

Checklist for Graduate School Admissions

- Application, completed in its entirety
- In-state tuition request form (printed page 7), if applicable
- Official transcript(s) from all institutions where a degree was received or graduate level work was taken.
- Application fee (Please review and attach the Payment Processing Form, printed page 9.)
- Official test scores should be sent to Graduate School Admissions (ETS Institution Code: 5859)

Checklist for Your Department/Program

- Letters of recommendation (make sure to list each evaluator in the application)
- Official transcript(s) from all institutions where a degree was received or graduate level work was taken to the department
- Statement of Purpose
- Supplemental information
- Test scores (GRE, GMAT, and/or TOEFL)

Check the website of the department for specific details on their requirements.

Test Scores

While we ask that you report your scores on this application, the official information must come from the respective testing agencies. Applications are not considered complete until this information is reported by the testing agencies.

Educational Testing Services (ETS) Institution Code is 5859.
 Graduate Management Admissions Test (GMAT) Institution Codes are:
 53B-XS-08 MBA, Full-time (Blacksburg)
 53B-XS-06 PMBA, Full-time (Richmond/Roanoke)
 53B-XS-35 EMBA, Full-time (National Capital Region)
 53B-XS-97 MBA, Part-time (National Capital Region)
 53B-XS-34 ACIS, (Blacksburg)
 53B-XS-59 PhD Programs (Blacksburg)

Financial Aid Information

If you are a U.S. Citizen or Permanent Resident, you may want to consider financial aid opportunities. The Virginia Tech Office of University Scholarships and Financial Aid can provide information about funding opportunities at www.finaid.vt.edu. You must file a Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov to be considered for this aid.

Financial assistance may be available through the department to which you are applying in the form of an assistantship (GTA/GRA) or fellowships. Check with your intended department for more information.

Virginia Tech does not discriminate against employees, students, or applicants on the basis of race, color, sex, sexual orientation, disability, age, veteran status, national origin, religion, or political affiliation. Anyone having questions concerning discrimination or accessibility should contact the Office for Equal Opportunity.

College Contact Information

Agriculture & Life Sciences www.cals.vt.edu	540/231-6503
Architecture & Urban Studies www.caus.vt.edu	540/231-6386
Business (Pamplin) www.pamplin.vt.edu	540/231-6152
Engineering www.eng.vt.edu	540/231-9171
Liberal Arts & Human Sciences www.clahs.vt.edu	540/231-6779
Natural Resources www.cnr.vt.edu	540/231-7051
Sciences www.cos.vt.edu	540/231-5145
Biomedical & Veterinary Sciences www.vetmed.vt.edu	540/231-4992

Campuses Across Virginia

Blacksburg (main campus) www.vt.edu	540/231-8636
National Capital Region www.ncr.vt.edu	703/538-8327
Hampton Roads www.hrc.vt.edu	757/363-3930 x301
Richmond www.richmond.vt.edu	804/662-7286
Roanoke www.roanoke.vt.edu	540/767-6100
Southwest Virginia www.swcenter.vt.edu	276/619-4311
Virtual Campus www.vto.vt.edu	540/231-1264

Application Deadlines

FALL	August 1
SPRING	January 1
SUMMER 1	May 1
SUMMER 2	June 1

**Send application and payment to:
 Graduate School Admissions**

Graduate Life Center at Donaldson Brown
 Virginia Tech (0325)
 Blacksburg, VA 24061
 Fax: 540/231-2039

Questions? Call 540/231-8636 or e-mail gradg@vt.edu for assistance.

GENERAL INFO

LAST/FAMILY NAME	FIRST/GIVEN NAME	MIDDLE NAME	SUFFIX
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 List any former names: _____

Social Security Number: _____

Providing your SSN is optional, but is required of enrolled students for federal tax reporting. If you intend to apply for financial aid and scholarships or be employed on-campus, your SSN must be submitted.

Student ID Number (if applicable): _____

Current Mailing Address

 city state zip country

Current Daytime Phone: _____
 Home Office Mobile

Current Evening Phone: _____
 Home Office Mobile

Please list your primary phone and e-mail. We value your privacy and will not disclose your information.

