

You may apply to one program only for any individual start term. This application is also available on our Web site at www.suffolk.edu/grad_applications to download or apply online. The Office of Graduate Admission will work with you throughout the application process to ensure an efficient and timely admission decision. We invite your questions at any time by telephone, mail, email, or personal visit to our office. All application materials must be addressed as follows:

Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770

You may also reach us at:

Tel: 617.573.8302
Fax: 617.305.1733
grad.admission@suffolk.edu
www.suffolk.edu/gradadm

APPLICATION CHECKLIST

The checklist below is for your use in keeping a record of your graduate application for admission to Suffolk University. Please keep photocopies of all materials submitted with your application.

Date sent or requested	Required credentials for all applicants
_____	Graduate application for admission
_____	\$50 nonrefundable application fee
_____	Statement of professional goals
_____	Official transcripts from all undergraduate and graduate institutions
_____	Two letters of recommendation (PhD in Economics requires three)
_____	Official report of appropriate program-specific test score
_____	Résumé
_____	International Applicants: International Student Application pages
_____	Official TOEFL or IELTS score report
_____	Statement of financial resources
_____	Photocopy of your passport's identification page
_____	Enrollees (full- and part-time): After admission, please send \$200 nonrefundable deposit (\$400 for PhD enrollees)

APPLICATION DEADLINES

The Communication, Crime and Justice Studies, Political Science, and Education and Human Services programs admit students for the fall, and spring, and part-time students only for the summer semesters. Economics, Graphic Design, Interior Design, Computer Science, and Ethics and Public Policy admit students in the fall and spring only. International students should apply for fall or spring semesters only. The doctoral programs in Clinical Psychology and Economics and the master's program in Women's Health admit students in the fall semester only. Deadlines for both full- and part-time applications are as follows:

March 15	Financial Aid (Applicants seeking financial assistance should submit their completed application to Graduate Admission by this date.)
April 1	Summer Semester
June 15	Fall Semester
October 1	Spring Semester for international students
October 15	Financial Aid (Applicants seeking financial aid assistance should submit their completed application to Graduate Admission by this date.)
November 1	Spring Semester for domestic applicants

Applications submitted after these dates will be reviewed on a space-available basis. Suffolk University uses rolling admissions.

Suffolk University also offers two PhD programs. Admission is for the fall semester only (rolling admission is not used for our PhD programs). The deadlines for completed applications are as follows:

December 1	PhD in Clinical Psychology
February 1	PhD in Economics

FINANCIAL AID APPLICATIONS

Graduate fellowships commence in the fall semester. Students applying for these merit-based awards should submit their applications for admission to the Office of Graduate Admission by March 15 (for all programs except the PhD programs). Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only. For an international student to be eligible for Suffolk University fellowship awards or work-study, they must have F-1 or J-1 status. **Your application for financial aid must be submitted to the Office of Financial Aid by April 1.** For further information and forms, please contact the Office of Financial Aid at:

Office of Financial Aid
Suffolk University
41 Temple Street
Boston, MA 02114
tel: 617.573.8470
fax: 617.720.3579
finaid@suffolk.edu
www.suffolk.edu/finaid

Suffolk University processes checks electronically using the information on the check to create an electronic funds transfer. Each time you send a check, you authorize a one-time transfer of funds to be electronically withdrawn from your bank account. You will not receive your cancelled check, as Suffolk University is required to destroy the check once it has been processed.

INFORMATION SESSIONS

Throughout the year, regularly held information sessions acquaint prospective students with Suffolk's graduate programs and give them an opportunity to meet with faculty, alumni, and current students. For dates and information concerning the sessions, please contact the Office of Graduate Admission at 617.573.8302, or visit our Web site at www.suffolk.edu/gradadm.

GRADUATE ADMISSION POLICY

The graduate programs at Suffolk University seek applications from men and women of diverse educational and social backgrounds who have completed undergraduate work of distinction and who have earned a bachelor's degree from an accredited institution of higher learning.

