Source: Graduate Catalog. Additional admissions information can be found online at http://www.robinson.gsu.edu/prospective/app_process.html

J. Mack Robinson College of Business Admissions

All documents and other materials submitted by or for persons in connection with their consideration for admission become the property of this institution and cannot be returned at any time. It is the responsibility of each applicant to follow the application procedures completely and correctly and to be certain that all materials have been submitted to the Office of Graduate Recruiting and Student Services by the application deadline.

No guarantee regarding admission can be made before an applicant's file is complete and has been reviewed by the Master's Admissions Committee. Applicants must assume responsibility for all costs related to applying for admission regardless of the admission decision.

Admission is for entry in a specific program, major or status, and for a specific semester. A student who is admitted for one program, major, concentration or status may enter a different one only if, and after, formal approval has been given by the Master's Admissions Committee of the college. An accepted applicant who wishes to defer enrollment to a future semester will be reevaluated according to the admission criteria in effect for the future semester. Reevaluation must be requested by the deadline for the desired semester of entry.

Retention of Records

If an applicant does not complete enrollment for the semester in which admission is sought, the application must be renewed and submission of such additional credentials and information as may be requested by the Master's Admissions Committee will be required. Incomplete application files are retained for a maximum of four years.

A student who earns master's-level credit and later becomes inactive may be required to re-establish his or her file. A transcript of graduate credit earned at Georgia State University will be maintained indefinitely by the Office of the Registrar.

Application Deadline Dates for Master's Degree and Certificate Programs and Nondegree Status

Admission to most master's programs in the Robinson College of Business is possible for any term (fall, spring or summer) with the exception of the Executive M.B.A. Program which begins only in the fall (August) and the Global Partners M.B.A. Program which begins only in the fall (October). Listed below are the deadlines for submitting applications and all supporting materials. The deadlines are for three categories of applicants:

* All new applicants to submit applications for admission and all related materials including test scores
* Accepted applicants to request approval to change their semester of entry
* Denied applicants to request reconsideration

If the deadline falls on a weekend or university holiday, applications and materials will be accepted until the next workday following the deadline. To be guaranteed a decision for the desired term of entry, applications and all supporting documents must be received by these deadlines.
International Applicants U.S. and International Deadlines:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Applying Abroad Applicants in the U.S.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall (Aug)</td>
<td>February 1 April 1</td>
</tr>
<tr>
<td>Spring (Jan)</td>
<td>April 1 September 15</td>
</tr>
<tr>
<td>Summer (June)</td>
<td>September 1 February 1</td>
</tr>
</tbody>
</table>

Applicants are encouraged to apply early, which has several advantages:

- Better chance of securing university housing (fall entry, U.S. applicants). International applicants who wish to secure university housing should complete their applications even earlier due to the additional time needed to process the financial documents required for I-20s/DS-2019s.
- Better chance of qualifying for assistance through the university's Office of Student Financial Aid before time to register for first term.
- Increased likelihood of eligibility for early registration (U.S. applicants).
- Increased likelihood of receiving immigration documents in time to arrive on campus for international orientation and registration for desired term (international applicants).
- More time to make plans for attending graduate school if accepted or make alternative plans if not accepted.

Application Procedures

Refer to the Executive M.B.A. Program, the Professional MBA, and the Global Partners M.B.A. Program later in this chapter for information on applying to those programs.

International Applicants: Applicants who completed all or part of their education abroad may be required to have their foreign credentials evaluated by an independent evaluation service that is a member of the National Association of Credential Evaluation Services, Inc. Course-by-course evaluations, equivalence to an accredited U.S. degree (or number of years toward completion), and grade-point average equivalents are required.

7030.20 Application Options

There are two ways to apply. These options can be accessed by clicking on "How to Apply" at the college's website: robinson.gsu.edu/apply/index.html.

- Applications can be submitted electronically. This is the preferred method.
- The application packet can be downloaded as pdf files and printed.

Follow the online directions when applying electronically. The instructions given below (are for the paper application process.

Self-Managed Applications

When submitting paper applications, the Robinson College of Business requires self-managed applications to its master's programs. This means that the applicant collects all credentials other than test scores and submits them at one time to the Office of Graduate Recruiting and Student Services. A notice acknowledging receipt of the completed application packet is sent to the applicant by Graduate Recruiting and Student Services. Self-managed applications are required for initial applications, requests for reconsideration by previously denied applicants, and requests by previously accepted applicants to change semester of entry.

This procedure eliminates any question about whether the applicant's transcripts or other documents have been received. It also requires careful planning by the applicant, well in advance of the deadline for
the desired semester of entry. The closing dates for receipt of the completed application packet and all test scores for each of the academic semesters are listed in the "Application Deadline Dates for Master's Degree and Certificate Programs and Nondegree Status" section in this chapter.

The application instructions provide complete information on preparing the self-managed application packet. Applicants must use current application forms. Applicants must not submit incomplete packets; this will result in a substantial delay in processing the application. The entire application and all attachments must be legible. The following sections discuss the documents required.

