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**CLARK ATLANTA UNIVERSITY
GRADUATE APPLICATION**

Before final action on an application can be completed, the Office of Admissions must receive the following:

- Completed and signed application.
- Cashier's check or money order (made payable to Clark Atlanta University) in the amount of \$40. The application fee for an international applicant is \$55 U.S. dollars. The application fee will not be waived and is nonrefundable.
- An official final transcript from each undergraduate and graduate institution you have attended. Transcripts must be mailed directly to the Office of Admissions from the institution's Office of the Registrar. A transcript which has been "issued to the student" will not be accepted.
- An official GRE Report of Scores or GMAT Report (Business Only) from the official testing agency will not be deferred or waived. Test scores more than five years old are not acceptable. Clark Atlanta University code for GMAT/GRE: 5110
- Three recommendation letters: two from former instructors and one from an employer or supervisor. If the applicant has not attended school for two years, then all three recommendations may come from an employer or supervisor.
- A Dean Of Students Certification form from the last institution you attended (this form only required if you attended an institution within the last two years). The Dean of Students or the administrative officer in charge of disciplinary records must complete and mail Form directly to the Office of Admissions.

Supplemental Documents Required

- Applicants for specified Ph.D., Ed.S., Ed.D., and specified M.A. degree programs should prepare:
 - Letter of intent, Essays-discusses career goals, reasons for applying to Clark Atlanta University, and qualifications for admission or Autobiographical Statement (*contact academic department for details*)
 - Resume or Vita

A writing sample is required for the following programs: Higher Ed-Ed.D. online , AWH-MA, English-MA, Humanities-Ph.D., and Political Science-MA & Ph.D. (*contact academic department for details*)

* Interview may be required per department

Reactivation of an Application

Applications and supporting documents are maintained for one year after the semester the applicant applied to begin the graduate program. Therefore, if an applicant has applied to Clark Atlanta University within the past year, his or her application can be reactivated by submitting a letter requesting reactivation of the admission file. The application fee is not required if the fee was submitted with the previous application.

Changing Degree Programs

If a currently enrolled graduate student desires to change from one degree program to another, he or she must submit a new application and three letters of recommendation.

Additional test results are necessary only if the desired program has a different test requirement from the current program. The application fee is not required.

Readmission

A Clark Atlanta University student who has not been enrolled for one semester (not including the summer) is required to apply for readmission. Applications must be submitted at least thirty (30) days before the first day of registration of the term for which readmission is sought. A former student who has attended another college or university during his or her absence from Clark Atlanta University must have an official transcript from each institution's Office of the Registrar mailed to Clark Atlanta University, Office of Admissions.

Transient Students

Students who are enrolled at another university or college and wish to complete no more than twelve hours at Clark Atlanta University must submit an application, the application fee and a "Letter of Good Standing." Letters must list the desired course(s) and state that approval has been granted by a dean or an academic advisor. The document must also contain the dean or an academic advisor's signature.

Financial Aid

Applicants who wish to obtain information on scholarships, grants, assistantship programs, etc., should contact the applicable school or department. Applicants who wish to apply for other types of financial aid should request a financial aid packet by calling 404) 880-8992.

Special Admissions (Non-degree)

Any individual, upon the satisfactory demonstration of appropriate prerequisite courses, training or knowledge, may be admitted as a special student to take graduate courses for audit or credit independent of a degree program after having received the favorable recommendation from a school or department. Such individuals may not accumulate more than twelve (12) semester credit hours as a special student.

International Applicants

Transcripts and diplomas must display an original signature of a school official and/or the school's seal. All Transcripts must be evaluated and signed by an accredited credential educational service. The originals of these documents must be submitted along with the evaluation. Transcripts and diplomas must be mailed directly to the Office of Admissions.

The Test of English as a Foreign Language (TOEFL) is required if English is not the applicant's native language. International applicants must attain a minimum score of 500 on the paper based exam, 173 on the computer exam and 61 IBT. A waiver of the TOEFL requirements will be granted, if the applicant has earned a degree from an institution whose programs are taught in English.

Note: The Form I-20 will only be issued to international applicants who have been accepted to a degree program and have submitted the required tuition deposit.

Application Deadlines

Fall Semester*	February 1 (Priority)
Fall Semester*	April 1 (Preferred)
*Fall admissions only for Biology Business and Social Work	
Spring Semester	October 1 (Priority)
Summer Term	April 1 (Priority)

Please submit your application and fee to:
Clark Atlanta University
Office of Graduate Admissions
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314-4389

Application for Admission

If you have any questions, please call:
(404) 880-8784

Please consider my application for Fall 20____ Spring 20____ Summer 20____

I am applying for the following admission status (please check one):

- First-time applicant Readmission Transient Transferring to another department/school
 Non-Degree

Last	First	Middle	Maiden
Present Address _____			
	Number and Street	Apartment #	P.O. Box

City/Town	State	Zip Code	Country

Permanent Address _____	Number and Street	Apartment #	P.O. Box

City/Town	State	Zip Code	Country

Home/Cell Telephone _____ Business Telephone _____

E-mail address _____ Birthdate _____ Gender Male Female
Month / Day / Year

Citizenship: U.S. Immigrant, permanent resident Yes No (if yes, attach copy of I-551 or I-151)