Suffolk University selects its students and staff without discrimination on the basis of race, color, creed, national origin, gender, sexual orientation, age, or handicap.

THE GRADUATE ADMISSION COMMITTEE

Entry-level, mid-career, and career-change applicants are all regarded as viable candidates.

The committee devotes extensive and individualized attention to every application, and each candidate is viewed within the context of what he or she has to gain from and offer to the program.

GRADUATE ADMISSION CRITERIA

The major criteria used in the admission decision process include demonstration of intellectual and academic ability, potential for professional growth as revealed in the applicant's statement of goals and in the letters of recommendation submitted on his or her behalf, performance on a national standardized test, and evidence of personal qualities of motivation, maturity, innovation, and perseverance. With the exception of Computer Science, Economics, and the International Relations track for Political Science, none of Suffolk's graduate programs requires or presupposes a background in a specific undergraduate major or field of specialization.

PERSONAL INTERVIEW

Although evaluative interviews are not a formal part of the admission process for all programs, prospective graduate students may schedule an appointment with a member of the graduate admission staff to learn more about the degree programs and to discuss academic and professional objectives. Interviews are by appointment only. Appointments for general information may be arranged by calling the Office of Graduate Admission. Interviews are required for the PhD in Psychology, MA in Interior Design, Graphic Design, and Teaching programs. In the final stages of the application process, students will be contacted by the department to arrange an interview.

APPLICATION PROCESS

Applicants may apply to one program only for any individual start term.

To apply to a program in the College of Arts and Sciences, you must submit:

- A completed application form and application fee
- A statement of professional goals
- A current résumé
- Two letters of recommendation (three for PhD in Economics) from either professional or academic sources. Candidates are urged to choose individuals who know them well and who can present a balanced appraisal of their capabilities and of their potential for completing a graduate program. Letters should be written on the recommender's own letterhead and should be sent directly to the Office of Graduate Admission.
- Official transcripts of all prior academic work and proof of completion of the undergraduate degree. Coursework from one institution reported as transfer credit on another school's transcript does not constitute an official record. Failure to submit a transcript from each institution attended will delay consideration of the application. Current college seniors must submit a final transcript indicating the degree earned by the first day of class. Transcripts should be sent directly by the reporting institution to the Office of Graduate Admission; however, a sealed official copy submitted by the candidate is also acceptable.
- Official test scores (see program requirements).
- Portfolio for the Graphic Design and Interior Design programs.

We strongly encourage you to make copies of all credentials submitted to the Office of Graduate Admission.

INTERNATIONAL STUDENTS

All international applicants must complete the international student application on pages 7 and 8 of this graduate application in addition to pages 1–6. See further instructions on pages 7 and 8.

STANDARDIZED TEST SCORES

Please see your specific program description for requirements. While it is certainly to the student's advantage to score well on a standardized test, it should be remembered that the examination by itself is not an infallible predictor of success in a graduate program. Test results are considered within the context of all other application materials, and there is no absolute score that precludes a candidate from receiving serious consideration by the Graduate Admission Committee.

DECISION NOTIFICATION & ENROLLMENT DEPOSIT

The Graduate Admission Committee evaluates applications as they become complete and makes every effort to notify candidates of their admission decisions within four weeks of that time. (PhD in Psychology decisions are made by April 1.) An admitted student who wishes to enroll must reserve his or her place in the class by remitting a \$200 nonrefundable deposit, which is credited to the tuition bill at the time of registration. PhD students must remit a \$400 nonrefundable deposit.

To apply for admission to any graduate program in the Suffolk University College of Arts and Sciences, **you must fill out this application completely.**

You may only apply to one program. Please fill in your name and Social Security number on the top of each page. Please type or print clearly using a ballpoint pen. Please use the exact same name and spelling on all application materials you submit.

NAME

SOCIAL SECURITY NUMBER

1) Desired entry semester (please indicate year)

- Fall _____ Spring _____ Summer _____

2) Status

- FULL-TIME (4 courses per semester)
 PART-TIME (1-3 courses per semester)

3) Please indicate the one program to which you are applying.