E-mail Address: _____

Permanent/Home Country Address (if different):

 city state zip country

Permanent Daytime Phone: _____
 Home Office Mobile

Permanent Evening Phone: _____
 Home Office Mobile

PERSONAL INFO

Personal Information

 Gender: Male Female

Date of Birth: ____ / ____ / ____ (MM/DD/YY)

City of Birth: _____

State of Birth: _____

Country of Birth: _____

The U.S. Department of Education has requested that we collect the following information on race and ethnicity.
Please answer both of the following questions:
Are you Hispanic, Latino, or of Spanish Origin ? Yes No

Please select your race: choose all that apply.

-
- African American/Black
-
-
- American Indian/Alaskan Native
-
-
- Asian
-
-
- Native Hawaiian/Pacific Islander
-
-
- White

Enrollment Information
Term of Enrollment

-
- FALL
-
- SPRING
-
- SUMMER I _____
-
-
- SUMMER II _____ year

Campus

-
- BLACKSBURG (MAIN)*
-
-
- HAMPTON ROADS
-
-
- NATIONAL CAPITAL REGION
-
-
- RICHMOND
-
-
- ROANOKE
-
-
- SOUTHWEST VIRGINIA
-
-
- VIRTUAL

*Blacksburg should be selected if the campus at which you intend to enroll is not listed. Provide details on the supplemental form, page 3 of this application.
Degree Level

-
- DOCTORAL
-
-
- EDUCATION SPECIALIST
-
-
- MASTERS
-
-
- GRADUATE CERTIFICATE
-
-
- NON-DEGREE
-
-
- COMMONWEALTH CAMPUS

Desired Program
Virginia Tech Undergraduates
who are applying to concurrently be in both undergraduate and graduate status at the same time, please indicate in which category you will be applying:

-
- 152 HR ACIS MASTERS DEGREE
-
-
- BACHELORS/MASTERS DEGREE (HONORS)
-
-
- BACHELORS/MASTERS DEGREE (OPEN)
-
-
- DUAL STUDENT STATUS
-
-
- COMBINED STUDENT STATUS (ARCHITECTURE ONLY)

Citizenship:

-
- U.S. Citizen
-
-
- Permanent Resident (copy of PR Card required)

US State of Legal Residence: _____

Are you claiming entitlement to Virginia in-state tuition rates pursuant to Section 23.7-4, Code of Virginia? No Yes *If yes, you must complete the Graduate In-State Tuition Request on page 7.*
Questions? Call 540/231-8636 or e-mail gradg@vt.edu for assistance.

ACADEMIC HISTORY

Academic History

In chronological order, beginning with the most recent, list any bachelor and/or graduate level work that you will have done prior to enrollment. Note that official transcript(s) must be sent to the Graduate School and to the academic department to which you are applying.

INSTITUTION NAME	DEGREE TYPE	MAJOR	GPA	DATE RECEIVED/EXPECTED

Letters of Recommendation

Please make sure that your referees have indicated in advance that they are willing to submit a reference form for you. Please keep in mind that it is your responsibility to ensure that your recommenders have submitted their forms by the appropriate deadline.

Under the Family Educational Rights and Privacy Act of 1974, a student enrolled at Virginia Tech has access to his or her academic records. We comply with this law, while still allowing the student the option of waiving the right to access this specific document. Waiving this right does not preclude you from access to the rest of your academic records. If you wish to waive the right to examine this evaluation at a later date, please indicate below. Your choice will not affect the consideration of your application to Virginia Tech.

First Reference

TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

Yes

No

Second Reference

TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

Yes

No

Third Reference

TITLE _____ FIRST NAME _____ LAST NAME _____
 INSTITUTION/COMPANY NAME _____
 Daytime Phone: _____ E-mail: _____

Do you waive your right to access this evaluation?

Yes

No

While we ask that you report your scores here, the official scoring information must come from the respective testing agencies.

GRE General Test

Test Date: _____ / _____ (MM/YY)
 Verbal Score: _____
 Quantitative Score: _____
 Analytical Writing Score: _____

GRE Subject Test

Subject: _____
 Test Date: _____ / _____ (MM/YY)
 Test Score: _____

GMAT Score

Test Date: _____ / _____ (MM/YY)
 Test Score: _____

Questions? Call 540/231-8636 or e-mail gradg@vt.edu for assistance.