All inquiries about the application process should be made to the following:

Robinson College of Business
Office of Graduate Recruiting and Student Services
Georgia State University
P.O. Box 3988
Atlanta, GA 30302-3988
Phone: 404/413-7167
Fax: 404/413-7162
robinson.gsu.edu/academic/gass/index.html

7030.30 Master's Application and Narrative Questions

The Application for Admission—Master's Programs must be submitted by all applicants. It must be typed or printed legibly. In addition to asking for basic biographical and educational data, the master's application also contains narrative questions. Answers to these questions must be typed. Evaluative interviews are not part of the application process for most programs, so it is important that applicants complete their application in a thorough and thoughtful way. This is the opportunity for applicants to present themselves to the Master's Admissions Committee. It provides a way to highlight qualities relevant to success in a graduate business program that may not be evident in test scores and past academic performance. The application also is used to establish the applicant's record on the university's computer record system and with the Office of the Registrar. It is important that this information is coded completely and correctly.

Residency Information

Residence data will be used by the university's resident auditor to determine if an applicant is a Georgia resident for fee-payment purposes. It must be completed by all applicants. (See the "Regents' Requirements for Georgia Resident Status" heading in the Financial Information of the Graduate Catalog.)

Application Fee

You will be assessed a $50 application fee with your online application. The application fee is nonrefundable and does not apply toward registration fees. For each subsequent online application that you submit, you will be assessed another application fee.

7030.55 Transcripts

Two official copies of the transcript of all previous college work are required from each institution previously attended. Each set of transcripts must be submitted in a sealed envelope from the institution. If an institution's policies do not permit it to send official transcripts to applicants for use with self-managed applications or if the applicant is applying online, the transcripts may be sent directly to Graduate Recruiting and Student Services using the address given previously under the heading "Self-Managed Applications." In this instance, applicants should indicate on the application that the transcripts will be sent separately by the appropriate deadline.
Transcripts are required from each institution regardless of the length of time the applicant attended the institution or the applicant's status while at the institution or whether the grades are listed on another institution's transcript. EXCEPTION: Applicants who have attended Georgia State University must list their dates of attendance on their applications, but they do not have to request their Georgia State transcript. Graduate Recruiting and Student Services will obtain a record of the Georgia State coursework.

One copy of each of the transcripts will be given by Graduate Recruiting and Student Services to the registrar of the university of the student's permanent file. A person who has attended Georgia State University as a degree-seeking student may submit only one copy of the transcripts from each institution attended prior to entering Georgia State University; two copies are required from all institutions attended after having last attended Georgia State University.

An applicant who may have been granted provisional admission pending completion of the undergraduate degree must file two official copies of a supplementary transcript showing the awarding of the degree as soon as it is available but at the latest the first day of registration of your second semester of enrollment.

7030.60 Admission Tests

The Graduate Management Admission Test (GMAT) is the primary admission test for admission at the master's level in the Robinson College of Business. All applicants to the program listed below must take the GMAT. There are no substitutions for this test:

* Master of Business Administration
* Master of Business Administration/Master of Health Administration joint programs
* Master of Business Administration/Juris Doctor joint programs
* Master of Professional Accountancy

Applicants to the programs listed below may submit scores on either the GMAT or the General Test of the Graduate Record Examinations (GRE):

- Master of Actuarial Science
- Master of International Business
- Master of Science majors in Business Economics, Finance, Managerial Sciences, Marketing, Personal, and Financial Planning
- Risk Management and Insurance
- Master of Science in Health Administration
- Master of Science in Information Systems
- Master of Science in Information Systems Audit and Control
- Master of Science in Real Estate
- Master of Taxation [Law Scholastic Aptitude Test (LSAT) scores may be submitted by MTx applicants only.]

Graduate Certificates in:

- Accountancy
- Enterprise Risk Management
- Information Systems
- Personal Financial Planning (see below)
- Real Estate

Applications to the Graduate Certificate in the Personal Financial Planning program are exempt from the requirement of providing GRE or GMAT scores as part of the application process if they are CPAs or hold an MBA or other master's degree in business from an AACSB-accredited institution or hold a JD degree. Such qualifying applicants must provide transcripts or other proof that they possess the necessary professional or academic credentials. If admitted to the Graduate Certificate in Personal Financial Planning program, they must submit satisfactory scores for the following tests at the time of registration of your first semester of enrollment: Graduate Management Admission Test (GMAT), Graduate Record Examination (GRE), Graduate Record Examination in Mathematics (GRE Math), Graduate Record Examination in General Test (GRE General Test), or Graduate Record Examination in Advanced Theoretical Mathematics (GRE Advanced Mathematics).
Planning program without valid GMAT or GRE scores, such applicants must submit valid GMAT or GRE scores before being eligible for admission to a regular master's degree program, or another graduate certificate program in the Robinson College of Business.

Accepted applicants that took the GRE and later wish to change programs will not automatically be eligible to change to a program that does not permit GRE for admission. Based on the overall credentials and grades and credit earned, the student may be required to submit GMAT scores. Students admitted to programs that permit the GRE are eligible to enroll in only courses that apply to those programs.