- DOCTOR OF PHILOSOPHY IN CLINICAL PSYCHOLOGY (PHD)
 Respecialization Program in Clinical Psychology

MASTER OF ARTS IN COMMUNICATION (MA)

- Communication Studies
 Integrated Marketing Communication
 Organizational Communication
 Public Relations and Advertising

MASTER OF SCIENCE IN COMPUTER SCIENCE (MSCS)

- MASTER OF SCIENCE IN CRIME AND JUSTICE STUDIES (MSCJ)
 MS IN CRIME AND JUSTICE STUDIES/MS IN MENTAL HEALTH COUNSELING (MSCJ/MSMHC)
 MS IN CRIME AND JUSTICE STUDIES/MASTER OF PUBLIC ADMINISTRATION (MSCJ/MPA)
 MS IN CRIME AND JUSTICE STUDIES/JURIS DOCTOR (MSCJ/JD)

DOCTOR OF PHILOSOPHY IN ECONOMICS (PHD)

- MASTER OF SCIENCE IN INTERNATIONAL ECONOMICS (MSIE)
 MS IN INTERNATIONAL ECONOMICS/JURIS DOCTOR (MSIE/JD)
 MS IN ECONOMIC POLICY (MSEP)

MASTER OF EDUCATION (MED)

- Administration of Higher Education
 Foundations of Education
 Middle School Teaching
 School Counseling
 Secondary School Teaching

MASTER OF SCIENCE (MS)

- Organizational Learning and Development
 Organizational Learning and Development/Organizational Development Certificate
 Organizational Learning and Development/Graduate Certificate in Human Resources
 Human Resources
 Mental Health Counseling
 MS IN MENTAL HEALTH COUNSELING/MASTER OF PUBLIC ADMINISTRATION (MSMHC/MPA)
 GRADUATE CERTIFICATE IN HUMAN RESOURCES
 GRADUATE CERTIFICATE IN GLOBAL HUMAN RESOURCES
 GRADUATE CERTIFICATE IN ORGANIZATIONAL LEARNING AND DEVELOPMENT
 GRADUATE CERTIFICATE IN ORGANIZATIONAL DEVELOPMENT
POST-MASTER'S
 Leadership
 Mental Health Counseling
 Organizational Learning and Development
 School Counseling
 Teaching

MASTER OF SCIENCE IN ETHICS AND PUBLIC POLICY (MEPP)

MASTER OF ARTS IN GRAPHIC DESIGN (MA)

MASTER OF ARTS IN INTERIOR DESIGN (MA)

MASTER OF SCIENCE IN POLITICAL SCIENCE (MSPS)

- International Relations
 Professional Politics

MS IN POLITICAL SCIENCE/MASTER OF PUBLIC ADMINISTRATION (MSPS/MPA)

- International Relations
 Professional Politics

POST-MASTER'S

- Professional Politics

MASTER OF ARTS IN WOMEN'S HEALTH (MAWH)

PERSONAL INFORMATION

NAME _____

SOCIAL SECURITY NUMBER _____

4) NAME:

LAST/FAMILY NAME _____ FIRST/GIVEN NAME _____ MIDDLE NAME _____ MAIDEN NAME _____

5) PERMANENT ADDRESS (HOME COUNTRY ADDRESS):

STREET/PO BOX _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

6) MAILING ADDRESS (IF DIFFERENT FROM ABOVE): EFFECTIVE UNTIL MM / DD / YY

STREET/PO BOX _____

CITY _____ STATE _____ ZIP/POSTAL CODE _____ COUNTRY _____

7) PHONE NUMBER _____ 8) FAX NUMBER _____

9) EMAIL ADDRESS _____

10) GENDER MALE FEMALE

11) DATE OF BIRTH MM / DD / YY

12) SOCIAL SECURITY NUMBER _____ - _____ - _____

13) ARE YOU A CITIZEN OF THE UNITED STATES?
 YES IF YES, PROCEED TO QUESTION E
 NO IF NO, PROCEED TO QUESTION A

For US Citizens (optional):

e) The following information is requested each year by the US government and is used for statistical purposes only. Please indicate your ethnic background by checking the appropriate box:

