

Application Procedure

Before final action on an application can be completed, the Office of Graduate Admissions must receive the following:

- Completed and signed application.
- Cashier's check or money order (made payable to Clark Atlanta University) in the amount of \$40. The application fee for an international applicant is \$55 U.S. dollars. The application fee will not be waived and is nonrefundable.
- An official final transcript from each undergraduate and graduate institution you have attended. Transcripts must be sent directly to the Office of Graduate Admissions from the institution's Office of the Registrar. A transcript which has been "issued to the student" will not be accepted.
- An official GRE Report of Scores or GMAT Report (if applicable) from the Educational Testing Service *Test requirements will not be deferred or waived. Test scores more than five years old are not acceptable.*
- Three recommendation letters: two from former instructors and one from an employer or supervisor. If the applicant has not attended school for two years then all three recommendations may come from an employer or supervisor.
- A Dean of Students Certification form from the last institution you have attended (this form is only required if you attended an institution within the last two years). The Dean of Students or the administrative officer in charge of disciplinary records must complete this form and mail it directly to the Office of Graduate Admissions.

Supplemental Documents Required

Applicants for Ph.D., D.A., Ed.S., Ed.D., M.S.L.S., S.L.S. and specified M.A. degree programs should prepare:

- A letter of intent which discusses career goals, reasons for applying to Clark Atlanta University, and qualifications for admission. Contact the program office of your intended area of study for additional details.

Reactivation of an Application

Applications and supporting documents are maintained for one year after the semester the applicant applied to begin the graduate program. Therefore, if an applicant has applied to Clark Atlanta University within the past year, his or her application can be reactivated by submitting a letter requesting reactivation of the admission file. The application fee is not required if the fee was submitted with the previous application.

Changing Degree Programs

If a currently enrolled graduate student desires to change from one degree program to another, he or she must submit a new application and three letters of recommendation. Additional test results are necessary only if the desired program has a different test requirement from the current program. The application fee is not required.

Readmission

A Clark Atlanta University student who has not been enrolled for one semester (not including the summer) is required to apply for readmission. Applications must be submitted at least

thirty (30) days before the first day of registration of the term for which readmission is sought. A former student who has attended another college or university during his or her absence from Clark Atlanta University must have an official transcript from each institution's Office of the Registrar mailed to Clark Atlanta University, Office of Graduate Admissions.

Transient Students

Students who are enrolled at another university or college and wish to complete no more than twelve hours at Clark Atlanta University must submit an application, the application fee and a "Letter of Good Standing." Letters must list the desired course(s) and state that approval has been granted by a dean or an academic advisor. The document must also contain the dean or an academic advisor's signature.

Financial Aid

Applicants who wish to obtain information on scholarships, grants, assistantship programs, etc., should contact the applicable school or department. Applicants who wish to apply for other types of financial aid should request a financial aid packet by writing to or calling:

Office of Financial Aid
Clark Atlanta University
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314
(404) 880-8000 or (404) 880-8992

International Applicants

Transcripts and diplomas must display an original signature of a school official and/or the school's seal. Documents written in a foreign language must be translated and signed by an accredited credential educational service. The originals of these documents must be submitted along with the translated copies. Transcripts and diplomas must be mailed directly to the Office of Graduate Admissions.

The Test of English as a Foreign Language (TOEFL) is required if English is not the applicant's native language. International applicants must attain a minimum score of 500 on the paper based exam and 173 on the computer exam. A waiver of the TOEFL requirement will be granted if the applicant has earned a degree from an institution whose programs are taught in English.

Note: The Form I-20 will only be issued to international applicants who have been accepted to a degree program and have submitted the required tuition deposit.

Application Deadlines

Fall Semester	April 1
School of Social Work	March 15
Spring Semester	October 1
Summer Term	April 1

Please submit your application and fee to:

Clark Atlanta University
Office of Graduate Admissions
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314-4389

If you have any questions, please call:

1-800-688-3228 (toll free)
(404) 880-8765

Please consider my application for Fall 20____ Spring 20____ Summer 20____

I am applying for the following admission status (please check one):

First-time applicant Readmission Transient Transferring to another department/school

Name _____
Last First Middle

Social Security Number _____ - _____ - _____

Present Address _____
Number and Street P.O. Box

City/Town State Zip Code Country

Permanent Address _____
Number and Street P.O. Box

City/Town State Zip Code Country

Date after which correspondence should be sent to permanent address _____

Home Telephone _____ / _____ Business Telephone _____ / _____

E-mail address (if available) _____ Birthdate _____ / _____ / _____ Gender: Male Female
Month Date Year

