To be admitted to graduate studies at Northwest, an applicant should request an admission form well in advance of enrollment date. The admission form along with official transcripts of all previous degree(s) and credits earned from all accredited institutions, must be submitted to the Graduate Office prior to enrollment. Each graduate program has specific admissions policies in addition to the policies for admission to graduate study. These may include the GRE or GMAT test scores, or alternative admission requirements. Applications for some programs will not be reviewed until all required materials are received. See the appropriate program section in the Graduate Academic Catalog for complete admission requirements. Students desiring to enter the Guidance and Counseling program must complete all admissions requirements by March 1 of the year prior to the summer of intended entry. Students seeking admission to the M.B.A. program must submit application, official transcripts and GRE, GMAT or MFT requirements by July 1 for fall trimester, Dec. 1 for spring trimester and March 1 for summer trimester. Applications for the M.S. Geographic Information Science program must be completed by April 1 for the fall trimester and Nov. 15 for the spring trimester. The M.S. Geographic Information Science and M.S. Applied Computer Studies programs do not admit new students for the summer trimester. All students must file an Approved Program Form to be considered for admission to candidacy. The Approved Program Form is to be completed by students in consultation with their major advisor and forwarded to the Dean of the Graduate School as soon as possible after the student enrolls. Students receiving financial assistance or a Graduate Assistantship must submit the Approved Program Form at the time of first enrollment.

Financial Assistance
The MSEP (Midwest Student Exchange Program) is available for students from Kansas, Michigan, Minnesota, Nebraska or North Dakota. The student must be enrolled full-time (not receiving a graduate assistantship from Northwest) and have completed a bachelor’s degree with a cumulative GPA of 3.25. If all requirements are met, please contact the Graduate Office.

Information regarding other financial assistance or loans may be obtained by contacting the Office of Scholarships and Financial Assistance at (800) 633-1175.

Applying to Northwest
Northwest Missouri State University welcomes applications from individuals interested in master’s and specialist’s degrees. Minority students are encouraged to apply. Criteria for graduate program admission is listed in this application; however, be assured that each applicant is given individual consideration. Northwest admits students whose ability, preparation and character indicate potential for success in the programs of study offered.

To apply, read this material, fill out the application, remove and mail to:
Graduate Office
Northwest Missouri State University
800 University Drive
Maryville, MO 64468-6001

Programs of Study

Certificate Programs
- Alternative Certification
- ELL/ESOL Certificate
- Geographic Information Science Certificate
- Instructional Technology Certificate
- eTeaching Certificate
- Special Education Administrator

30 Master of Arts (M.A.)
- English
- English (speech emphasis)
- History

31 Master of Science (M.S.)
- Agriculture
- Applied Computer Science
- Applied Health and Sport Science
- Biology
- Geographic Information Science
- Recreation

34 Master of Business Administration (M.B.A.)
- M.B.A.
- M.B.A.
  (agriculture economics emphasis)
- M.B.A. (IT management emphasis)

32 Master of Science in Education (M.S.Ed.)
- Educational Leadership: K-12
- Educational Leadership: Elementary
- Educational Leadership: Secondary
- English (Option I)
- English (Speech emphasis)
- Guidance and Counseling
- Health and Physical Education
- Reading
- Special Education
- Teacher Leadership
- Teaching: Agriculture
- Teaching: Early Childhood
- Teaching: Elementary (self-contained)
- Teaching: English Language Learners
- Teaching: English (Option II)
- Teaching: History
- Teaching: Instructional Technology
- Teaching: Mathematics
- Teaching: Middle School
- Teaching: Music
- Teaching: Science

40 Specialist in Education (Ed.S.)
- Elementary Principalship
- Secondary Principalship
- Superintendency
Eligibility Requirements for Graduate Assistants
To be eligible to apply for a competitive Graduate Assistantship, (GA), students must:
- Be fully accepted into a graduate program
- Submit the GA application and two letters of recommendation
- Have a minimum undergraduate GPA of 2.75 OR have a minimum graduate GPA of 3.0 in at least eight graduate hours
- Must have taken the GRE or GMAT as required, or met alternate admission requirements
- Have an Approved Program Form on file in the Graduate Office within the first two weeks of first term
- Be pursuing coursework for a master’s or specialist degree

International students who did not complete both their primary and secondary education in a nation or territory in which English is the primary language must have completed one trimester in-residence graduate work and must successfully complete the Speaking Proficiency English Assessment Test (SPEAK) before they can be appointed as a Graduate Teaching Assistant or as a Graduate Tutor. A first-term international student may apply for research or administrative assistantships if they have the skills required in the job description. Contact the Graduate Office for further information about the SPEAK Test.

Enrollment Requirements
To retain a Graduate Assistantship position, the student must:
- Enroll in and complete a minimum of nine hours each trimester with at least six hours at the graduate level
- Maintain a 3.0 GPA each term of enrollment, and a cumulative 3.0 GPA in graduate courses

Assistantships are available on a competitive basis. In addition to a $6,000 stipend covering a full academic year, a waiver of up to 100 percent of the standard tuition and designated fee rate is provided for both resident and non-resident graduate assistants. The fee waiver does not include the technology fee, online delivery fee or surcharge if applicable. Make application by March 1 for the next academic year to the Graduate Office. Applications will be accepted until all positions are filled.