- AMERICAN NATIVE (INDIAN, ESKIMO)
- PUERTO RICAN AMERICAN
- AFRICAN AMERICAN
- MEXICAN AMERICAN
- OTHER (PLEASE SPECIFY) _____
- CUBAN AMERICAN
- CAUCASIAN
- ASIAN AMERICAN

For Non-US Citizens and Permanent Residents:

a) COUNTRY OF CITIZENSHIP _____

b) CITY AND COUNTRY OF BIRTH _____

c) ARE YOU A PERMANENT RESIDENT OF THE UNITED STATES?
 YES NO

d) IF YES, LIST YOUR PERMANENT RESIDENT REGISTRATION NUMBER _____

Please enclose a copy of your permanent resident card.

If you are not a US citizen or a permanent resident of the United States, you must also complete the international student application on pages 7 and 8.

14) Please list other graduate schools to which you are applying:

EMPLOYMENT INFORMATION

15) Please indicate your full-time work experience since the receipt of your bachelor's degree: _____ years _____ months

16) What is your current (or most recent) position?

POSITION/TITLE

MM / YY TO MM / YY

EMPLOYER/FIRM

DATES OF EMPLOYMENT

STREET/PO BOX

CITY

STATE

ZIP CODE

DUTIES/RESPONSIBILITIES

EMAIL

TELEPHONE

RECOMMENDATIONS

18) Please provide letters of recommendation from two individuals and list their names and information below. Letters should be written on the recommenders' own letterhead. The Graduate Admission Committee may wish to consult your references directly.

NAME

POSITION/TITLE

PLACE OF EMPLOYMENT

STREET/PO BOX

CITY

STATE

ZIP CODE

EMAIL

TELEPHONE

NAME

SOCIAL SECURITY NUMBER

17) If in your current position less than six months, please list prior positions: (Please include your résumé.)

POSITION/TITLE

MM / YY TO MM / YY

EMPLOYER/FIRM

DATES OF EMPLOYMENT

STREET/PO BOX

CITY

STATE COUNTRY

MM / YY TO MM / YY

POSITION/TITLE

EMPLOYER/FIRM

DATES OF EMPLOYMENT

STREET/PO BOX

CITY

STATE COUNTRY

FINANCIAL INFORMATION

19) Will you be receiving tuition assistance, remission, or reimbursement from your employer to help pay for graduate school?

Yes No

20) Will you be receiving any other outside source of assistance, remission, or reimbursement to help pay for graduate school?

Yes Source _____

No

21) Percentage of tuition reimbursement per academic year _____%.

This information will be utilized to determine recipients of merit awards. Incomplete information will make it impossible for us to consider you for these awards.

Once admitted, all students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.

If you are interested in applying for loans, you should contact the Office of Financial Aid directly by telephone at 617.573.8470 or email at finaid@suffolk.edu. You may visit the Office of Financial Aid Web site at www.suffolk.edu/finaid.

Employees of Suffolk University, their spouses, and dependent children who receive tuition remission are eligible to participate in loan programs only.

ACADEMIC INFORMATION

22) Please list the full, official names (as they appear on the diploma) of all colleges, universities, and graduate schools you have attended:

INSTITUTION

LOCATION

MM / YY TO MM / YY
DATES ATTENDED

MM / YY

MAJOR DEGREE DATE OF GRADUATION

INSTITUTION

LOCATION

MM / YY TO MM / YY
DATES ATTENDED

MM / YY

MAJOR DEGREE DATE OF GRADUATION

You may include additional information on an attached sheet or include a résumé.

