

# Graduate Application Checklist

Welcome! The following information will help you learn about the application and admission process for graduate programs in Governors State University's College of Business. Normally, applicants will be expected to have a 3.0 cumulative GPA (on a 4.0 scale) in their last 60 credit hours of their bachelor's degree.

The College of Business Graduate Admission Committee will not review applications until all items have been received.

First, check the application deadlines for your desired term of entry. For the earliest admission decision we encourage you to complete your application as early as possible. For students that are interested in receiving financial support from Governors State University, applications are reviewed on a first come status and while other conditions may need to be met, it is important to submit documents early.

The application process is a two-part process, requiring (1) completion of online application and fee; and (2) submission of supplemental documents. Carefully review the application checklist to learn what is required to complete your application.

- Priority Admission & Application Deadlines**
- Application**
- Application Fee**
- Transcripts**
- Resume**
- Personal Statement**
- Letters of Recommendation**
- GRE/GMAT\***
- TOEFL/IELTS/PTE (International Students Only)**
- Financial Supporting Documents (International Students Only)**
- Status Updates**
- Additional Information for International Students**

## Priority Admission & Application Deadlines

Any student wishing to apply for priority admission must submit **all application materials in one packet** to College of Business, 1 University Parkway, c/o Ruby Williams, Suite G281, University Park, Illinois 60484. Your online application and application fee must be paid **online, prior** to the submission of the application packet. Incomplete packets will not receive priority admission consideration.

Domestic Applicant	Summer	Fall	Spring
<i>Priority Deadline</i>	March 15	June 15	October 15
<i>Standard Deadline</i>	Rolling Admission		

International Students			
<i>Priority Deadline</i>	March 1	June 1	October 1
<i>Standard Deadline</i>	April 1	July 1	December 1

<i>Classes Begin</i>	<a href="http://www.govst.edu/academiccalendar/">http://www.govst.edu/academiccalendar/</a>
----------------------	---

## Application

Complete the online application: <http://applynow.govst.edu>

## Application Fee

The application fee for graduate admission is a non-refundable \$50.00. We accept all credit cards except American Express. The amount of payment is in U.S. Dollars. Please note that your application fee must be paid PRIOR to submission of any documents to the graduate program. Students can also pay by phone by calling 708-534-4055

[Normal business hours- central time 8:30am-5:00pm]

## Transcripts

### Domestic Students

You must submit transcripts from all U.S schools attended whether a degree was earned or not - You may mail your transcripts directly to:

Governors State University  
Admission Processing Office  
1 University Parkway  
University Park, IL 60484

OR

Submit electronically to [apotranscripts@govst.edu](mailto:apotranscripts@govst.edu)

## **International Students and International Transcripts**

Credential evaluation is required for transcripts from a university outside the United States. If you have completed course work *outside the USA*, a course by course credential evaluation, by a NACES member will be required.

Visit [www.naces.org/members.html](http://www.naces.org/members.html) to search for an evaluation service provider.

Please note that US citizens or permanent residents who have completed degrees outside the US must also submit international transcripts that have been evaluated by a NACES member credential evaluation service.

The College of Business will accept a four-year bachelor's degree in any field; other three-year bachelor's degrees must be accompanied by a two-year master's degree. (Note: professional qualifications and postgraduate diplomas completed after a bachelor's degree are not considered sufficient for admission.)

### **International Students from India - INDUS Foundation Applicants:**

As a prospective student from India, the College of Business wants to ensure that you have all necessary information to ensure a seamless application process. If you are a prospective student from India and wish to attend GSU utilizing our partner organization, the INDUS Foundation, please click [here](#) to find more information about INDUS, our collaborator in your country.

### **International Students from a country other than India:**

If you are a prospective student from a country other than India and wish to attend GSU utilizing our partner organization, CollegeStudyUS, please click [here](#) to find out more information about CollegeStudyUS: <http://www.collegestudyus.com/student-placement/>

## **Resume**

Submit a current Professional Resume

## **Personal Statement**

A two page, double-spaced statement of intent which discusses personal short- and long-term career goals, reasons for pursuing a graduate business degree at this time and what about this particular program is going to help reach those goals. Please give specific personal examples of leadership and provide other pertinent information to help the committee select candidates who can benefit from and contribute to the program. The statement of intent offers applicants the opportunity to demonstrate writing and communication skills and supports candidacy for the graduate business degree.