Complete the Graduate Assistant application online at www.nwmissouri.edu/graduate/assistantships.htm.
# Personal Information

1. **Full Legal Name**
   - Last
   - First
   - MI

2. **Other Names Used**
   - Last
   - First
   - MI

3. **Permanent Address**
   - Number and Street
   - City
   - County
   - State
   - Zip Code

4. **Home Phone Number**
   - Area Code
   - Number

5. **Business Phone Number**
   - Area Code
   - Number

6. **Local Address**
   - Number and Street
   - City
   - County
   - State
   - Zip Code

7. **Local Phone Number**
   - Area Code
   - Number

8. **Local Business Phone Number**
   - Area Code
   - Number

9. **Social Security Number** (highly recommended)
   - 919

10. **Northwest Student ID (will be assigned)**

11. **Date of Birth**
   - Year
   - Month
   - Day

12. **Birthplace**

13. **E-mail address** (complete only if you are a regular e-mail user)

14. **Emergency contact**

15. **Phone Number**
   - Area Code
   - Number

16. **Have you ever attended Northwest as a graduate student?**
   - Yes
   - No

17. **Are you a Missouri resident?**
   - Yes
   - No

18. **Are you a U.S. citizen?**
   - Yes
   - No

19. **Gender:**
   - M
   - F

20. **Ethnicity:**
   - Are you Hispanic/Latino?
     - Yes
     - No

21. **Race:** (select one or more)
   - American Indian/Alaskan Native
   - Asian
   - Black/African American
   - Native Hawaiian or Other Pacific Islander
   - White/Caucasian

---

Please print (in ink) or type. The information in #19-21 is NOT used in determination of one’s eligibility for admission or graduate appointments, nor will be used in any discriminating manner. The provision of this information is optional.
II. ENROLLMENT PLANS

22. Admission Status: [ ] First-time graduate [ ] Returning graduate [ ] First-time specialist [ ] Returning specialist

23. Trimester of enrollment: [ ] Fall [ ] Spring [ ] Summer

24. Degree seeking: [ ] Yes [ ] No

25. Degree plans: [ ] Master of Arts [ ] Master of Business Administration [ ] Master of Science [ ] Specialist in Education [ ] Master of Science in Education [ ] Certificate Program

26. Graduate program choice

DO NOT LEAVE BLANK. YOUR SELECTION MAY BE CHANGED FOLLOWING ADVISEMENT. (Please see list of graduate programs from page 2.)

27. Primary attendance location: [ ] On campus [ ] Northwest Kansas City Center [ ] Northwest St. Joseph [ ] Missouri Southern State University [ ] Exclusively online

III. ACADEMIC INFORMATION

28. Undergraduate Degree ________________________________ Date granted __________________

29. Undergraduate Major ________________________________ Undergraduate GPA (A=4.00) __________

30. List ALL colleges and universities you have attended or are now attending for undergraduate coursework including Northwest. Forward required official transcripts from each school (except Northwest) to the Graduate Office.

<table>
<thead>
<tr>
<th>Name of each institution attended</th>
<th>Location (City and State)</th>
<th>Degree(s) Earned</th>
<th>Dates Attended</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

31. List all your professional employment experience.

<table>
<thead>
<tr>
<th>Name of employer</th>
<th>Address (City and State)</th>
<th>Title and Position</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

32. Do you currently hold a teaching certificate? [ ] Yes [ ] No

If yes: __________________________

<table>
<thead>
<tr>
<th>Subject</th>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

33. List the graduate level examination taken AND scores received.

<table>
<thead>
<tr>
<th>GRE Verbal</th>
<th>Quantitative</th>
<th>Analytical</th>
<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GMAT Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MFT percent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Date GRE, GMAT or MFT was taken or plan to take __________________________

34. Where did you learn about Northwest Missouri State University?

IV. SIGNATURE

By signing this application, you are accepting Northwest Missouri State University’s computer policies as stated in the User’s Guide, available on the Internet at www.nwmissouri.edu/ comspserv/clientcomputing/ComputingPolicies.htm. Acceptance of the Northwest Computer Policy is required before a computer username will be issued, to gain access to the computing services provided by Northwest.

I certify that all information contained herein is true and complete in all respects, that no important information has been withheld, and that if the information changes in any material respect I will notify Northwest of that change. I further understand that any incomplete or false information provided on this application, or my failure to notify Northwest of a material change in that information, will void my admission. I will request that my official transcripts be sent immediately to Northwest Missouri State University. Also, I authorize the sharing of my Northwest academic record with any educational institution previously attended for assessment of their academic instruction.

Signature __________________________ Date __________________________

Complete and return or use the online form at www.nwmissouri.edu.