General Instructions to Applicant
(Check List)

The application packet you have received should include:

- ε Application for Graduate Admission
- ε Forms for three letters of recommendation
- ε Statement of Purpose Form

If any of these materials are missing from your packet, please contact the Graduate Office immediately.
*Note: Special (non-degree seeking) students will receive only the Application for Graduate Admission.

Admission as a Special (*non-degree seeking) Student*

A special student is one who does not plan to seek a degree at Lincoln University. A special student is required to submit the following prior to being admitted to the University:

- ☐ Completed Application for Graduate Admission.
- ☐ $30 non-refundable application fee (waived if Lincoln University graduate).
- ☐ An official transcript showing his/her baccalaureate degree or highest degree earned sent directly to the Graduate Office. The Graduate Office will order LU transcripts for LU graduates.
  *Note: Hand carried transcripts are not acceptable.

Admission as a Regular (degree seeking) Student

A regular student is one who plans to seek a degree at Lincoln University. A degree-seeking student is required to submit the following:

- ☐ Completed Application for Graduate Admission.
- ☐ $30 non-refundable application fee (waived if Lincoln University graduate).
- ☐ An official transcript from all colleges/universities previously attended, including one showing a baccalaureate degree earned, sent directly to the Graduate Office. Graduate Office will order LU transcripts for LU graduates. Applicants must have a 2.5 cumulative GPA in order to apply for admission to the Graduate School. A 2.75 in the major field is required. A GPA waiver may be granted to applicants who received their undergraduate degree more than ten years ago.
  * Note: Hand carried transcripts are not acceptable.
- ☐ Statement of Purpose Form.
- ☐ Three letters of recommendation.
- ☐ All M.E.D candidates are required to submit a copy of their teaching certificate as part of their admissions, with the exception of the Guidance and Counseling Agency major.
- ☐ The results of the Graduate Record Exam (GRE) or the Miller's Analogies Test (MAT) for M.E.D. or M.A. programs; the results of the Graduate Management Admissions Test (GMAT) for the M.B.A. program.

***Specific admission requirements for each degree program may be found within the Graduate Bulletin. Applications will not be considered complete or processed until all information cited above has been received.**

Readmission

Special students are required to apply for readmission if they are absent from the University for one or more years. Students applying for readmission must submit the following:

- A completed Application for Graduate Readmission
- Official transcripts from any colleges attended since last enrolled at Lincoln University

Admission as an International Student

An international student must submit the following:

- Completed Application for Graduate Admission.
- $20 non-refundable application fee (waived if Lincoln University graduate).
- An official transcript from all colleges/universities previously attended, including one showing a baccalaureate degree earned, sent directly to the Graduate Office. Applicants must have a 2.5 cumulative GPA in order to apply for admission to the Graduate School. A 2.75 in the major field is required. A GPA waiver may be granted to applicants who received their undergraduate degree more than ten years ago.
  * Note: Applications from international students will not be processed until the Graduate Office has received **Official Transcripts** from your college/university and an evaluation from one of the following evaluators:

Education Credential Evaluator, Inc Box 17499 Milwaukee, Wisconsin 53217	**OR**	**World Education Services, Inc.** Box 745 Old Chase Station New York, New York 10011

- Statement of Purpose Form.
- Three letters of recommendation.
- All M.E.D candidates are required to submit a copy of their teaching certificate as part of their admissions, with the exception of the Guidance and Counseling Agency major.
- The results of the Graduate Record Exam (GRE) or the Miller's Analogies Test (MAT) for M.E.D. or M.A. programs; or the results of the Graduate Management Admissions Test (GMAT) for the M.B.A. program.
- The results of the Test of English as a Foreign Language (TOEFL) or Michigan Test of English. Students must receive a minimum score of 500 (paper test) or 173 (computer test) on the TOEFL or a minimum score of 80% on the Michigan Test. Exempted from this requirement are those students for whom English is their official language.
- An Affidavit of Financial Support (minimum $15,000.00 for the program) and Bank Statement.

Important Lincoln University Office Phone Numbers

Graduate Studies	**Records**	**Financial Aid**	**Student Health Services**
Phone: (573)681-5247	(573)681-5011	(573)681-6156	(573)681-5476
Fax: (573)681-5106	(573)681-5013	(573)681-5871	(573)681-5877
Student Accounts	**Education Div.**	**Business Dept.**	**Social & Behavioral Science**
Phone: (573)681-6095	(573)681-5250	(573)681-5487	(573)681-5145
Fax: (573)681-5903	(573)681-5257	(573)681-6085	