GMAT

The GMAT is designed to measure aptitude for graduate study in business and is not a measure of knowledge in specific business subjects. Competitive scores are required for a successful application, and the level of competitiveness is subject to change throughout the year. Scores significantly below current averages are not likely to be competitive. GMAT scores may not be more than five years old at the desired semester of entry. Applicants whose scores do not meet this age limit must retake the GMAT and have the current scores sent to GSAS.

The GMAT should be taken as far as possible in advance of the desired semester of entry since official scores must be received by the stated deadline for complete applications. Scores from GMAT CAT will be sent to GSAS two to three weeks after the test date. The "candidate's copy" of the score report is not acceptable. Admission decisions will not be made based on the unofficial scores given to the test taker at the conclusion of the GMAT CAT.

In North America and most other parts of the world, the GMAT is administrated only as a computer-adaptive test (CAT). Prospective applicants who are located in a country that does not currently offer the GMAT CAT and who cannot travel to another country to take the test should contact Customer Service at the Pearson VUE: GMATcandidateservicesamericas@pearson.com

Starting January 1, 2006, the GMAT is administered worldwide by Pearson VUE instead of Educational Testing Service (ETS). Applicants who have taken the GMAT before January 1, 2006 should contact ETS to request score reports. The college's code number for master's-level programs is 5251.

The GMAT Information Bulletin and the GMAC Website (www.gmac.com) contain detailed information about the options for registering to take the test, the most up-to-date listing of test centers, and instructions for having scores sent to desired schools.

GRE

The GRE is administered worldwide and year round. The General Test is offered only on the computer in most locations. It is an adaptive test measuring verbal, quantitative, and analytical writing skills.

Updated information about the GRE computer-based and paper-based test centers and registration procedures may be found on the GRE Web site shown below.

GRE information may be obtained by contacting the Educational Testing Service in one of these ways:

GRE-ETS
P. O. Box 6000
Princeton, New Jersey 08541-6000, USA
Phone: 1-609-771-7670 (8:00 a.m.—7:45 p.m. EST)
Fax: 1-610-290-8975
E-mail: greinfo@ets.org
www.gre.org
GRE scores may not be more than five years old at the desired semester of entry. Applicants whose scores do not meet this age limit must take the Graduate Management Admission Test and have the current scores sent to GSAS.

Applicants taking the GRE must request that their scores be reported to Georgia State University. Those who have previously taken this test must request the Educational Testing Service to report their scores to Georgia State. The university's code number is R5251. The "candidate's copy" of the score report is not acceptable.

The GRE should be taken as far as possible in advance of the desired semester of entry since official scores must be received by the stated deadline for complete applications. Scores from the GRE CAT are mailed within 10-15 days of the test date.

7030.65 Interviews

Evaluative interviews are not part of the admissions process for most programs. If an interview is needed after faculty representatives of a specialized master's program review an applicant's file, the applicant will be given an appointment for this purpose. Applicants are therefore encouraged to provide complete answers to all questions asked on the applications. Applicants who have questions about the information in this catalog concerning admissions, the programs, or related matters, however, are invited to contact Graduate Recruiting and Student Services at any time during the application process.

7030.71 Resume

A resume is a required part of the application for all master's-level programs in the Robinson College of Business.

Letters of Recommendation

Letters of recommendation are not required for master's-level admission in the Robinson College of Business. Applicants who wish to submit them, however, may do so. Applicants who choose to submit letters must collect the letters from their recommenders in sealed envelopes; recommenders must sign their names across the sealed portion of the back of the envelope. Letters of recommendation must be submitted unopened with the rest of the application packet. They may not be reviewed by the applicant at any time. An applicant who does not wish to waive access to a letter of recommendation must arrange for the recommender to provide a copy.

7030.75 Immunization Certification

The Board of Regents of the University System of Georgia requires that accepted applicants who have never attended Georgia State University submit proof of immunization from measles, mumps, and rubella (MMR), varicella (Chicken Pox), tetanus, and diphtheria before being allowed to register. Forms for providing this certification to GSU Student Health Services are available online at www.gsu.edu/health/forms.html. Questions about the requirement may be directed to GSU Student Health Services (141 Piedmont Ave. NW, Suite D, Atlanta, Georgia 30303-2417, telephone: 404/413-1930, fax: 404-413-1955

The college can consider applications for master's-level admission before receiving this documentation. Applicants will be eligible only for conditional admission and may register for their initial semester prior to receipt of proof of immunization. However, registration for subsequent semesters will not be allowed until acceptable proof of immunization has been received.

Applicants born before January 1, 1957, are considered to be immune to measles and mumps, but the rubella immunization is required; this requires one vaccination.

Applicants born January 1, 1957, or later who have not already received the MMR immunization or who cannot document that they have received it must have two vaccinations at least 30 days apart. Applicants
in this category should be aware of this time constraint. Sufficient time before registration may not be available to begin the immunization process after an admission decision is received.

U.S.-born applicants born after 1980 and all foreign-born applicants regardless of year of birth must show proof of vaccination, reliable history of varicella disease, laboratory/serologic evidence of immunity, or history of herpes zoster (shingles).