LETTERS OF RECOMMENDATION

TEST SCORES

Prior to completing this form, check with the department to which you are applying to see if they require a more specific supplemental form. Some departments have forms that replace this general one.

Name: _____ Date of Birth: ____ / ____ / ____ (MM/DD/YY)

Degree Program: _____

Alternate Campus Location

If you wish to take classes at a location other than the Virginia Tech campuses listed on printed page 1 of this application, please list below.

Academic and Professional Goals Statement

Please attach a 3 to 4 page double-spaced personal statement which includes the following:

- Why do you want to undertake graduate work?
- What do you expect to derive from your program of study?
- If you have a concentration in mind, briefly outline your interests in this area.
- What do you expect to contribute as a student and, subsequently, as a member of the profession?

Resume

Applicants are asked to provide a resume outlining your most recent experiences or by listing those that are most relevant to your application.

Financial Assistance

Do you wish to be considered for an assistantship or fellowship? YES NO

Will you be able to attend Virginia Tech without an assistantship or fellowship? YES NO

Pledge of Honor

I certify that all information provided to the Graduate School and department on my application and during the entire admissions process is accurate. I understand that upon admission and enrollment I will be subject to the rules and regulations of the university, including the Graduate Honor System (<http://ghs.gradi.UHVGCC.vt.edu>).

Return your completed Supplemental Form to:
The department to which you are applying.
Please visit your College's website, listed on the cover sheet, for contact information.

APPLICANT SIGNATURE

DATE

Questions? Call 540/231-8636 or e-mail gradg@vt.edu for assistance.

GOALS AND RESUME
FINANCIAL
SIGNATURE

Additional Required Information

Have you been convicted of or received a juvenile adjudication for a violation of any local, state, or federal law, other than a minor traffic violation? YES NO

Are you currently on court-ordered supervised or unsupervised probation or under the terms of a finding under advisement? YES NO

Please give a full explanation of any past criminal convictions:

ADDITIONAL REQUIRED INFORMATION

Return your completed form to:

Graduate School Admissions
Graduate Life Center at Donaldson Brown
Virginia Tech (0325)
Blacksburg, VA 24061
Fax: 540/231-2039

APPLICANT SIGNATURE

DATE

Questions? Call 540/231-8636 or
e-mail gradg@vt.edu for assistance.

Application and diploma reorder fees may be paid via check or money order. Please complete the information below and submit this document with the corresponding application or form to the Graduate School.

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

Student ID Number: _____ if known E-mail Address: _____
@vt.edu account, preferred

Daytime Phone: _____
 Home Office Mobile

Please process payment for:

- DEGREE-SEEKING APPLICATION FEE (I.E. MASTERS AND DOCTORAL STUDENTS) – \$75
- EXECUTIVE MASTERS OF BUSINESS ADMINISTRATION (EMBA) APPLICATION FEE – \$90
- APPLICATION FOR SIMULTANEOUS DEGREE – \$75
- NON-DEGREE-SEEKING APPLICATION FEE (I.E. COMMONWEALTH CAMPUS AND EXPEDITED NON-DEGREE PROGRAMS) – \$25
- APPLICATION FOR CERTIFICATE PROGRAM – \$25
- APPLICATION FOR READMISSION – \$25
- APPLICATION FOR VISITING STUDENT – \$25
- DIPLOMA REORDER – \$20 PER DIPLOMA

To Pay Via Check or Money Order

Enclose your check or money order made payable to *Treasurer, Virginia Tech.*
 Checks and money orders must be drawn from a U.S. bank.

Return your completed form to:
Graduate School
 Graduate Life Center
 at Donaldson Brown
 Virginia Tech (0325)
 Blacksburg, VA 24061
 Fax: 540/231-2039
 Email: grads@vt.edu

REQUIRED INFO

SIGNATURE

STUDENT SIGNATURE _____ date _____

Questions? Call 540/231-8636 or
 e-mail grads@vt.edu for assistance.