TEST INFORMATION

25) Please indicate the test you took and the date on which you took or plan to take the test:

GRE (GRADUATE RECORD EXAMINATION)

MM / YY TOTAL SCORE _____
VERBAL _____ QUANTITATIVE _____ ANALYTICAL _____

MAT (MILLER ANALOGIES TEST)

MM / YY TOTAL SCORE _____

GMAT (GRADUATE MANAGEMENT ADMISSION TEST)

MM / YY TOTAL SCORE _____

LSAT (LAW SCHOOL ADMISSION TEST)

MM / YY TOTAL SCORE _____

MTEL (MASSACHUSETTS TESTS FOR EDUCATOR LICENSURE)

MM / YY READING _____ WRITING _____

NAME

SOCIAL SECURITY NUMBER

23) Please have official transcripts from every institution listed in question 22 sent to:

**Office of Graduate Admission
Suffolk University
8 Ashburton Place
Boston, MA 02108-2770**

24) Using a 4.0 (A) scale:

- a) What is your undergraduate cumulative grade point average?

- b) What is your grade point average for any graduate courses or degrees?

26) Have you had your score sent to Suffolk by the testing agency?

- Yes If yes, when _____ MM / DD / YY _____
- No If no, please contact GRE at www.ets.org; MAT at www.milleranalogies.com; GMAT at www.mba.com; or MTEL at www.mtel.nesinc.com.

Once admitted, all students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.

ACTIVITIES AND ACHIEVEMENTS

27) In order of their importance to you, please list any major academic, professional, and/or community activities in which you have participated:

ACTIVITY

DATES

OFFICES HELD OR RECOGNITION

ACTIVITY

DATES

OFFICES HELD OR RECOGNITION

ACTIVITY

DATES

OFFICES HELD OR RECOGNITION

NAME

SOCIAL SECURITY NUMBER

28) Please list any publications, awards, or honors you have received (academic, professional, community, military, or other):

You may include additional information on an attached sheet.

STATEMENT OF PROFESSIONAL GOALS

29) **On a separate sheet of paper**, please give a thoughtful, candid analysis of your professional objectives, both long- and short-term, and indicate how the graduate program to which you are applying will help you achieve them. **Important:** include your name, signature, and date on every page of your personal statement.

APPLICATION FEE

30) Please attach a \$50 nonrefundable fee, in US dollars, in the form of a check or money order (payable to Suffolk University) to your completed application. Do not send cash or foreign currency.

SOURCE OF CONTACT

31) How did you learn about the graduate program to which you are applying?

Friends, relatives, or colleagues who are Suffolk alumni or current Suffolk students

NAME(S) DEGREE(S)/YEAR(S)

College Fair CITY

Suffolk graduate information session MM / YY

Newspaper/magazine ad PUBLICATION

MBTA ad LINE

Mailing from Office of Graduate Admission

Web site

Other

Whom should we thank for referring you to Suffolk University?

NAME

TITLE

STREET/PO BOX

CITY STATE ZIP

NAME

SOCIAL SECURITY NUMBER

CREDENTIAL IDENTIFICATION

32) If your credentials (transcripts, test scores, recommendations) might appear under any other names, please indicate the name or names below.

Three horizontal lines for entering names.

REQUIRED SIGNATURE

33) I certify that the information contained in this application is complete and accurate.

SIGNATURE

MM / DD / YY DATE

If you are not a US citizen or permanent resident of the United States, you must also complete the international student application on pages 7 and 8.

NAME _____

INTERNATIONAL STUDENT APPLICATION FOR INTERNATIONAL APPLICANTS ONLY

If you are not a US citizen or permanent resident of the United States, you must complete this application.

Students must have F-1 or J-1 status to be eligible for fellowships or work-study awards.

34) Name (as it appears on your passport):

Please submit a photocopy of the identification page of your passport.

LAST/FAMILY NAME _____

FIRST/GIVEN NAME _____

MIDDLE NAME _____

35) Home country address: (You must list a foreign address for visa purposes.)

