

West Virginia State University
Media Studies Graduate Program
Application for Admission (1/1/04)

Thank you for your interest in West Virginia State University. If you have any questions about the application please call us at 304-766-31955 or email mediastudies@wvstateu.edu.

MATERIALS REQUIRED TO COMPLETE THIS APPLICATION:

1. **APPLICATION FORM:** Complete the Application for Admission. Type or print in black or blue ink. Fax copies are not acceptable.
2. **APPLICATION FEE:** An application fee of \$20 (resident) or \$30 (non-resident) must accompany each application for admission. The application fee cannot be waived or deferred and is not refundable.
3. **STATEMENT OF PURPOSE:** Include on a separate sheet and attach to the application. See page 3 for instructions.
4. **TRANSCRIPTS:** You must provide two official transcripts from each college or university attended. Graduates of West Virginia State University need to provide official WVSU transcripts. **LETTERS OF RECOMMENDATION:** The forms can be sent to the applicant in a sealed envelope with the signature of the writer across the seal so that it can be submitted with the application or the form may be sent directly to the Media Studies Graduate Program.

Recommendations are available in the Media Studies/Communications office or on-line.

5. **GRE SCORES:** Applicants must take the Graduate Record Examination and have their scores sent to the Media Studies Graduate Program at West Virginia State University.

The application for admission, application fee, and statement of purpose should be mailed together in the same envelope.

DEADLINES FOR APPLICATIONS

All required materials must be received at least 6 weeks prior to the start of the semester. Exceptions to this deadline may only be granted by written request to the Media Studies graduate program coordinator. The application for admission and all required materials should be mailed to:

Media Studies Graduate Program
402 Davis Fine Arts
West Virginia State University
PO Box 1000
Institute, WV 25112

PERSONAL DATA

Date of application: _____ Social Security Number: _____

Last Name: _____ First Name: _____ MI: _____

Preferred First Name: _____ Date of Birth: _____

Current Mailing Address: Street or P.O. Box: _____

City _____ State _____ ZIP _____ County _____

Home Phone Number: _____ Business/Other Phone Number: _____

Email: _____

Permanent Address (if different from above address): _____

Have you ever been enrolled in school under any other name(s)? Yes ___ No ___

If so, please provide full name(s): _____

Name of parent, guardian or spouse: (May be used in case of emergency--optional).

(Last, First, Middle): _____ Relationship: _____

Street or P.O. Box: _____

City _____ State _____ ZIP _____ County _____ Country _____

Home Phone Number: _____ Business/Other Phone Number: _____

Email: _____

Are you a U.S. Citizen? Yes _____ No _____ If not, please indicate immigration status:
(_____) VISA (_____)

(Include a copy of both sides of your I-551 card)

Additional Personal Data (Disclosure of additional personal data is optional and will in no way affect a decision concerning your application.)

Date of Birth: _____ Birthplace (State): _____ Gender: Male ___ Female _

Have you ever served in the U.S. Armed Forces? Yes _____ No _____

Will you be applying for veteran's benefits? Yes _____ No _____

Enrollment Data

Year you plan to enroll: _____ Term/Semester you plan to enroll: _____

State of Residency: _____ If resident of WV, how long have you (and/or your parent or guardian) lived in WV?
Years _____ Months _____

Student Category:

1. _____ Post-Baccalaureate Graduate: Students who have a Bachelor's degree from a regionally accredited college or university and are not currently enrolled in a specific graduate program.
2. _____ Transient Graduate: Students who have a Bachelor's degree from a regionally accredited college or university (including West Virginia State University and **are currently** enrolled in a specific graduate program (i.e. Marshall University's Humanities M.A.).
3. _____ Non-Degree Students: Students interested in taking specific classes but not enrolling in the degree program must still complete an application but need not submit GRE scores or letters of recommendation. Complete graduate and undergraduate transcripts must be on file are necessary prior to enrollment. Permission to take courses without enrolling in the degree program may be granted by the Media Studies Program Coordinator. Non-degree students may not enroll in more than 12 hours of graduate credit without applying for program admission
4. _____ Eligible WVSU Undergraduate Students: Current WVSU students who have completed at least 90 credit hours with a minimum cumulative grade point average of 3.00.