Citizenship: U.S. Immigrant, permanent resident: Yes No (If yes, attach copy of I-551 or I-151)

List alien number _____

International (country of citizenship and country of birth) _____ / _____
Citizenship Birth

Non resident alien (country of citizenship) _____

Type of Visa requested? ____ F1 ____ F2 Current Visa type? _____

Language spoken at home _____

Religious preference _____ Marital Status _____

Describe yourself by checking one:

- African American, Black Hispanic American, Latino, Chicano
 Asian American, Asian, Pacific Islander European American, Caucasian
 Bi-Cultural (please specify) Other (please specify)

Academic Information

Name of relatives who attended Clark Atlanta University (or formerly Atlanta University or Clark College). Please include name and relationship to you.

Name	Relationship	School	Class
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Why did you decide to apply to Clark Atlanta University?

- Alumni Referral
- Geographic Location
- Graduate Faculty Referral
- Cost
- Size
- Faculty Referral
- Quality of Academic Program
- Other Reasons _____

To which other institutions have you submitted an application? _____

List all colleges, universities, graduate, and professional schools you have attended. A transcript is required from each school listed.

	Name of Institution	Location	Date of Attendance	Certificate Degree	Date Degree Awarded/Expected
Undergraduate Universities or Colleges	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
Graduate and Professional Schools	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

List your employment record below (most recent experience first)

Organization, Business	Position	Dates of Employment	Supervisor
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

State the names of the three persons from whom you will solicit recommendations in support of your application.

Name	Title	City/State	Telephone
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GRE (General): Test Date _____

GRE (Subject): Test Date _____

GMAT: Test Date _____

TOEFL: Test Date _____

Have you ever been arrested for or convicted of any offense other than a minor traffic offense? _____
If you have, please describe the details in writing and send with your application.

Program of Study

School

- School of Arts and Sciences
- School of Business Administration
- School of Education
- School of Library and Information Studies
- School of Social Work

Please check the appropriate degree program you intend to pursue and return this form with your application.

Degrees

Master of Arts

- African and African-American Studies
- Africana Women’s Studies
- Criminal Justice Administration
- English
- History
- International Affairs and Development
- Political Science
- Romance Languages
- Sociology

Master of Science

- Biological Sciences
- Chemistry
- Computer Science and Information Studies
- Mathematical Sciences
- Physics

Master of Public Administration

- Master of Public Administration

Doctor of Arts in Humanities (D.A.)

- African and African American Studies
- Africana Women’s Studies
- English
- History
- Romance Languages

Doctor of Philosophy (Ph.D.)

- Biology
- Chemistry
- International Affairs and Development
- Political Science

Master of Business Administration

- Accounting (M.B.A.)
- Accounting (M.A.)
- Decision Science/Information Systems
- Economics M.A.
- Finance
- Marketing
- Working Professional M.B.A.

Master of Science in Library Studies

- Academic Library Administration
- Public Library Administration
- School Library Administration
- Special Library Administration

Specialist in Library Studies

- Specialist in Library Studies

Master of Social Work

- Child and Family
- Health/Mental Health

Doctor of Philosophy in Social Work

- Planning and Administration and Social Science

Post baccalaureate Certification

- Post Baccalaureate Certification

Area seeking certification:

Master of Arts – Education

- Early Childhood Education
- Middle-Grades Education
- School Counselor and Educational Psychology
- Secondary Education
 - Foreign Languages
 - Spanish
 - French
 - English
 - Sciences
 - Biology
 - Chemistry
 - History
 - Mathematics
- Exceptional Students Education
 - Behavior Disorders
 - Learning Disabilities
 - Mental ID/MR
 - Interrelated
- Educational Leadership

Specialist in Education – Ed.S.

- Early Childhood Education
- Exceptional Education
- Middle-Grades Education
- Supervision

Doctor of Education – Ed.D.

- Educational Leadership
- Educational Administration and Supervision

My signature indicates that all information contained in my application is complete, factually correct, and honestly presented. I hereby request admission to Clark Atlanta University on the terms listed above. I acknowledge that all application documents become property of Clark Atlanta University upon receipt and will not be returned to the applicant or forwarded to another party.

Signature of applicant

Date