STREET/PO BOX _____

CITY _____

COUNTRY _____

POSTAL CODE _____

TELEPHONE _____

36) Current US address (if applicable):

STREET/PO BOX _____

CITY _____

STATE _____

ZIP CODE _____

TELEPHONE _____

37) Date of birth: _____ MM / DD / YY

38) City and country of birth: _____

39) Country of citizenship: _____

40) Visa/Immigration Information

Do you currently hold any type of US visa/immigration status?

Yes If yes, visa type F-1 J-1

Current university sponsor _____

Other visa type _____

All applicants holding a US B-1 or B-2 visitor visa must obtain an F-1 or J-1 visa before enrolling in courses.

No

41) If you hold an F-1 visa and are a transfer student from a United States university, answer the following questions for SEVIS.

a) Date of entry into the US: _____ MM / DD / YY

b) Date of completion of study at first institution: _____ MM / DD / YY

c) SEVIS ID number: _____

d) If you are currently on Optional Practical Training (OPT), (Expiration date) _____ MM / DD / YY

INTERNATIONAL STUDENT APPLICATION FOR INTERNATIONAL APPLICANTS ONLY

If you are not a US citizen or permanent resident of the United States, you must complete this application.

42) TOEFL or IELTS Information

a) Please indicate the date on which you took or plan to take the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS):

_____ MM / YY _____ Total score _____

b) Have you had your TOEFL or IELTS score sent to Suffolk by the testing agency?

Yes If yes, when? _____ MM / YY _____

No If no, please contact TOEFL at www.ets.org/toefl or 609.771.7267; Suffolk University's school code is 3771. Or contact IELTS at www.ielts.org.

c) Please indicate your last name or family name as it appears on the TOEFL/IELTS report:

43) Are you planning to bring a dependent with you to the United States?

Yes No

NAME _____

International Student Information

Suffolk University's graduate programs welcome applications to our full-time programs from fully qualified international students for fall and spring semesters only.

- In addition to the regular application materials, international students whose native language is not English must submit an official TOEFL/IELTS score. To be fully admitted to any graduate program, the student must achieve a score of 213 or above on the computer-based test, 80 or above on the Internet-based test (with 17 or better on each sub-section), or 550 or above on the paper and pencil-based test. An official copy of the test results must be sent directly from the Educational Testing Service in Princeton, New Jersey. Or an official IELTS score of 6.5 or higher (all sub-scores at least 6 or better) must be sent directly from IELTS. The TOEFL/IELTS requirement may be waived for international students who are permanent residents of the United States or who have received a baccalaureate degree from a US college or university within the past two academic years.
- International students must submit a statement of financial resources (showing US dollar equivalents) certifying that sufficient funds exist to cover all academic and living expenses for full-time graduate study.
- Because of visa processing regulations, the Office of Graduate Admission must produce I-20 forms by July 20 for fall admission, and October 15 for spring admission. Therefore, international students who need I-20 forms must submit completed applications and financial information by June 15 or October 1.
- Once admitted, all students will automatically be reviewed for merit funds (including fellowships, if applicable). No additional reviews will occur based on subsequent testing. If you wish to retake a standardized test, please ask the Office of Graduate Admission to withhold an admission decision until that office has received the results of the additional test.
- International students seeking merit funding for a spring entry must complete applications and submit all application materials, including applicable testing, no later than October 1.

NAME

SOCIAL SECURITY NUMBER

REQUIRED SUPPLEMENT TO THE PHD IN
CLINICAL PSYCHOLOGY PROGRAM APPLICATION

This form is also available on our Web site at www.suffolk.edu/psychology for downloading and mailing or emailing to Graduate Admission. Please complete the following form and submit it directly to Graduate Admission along with your application for admission.

Relevant Undergraduate and Graduate Coursework:

COURSE NAME	COURSE GRADE

COURSE NAME	COURSE GRADE

Clinical Experience:

PLACEMENT/AGENCY	JOB TITLE	MM / YY TO MM / YY

