ADMISSIONS PROCEDURES

The Graduate Admission Application may be completed online as follows:

- Access the following web-site: https://usmgrad.admissionpros.com/default.asp
- Select the degree program you wish to apply for with care. The major is Higher Education, and the emphasis area is Student Affairs Administration.
- Follow the directions regarding uploading:
  - All previous transcripts (undergraduate/graduate)
  - GRE Scores (USM reporting code 1479)
  - TOEFL scores, if applicable
  - Names and contact information of the 3 people providing your references
  - Personal Statement: a Letter of Intent that explains the applicant’s background, prior experience in student affairs (paid and voluntary), reasons for applying to the program, and career goals
  - Résumé or Curriculum Vita: Current résumé that highlights your current contact information, educational background, work experience, and extra-curricular experiences.
  - Writing Sample: Essay Regarding Student Affairs Beliefs: Two-page belief statement that addresses your beliefs about the functions of Student Affairs within the higher education institution (double-spaced, 1 inch margins)
  - Writing Sample: Essay Regarding a Critical Issue: Two-page essay regarding a critical issue facing Student Affairs and/or Higher Education (double-spaced, 1 inch margins)

Once an admissions decision has been reached, you will be notified of your admissions status by the Graduate School. Admission is valid only for the term offered.