Academic History

College(s) Attended (Undergraduate):

<u>Name of College/University</u>	<u>City</u>	<u>State</u>	<u>Date of Graduation</u>	<u>Degree</u>	<u>Major</u>

I plan to take took the GRE in _____/_____ and my scores are V ____ Q ____ Writ. Assessment. _____

Note: Official GRE scores must be submitted before applicants may be considered for program admission.

Have you been suspended or expelled for academic or disciplinary reasons? Yes ___ No ___ If you have, are you currently eligible to return to that institution? Yes _____ No _____

List the three (3) people you are asking to write letters of recommendation. They should be familiar with your educational and/or professional work and be able to evaluate your potential success as a graduate student.

<u>Name</u>	<u>Position</u>	<u>Address</u>
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Statement of Purpose. (Write on a separate sheet and attach it to the application.)

Your statement should include your purpose in pursuing graduate study, any research you wish to pursue, and your future career goals.

Please indicate:

- I am enclosing/have requested official transcripts from the institutions where my degrees were earned.
- I am enclosing/have requested official transcripts for any transfer work I would like used toward my graduate degree.
- I have requested an official score report for the GRE general test and TOEFL, if applicable
- I am enclosing/have requested three (3) letters of recommendations.
- I have enclosed the \$20 (resident of WV) or \$30 (non-resident) graduate application fee.

I certify that all statements in this application are complete and true and I give the aforementioned institutions permission to use this information for statistical and reporting purposes. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or dismissal.

Signature: _____ Date: _____

Note: WV State University adheres to the principles of equal opportunity without regard to race, color, gender, age, creed, national origin or disability. This policy extends to all programs and activities supported by the University.

**WEST VIRGINIA STATE UNIVERSITY
MEDIA STUDIES GRADUATE PROGRAM
RECOMMENDATION FORM**

Send this form directly to the student in a sealed envelope with your signature across the seal so that the student can return it with the completed application **OR** send it directly to:

**Media Studies Graduate Program
402 Davis Fine Arts
West Virginia State University
PO Box 1000
Institute, WV 25112**

1. Name of Applicant _____

2. Social Security Number _____

To the Applicant:

The Family Privacy Act allows applicants to inspect and review all materials in their files, except for letters of recommendation written prior to 1 January 1975.

Upon its completion and submission, college faculty will utilize this document to evaluate your qualifications to be admitted into the graduate program in Media Studies. It may also be used to assist in the selection of graduate assistants. Before submitting this form to the person who will be writing your recommendations, please check one of the following statements relative to the confidentiality of your files.

_____ I DO wish to waive my right to see this document.

_____ I DO NOT wish to waive my right to see this document.

Signature of Applicant

Date

TO THE PERSON MAKING THIS RECOMMENDATION:

The above named applicant for admission to the Media Studies Graduate Program has given your name as a reference. The Graduate Program would appreciate your cooperation in providing the following information regarding the applicant's qualifications. References should be acquainted with applicant's academic ability.

1. I have known the applicant for: _____ Semesters _____ Years

During this time, the applicant was a/an: _____ undergraduate student _____ advisee
_____ departmental assistant _____ other _____

2. Check each line at the appropriate point on the scale to show the applicant's ratings on the characteristics concerned. Use your own student body and recent graduates as a reference group. If the applicant is an employee, use other employees with similar backgrounds as a reference group.

CHARACTERISTICS	HIGH	AVERAGE	LOW	CANNOT JUDGE
General Intelligence				
Knowledge of Field				
Maturity				
Dependability				
Work Ethic				
Research Potential				
Teaching Potential				

3. My recommendation for this applicant is:

Very strong
 Strong
 Average
 Below Average
 Recommend with reservations
(Please explain below)

4. Please use this space (or a separate sheet on your letterhead) to make comments concerning this applicant's strengths and weaknesses. Comments should pertain to the applicant's ability to undertake graduate studies. Be as specific as possible.

Name (Please type or print) _____ Title _____

Institution _____

Address _____
Street City State Zip

Signature _____ Date _____