school/academic-programs](http://www.usd.edu/graduate-school/academic-programs).

### DEADLINES FOR APPLICATIONS:

Admission decisions for fall will be made by **July 1** and for spring by **November 15**. All required materials must be received at least four weeks prior to these dates. However, many departments have deadline dates that are earlier than four weeks. Please refer to the graduate programs page at [www.usd.edu/graduate-school/academic-programs](http://www.usd.edu/graduate-school/academic-programs).

**All required materials are to be emailed to [grad@usd.edu](mailto:grad@usd.edu) or mailed to:** University of South Dakota - Graduate School  
McKusick Technology Center - Room 211  
414 East Clark Street, Vermillion, SD 57069-2390

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: [disabilityservices@usd.edu](mailto:disabilityservices@usd.edu)

## APPLICANT INFORMATION:

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle: \_\_\_\_\_

Other name(s), if any, that may appear on academic records: \_\_\_\_\_

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

\*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.

Permanent Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Current Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

## RESIDENCY INFORMATION:

Place of Birth: \_\_\_\_\_ Date of Birth (MM/DD/YYYY): \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

What is your state of residency? \_\_\_\_\_ From (MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_ To (MM/YYYY): \_\_\_\_\_ / \_\_\_\_\_

Citizenship: U.S. Citizen U.S. Permanent Residents Other Country of Citizenship: \_\_\_\_\_  
Mail a copy of both sides of I-551 card

Visa Type: \_\_\_\_\_ Current Visa Status: \_\_\_\_\_ Intended Visa Status: \_\_\_\_\_

Are you a veteran? No Yes

Are you a current military service member? No Yes

Are you a spouse/child of a current/former service member? No Yes

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.

## ADMISSION INFORMATION:

For which session are you applying? Please indicate the year: Fall - 20 \_\_\_\_\_ Spring - 20 \_\_\_\_\_ Summer - 20 \_\_\_\_\_

Intended degree (see [catalog.usd.edu](http://catalog.usd.edu) for accelerated programs):

- |                                      |   |  |
|--------------------------------------|---|--|
| Doctor of Audiology                  | Executive Master of Public Administration                             | Master of Professional Accountancy <input type="checkbox"/> Fast Track |
| Doctor of Education                  | Specialist in Education   | Master of Public Administration <input type="checkbox"/> Fast Track    |
| Doctor of Medicine and of Philosophy | Master of Arts <input type="checkbox"/> Accelerated                   | Master of Public Health  |
| Doctor of Philosophy                 | Master of Business Administration <input type="checkbox"/> Fast Track | Master of Science <input type="checkbox"/> Accelerated                 |
| Doctor of Physical Therapy           | Master of Fine Arts   | Master of Social Work  |
| Doctor of Occupational Therapy       | Master of Music   |  |

Department or graduate program ("Major"): \_\_\_\_\_ Area of Specialization: \_\_\_\_\_

Select one program site below (not all programs are available at all sites):

Vermillion (main campus) Online University Center (Sioux Falls) USD Programs & Courses at BHSU (Rapid City)

Indicate participation in any of the following special programs:

- |  |  |
|--|--|
| M.A. EAL / LERN                                | School of Education Induction and Mentoring (IAM) program    |
| School of Education Plus Certification program | TFA/USD Customized Ed program M.A. in EAL/Pre-K-12 Principal |

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**ACADEMIC HISTORY:**

High school from which you graduated: \_\_\_\_\_

City/State/Country: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Have you completed your baccalaureate degree?\* Yes No If no, when will you complete? \_\_\_\_\_

\*You must provide final transcript verifying a conferred baccalaureate degree before you start your first semester of graduate studies.

Institution from which baccalaureate degree was or will be earned: \_\_\_\_\_

City/State/Country: \_\_\_\_\_ Year Graduated: \_\_\_\_\_

Undergraduate Majors(s): \_\_\_\_\_

Undergraduate Minors(s): \_\_\_\_\_

Indicate type of teaching certification held, if applicable: \_\_\_\_\_

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
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

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**PROFESSIONAL WORK HISTORY:**

Job Title	Employer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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**REFERENCES:**

Name	Email
_____	_____
_____	_____
_____	_____

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**PROFESSIONAL CONDUCT:**

Have you ever been suspended or terminated by a graduate program? No Yes If yes, describe below.

Have you ever been convicted of a felony? No Yes If yes, describe below.

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.

## 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: \_\_\_\_\_

## 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 admission. We are asking now to avoid a separate request once a student becomes enrolled. We use the data in aggregated form only to comply with federal reporting requirements.

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)

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)

## FINAL CHECKLIST:

Please indicate:

I have requested official transcript(s) from all institutions of higher education I have attended. (Unofficial for SD Board of Regents system graduates).

I have requested an official score report for the GRE, GMAT, MAT, LSAT, if applicable.

I have provided the recommendation form to my recommenders.

I have submitted the \$35.00 application fee.

International Students:

I have requested an official score report or notarized copy for the TOEFL, IELTS or PTE-A, if applicable.

Official transcript(s) 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 email all materials to [grad@usd.edu](mailto:grad@usd.edu) or mail to:

**University of South Dakota Graduate School  
McKusick Technology Center, Room 211  
414 East Clark Street, Vermillion, South Dakota 57069-2390**

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 universities is sufficient grounds for canceling my admission or registration.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**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: [disabilityservices@usd.edu](mailto:disabilityservices@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.

This document is available in alternative formats upon request. For assistance, call Disability Services at USD at 605-677-6389 or email [disabilityservices@usd.edu](mailto:disabilityservices@usd.edu).