## **Letters of Recommendation**

Two letters of recommendation should be requested from individuals who can attest to our professional accomplishments and ability to be successful in a graduate program (current or former faculty members; current or former supervisors; or community leaders). Recommendation letters should not come from family members, friends or colleagues. [A template for the letter is available.](#)

## GRE/GMAT\*

Applicants must submit a [Graduate Management Admission Test \(GMAT\)](#) score --OR-- [Graduate Record Examinations \(GRE\)](#) score. The school code for GMAT/GRE is 1263.

\***GMAT/GRE Waiver.** The GMAT or GRE may be waived for applicants who meet one of the following:

1. an undergraduate G.P.A. of 3.5 or higher for the last 60 hours, from a regionally accredited college or university in the United States, or
2. a graduate degree from a regionally accredited college or university in the United States; or
3. meet the requirement for [Guaranteed Admission](#) program for GSU undergraduate students and recent alumni.

### **GMAT/GRE Resources:**

- The GMAT website is <http://www.mba.com/the-gmat.aspx>. Testing for the GMAT is done through Pearson Professional Centers. The phone number to contact Pearson is 1-800-717-4628.
- The GRE website is [http://www.ets.org/gre/revised\\_general](http://www.ets.org/gre/revised_general). Check the website for fees and nearest location to take the test.
- If you feel you are economically disadvantaged, you may apply for a GMAT voucher which covers the cost of the GMAT. You must complete the FAFSA and your income level will be checked. For further information about the GMAT voucher, contact the GSU Financial Aid office at 708-534-4480.
- The School of Extended Learning offers an on campus GRE prep course. You may register online at <http://www.govst.edu/oc>. Contact the School of Extended Learning at 708-534-4099 for upcoming dates and times.

## TOEFL/IELTS/PTE (International Students Only)

International Students must meet the university language requirement for admission to the university. Applicants must take either [Test of English as a Foreign Language \(TOEFL\)](#), [International English Language Testing System \(IELTS\)](#), or [Pearson Test of English \(PTE\)](#).

For the IELTS, applicants must meet the minimum acceptable score of 6.0 academic version.

Acceptable scores for TOEFL for master's level applicants are listed in the GSU Catalog.

Type of TOEFL Exam	Paper	Computer Internet	Internet (IBT)
Total Score	550	213	80
Reading	54	21	20
Writing	58	24	20
Listening	55	21	20
Speaking	-	-	20

Acceptable scores for the Pearson Test of English (PTE) Academic, minimum acceptable scores are listed in the GSU Catalog

Type of PTE Exam	Total score: 53
Listening	53
Speaking	53
Reading	53
Writing	53

Students who do not meet the language proficiency score *may* be eligible to be conditionally admitted and required to complete GSU's [Intensive ESL](#) program during the first term of study.

## Financial Supporting Documents (International Students Only)

International applicants must provide evidence of financial support to meet all financial needs for the duration of their studies at GSU. For students applying for the Spring 2017 semester and forward, GSU will accept evidence of financial support such as bank statements. Please email [ois@govst.edu](mailto:ois@govst.edu) for any questions about this policy or to email bank statements.

## Status Updates

If you are a domestic student and have applied to the College of Business program via the traditional route and have general admission questions, please submit inquiries to: [gsunow@govst.edu](mailto:gsunow@govst.edu)

If you are an international student and have applied thru INDUS and wish to have a status update, please submit inquiries to: [ois@govst.edu](mailto:ois@govst.edu)

If you are a domestic or international student and have applied via our PRIORITY ADMISSION, please wait *three weeks* after we have received your documents and submit inquiries to: [rwilliams2@govst.edu](mailto:rwilliams2@govst.edu)

## Additional Information for International Students

**International Students:** International students should review the GSU [International Student Web Site](#): ([www.govst.edu/ois](http://www.govst.edu/ois)) to learn about requirements for studying at GSU. The site contains admission information for international students, including obtaining an initial I-20; financial affidavit requirement; English language proficiency requirement; estimated expenses; and international partner universities and organizations. The [GSU Catalog](#) provides the most updated requirements for international students. For further information and to coordinate the details of your application and arrival at GSU, please contact the Office of International Services at [ois@govst.edu](mailto:ois@govst.edu).