List alien number _____

International (country of citizenship and country of birth) _____

Non resident alien (country of citizenship) _____

Type of Visa requested? F1 F2 Current Visa type? _____

Language spoken at home? _____

Religious preference _____

Marital Status _____

Describe yourself by checking one:

- | | |
|--|---|
| <input type="checkbox"/> African American, Black | <input type="checkbox"/> Hispanic American, Latino, Chicano |
| <input type="checkbox"/> Asian American, Asian, Pacific Islander | <input type="checkbox"/> European American, Caucasian |
| <input type="checkbox"/> Bi-Cultural (please specify) _____ | <input type="checkbox"/> Other (please specify) _____ |

Applicant Information

Relatives who attended Clark Atlanta University (or formerly Atlanta University or Clark College). Please include name and relationship to you.

Name	Relationship	School	Class
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Why did you decide to apply to Clark Atlanta University?

- Alumni Referral
- Geographic Location
- Graduate Faculty Referral
- Cost
- Size
- Faculty Referral
- Quality of Academic Program
- Other Reasons _____

Which other institutions have you submitted an application? _____

List all colleges, universities, graduate, and professional schools you have attended. A transcript is required from each school.

	Name of Institution	Location	Degree Type	Date of Degree (Month / Year)
Undergraduate and Graduate Universities or Colleges	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

List your employment record below (most recent experience first).

Organization, Business	Position	Dates of Employment	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State the names of three persons from whom you will solicit recommendations in support of your application?

Name	Title	City/State	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GRE (General): Test Date _____

GRE (Subject): Test Date _____

GMAT: Test Date _____

TOEFL / IELTS: Test Date _____

How did you hear about us?

- Open House
- Walk In
- Outdoor Advertisement
- Internet (List Site) _____
- Graduate Fair (List Institution) _____

Have you ever been arrested for or convicted of any offense other than a minor traffic offense? _____
 If you have, please describe the details in writing and send with your application.

School

- School of Arts and Sciences
- School of Business Administration
- School of Education
- School of Social Work

Please check the appropriate degree program you intend to pursue.

Degrees

School of Arts and Sciences

Master of Arts

- African-American Studies
- Africana Women’s Studies
- Criminal Justice
- English
- French
- History
- Political Science
- Sociology
- Spanish

Master of Science

- Biology
- Chemistry
- Computer and Information Science
- Mathematical Sciences
- Physics

Master of Public Administration

- Master of Public Administration

Doctor of Philosophy (Ph.D.)

- Biology
- Chemistry
- Political Science
- Humanities
 - African-American Studies
 - Africana Women’s Studies
 - English
 - History
 - Romance Languages

School of Business

Master of Business Administration

Fulltime

- Accounting
- Entrepreneurship
- Finance
- Marketing
- Sports & Entertainment Management
- Supply Chain Management

School of Social Work

Master of Social Work

- Families and Children
- Health/Mental Health

Doctor of Philosophy (Ph.D.) Social Work

- Policy, Planning, and Administration

School of Education

Post Baccalaureate Certification

- Early Childhood Education

Master of Arts

- Community Counseling
- Educational Leadership (K-12)
- School Counseling
- Special Education - General Curriculum

Master of Arts in Teaching

- Mathematical Sciences
- Secondary Mathematics

Specialist in Education - Ed.S.

- Educational Leadership (K-12)

Educational Leadership - Ed.D.

- Higher Education
- K-12
- Online Higher Education

Special Admissions

- Non-Degree

My signature indicates that all information contained in my application is complete, factually correct, and honestly presented. I hereby request admission to Clark Atlanta University on the terms listed above. I acknowledge that all application documents become property of Clark Atlanta University upon receipt and will not be returned to the applicant or forwarded to another party.

Please complete and return to:

Clark Atlanta University
Office of Graduate Recruitment and Admissions
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314-4389

If you have any questions, please call:
(404) 880-8784

To the Applicant: This certification is to be completed by the **Dean of Students or the administrative officer in charge of disciplinary records** at the last postsecondary school you have attended as a student, **if it has been within the last two years**. Please request that the Dean of Students or the administrative officer in charge of disciplinary records return this form directly to the Office of Graduate Admissions.

Name _____ Social Security Number _____

Address _____
Number and Street City/Town State Zip Code

Institution completing questionnaire _____

Dates of attendance _____ Degree/major granted or expected _____

To The Dean of Students or the administrative officer in charge of disciplinary records:

I have submitted an application to Clark Atlanta University. I authorize you to furnish any information in your files Regarding any disciplinary action (s) taken or sanctions imposed during the time I was enrolled at your institution.

Signature of applicant

Date

Certification

- No disciplinary action has been taken or sanctions imposed against the above-named applicant.
- Yes disciplinary action has been taken or sanctions imposed. Please explain below or on the reverse side of this item.

Name _____ Title _____

Institution _____ Phone _____

Signature of officer

Date

Note: Student may duplicate and distribute this form.



**CLARK ATLANTA
UNIVERSITY**

OFFICE OF GRADUATE RECRUITMENT AND ADMISSIONS
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

404-880-8784
graduateadmissions@cau.edu
www.cau.edu