Application for Graduate Admissions
St. Thomas is a Catholic university with rich cultural and international diversity committed to the academic and professional success of its students who become ethical leaders in our global community.

Application Instructions

Please provide information requested on the attached application and return with the required documents. Read all instructions carefully before completing the enclosed forms.

Admissions Options

Domestic Applicants may apply for either the Fall Term I (August/A6), Fall Term II (A7), Spring Term I (January/A1), Spring Term II (A2) or Summer (May/A3) semester.

International Applicants may apply for either the Fall Term I (August/A6), Spring Term I (January/A1), or Summer (May/A3) semester.

First Time Applicants - Students, domestic or international, who have completed a post-secondary degree may apply.

Transfer Applicants - Students, domestic or international, who have completed Graduate level coursework at an accredited college or university, within or outside of the United States, upon completion of post-secondary school, may apply.

Applicants for Re-Entry - St. Thomas University students who have not been in attendance for more than one year are required to apply for re-entry. Students applying for re-entry will be expected to submit an essay stating their reasons for leaving the college and explaining why they desire to return. The application for re-entry must be returned to the Office of Admissions along with the a $40 application fee.

Official transcripts of college-level courses taken during this period of absence from St. Thomas University must be mailed directly from the institution to the university.

Non-matriculated (Non-degree) Applicants - Students who may or may not be enrolled at other institutions, but wish to take courses at St. Thomas University, are welcome to enroll. Such students must meet the minimum requirements for admission.

The application for non-degree applicants is available at the Office of Admissions and must be returned to the Office of Admissions with a $40 application fee and copy of Undergraduate transcript with degree posted or copy of diploma.

Certificate Programs

Biscayne College is the only academic school that offers stand-alone Certificates. The School of Business and School of Leadership Studies Certificates are available only in conjunction with a degree program.

The Application Process

St. Thomas University requires each applicant to submit the appropriate documents listed below. It is your responsibility to ensure that the documents needed to complete your application are submitted in a timely fashion.

Requirements for all Applicants:

The Application for Admission Application Fee - A $40 non-refundable fee, payable to St. Thomas University, in the form of a personal bank check, money order or online credit card payment, is required for each applicant.

College Transcripts - All college or university transcripts are required of all applicants who have attended another institution and must be mailed directly from the institution to the university. Official transcripts noting any degrees earned from each institution you attended must be filed with the Office of Admissions. In addition, international students who have attended college outside of the US must submit their transcripts for evaluation to a NACES accredited organization, such as Josef Silny & Associates located in Miami, FL or World Education Services (WES) located in New York, NY.

TOEFL/IELTS - Official results of the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS) must be submitted by all applicants from countries where English is not the official language of instruction. A minimum score of 79 on the TOEFL Internet-Based Test or a 6.0 IELTS Overall Band Score is required for admission consideration. Students who fall below this range will be required to complete either English as a Second Language (ESL) courses or an Intensive English Language program.

Affidavit of Support - All international students requiring a Form I-20 in order to apply for an F-1 Student Visa must submit the International Student Financial Guarantee Form along with supporting documents listed on the form showing the tuition and fees, room and board, and health insurance expenses for one academic year. All international students requiring a Form DS-2019 in order to apply for an J-1 Exchange Student Visa must submit the J-1 Student Request Form and the J-1 Certificate of Finances in addition to International Student Financial Guarantee Form.

Application Deadlines

Admission to the university is on a rolling basis. Applications will be considered for admission according to the number of spaces available for the semester for which you are applying. Applications for admission will be reviewed upon receipt of all required documents. The preferred date for submission of all application materials for all programs except Sports Administration and Ph.D in Practical Theology is two months before the start date for domestic students and three months before the start date for international students.

Application Deadline for Biscayne College

Fall Term I (August/A6): July 31st
Spring Term I (January/A1): October 31st
Summer Term (May/A3): March 31st

Application Deadline for MBA/MS in Sports Administration

Fall Term I (August/A6): June 1st
Fall Term II (October/A7): August 1st
Spring Term I (January/A1): October 1st
Spring Term II (March/A2): January 1st
Summer Term (May/A3): March 1st

Application Deadline for Ph.D in Practical Theology

Fall Term I (August/A6): January 31st
Term of intended enrollment
Biscayne College, School of Theology & Ministry
Fall 20____  (August)  Spring 20_____  (January)  Summer 20______  (May)
School of Business, School of Leadership Studies
A6 20_____  (August)  A7 20_____  (October)  A1 20_____  (January)  A2 20_____  (March)  A3 20_____  (May)

Attendance Status
☑ Full-Time (6 or more credits)
☑ Yes  ☐ No  ☐ Part-Time (less than 6 credits)

Interested in living on-campus?
☑ Yes  ☐ No

PERSONAL INFORMATION

☑ Male  ☐ Female  Name ____________________________________________________________
Last (Family) First (Given) Middle Maiden
If your transcripts or test scores arrive under any name(s) other than the name listed above, enter here: ________________________________

Date of Birth _______ _______ _______  Place of Birth ________________________________
Month  Day  Year  City  State or Country
Social Security Number ___________ - ___________ - ___________
Country of Citizenship ___________________________________________________________

Immigration Status: I am a:
☑ U.S. Citizen  ☐ U.S. Permanent Resident  ☐ Nonimmigrant: Classification _________
(Enter your current or expected nonimmigrant classification: for example: F-1, B-2, H-4, etc.
Please note that this information is not taken into consideration for admission.)

E-MAIL ADDRESS

____________________________________________________________________________________
Please print legibly as the majority of university communication will be electronic.

PERMANENT HOME ADDRESS

International Students: (Input address in Home Country)
____________________________________________________________________________________
Street Address ____________________________________________________________ Apt. No.
City ____________________________________________ State _______ Zip Code _______
Country (If not US) ___________________________________________________________________
Area Code __________ Area Code __________ Area Code __________
Cell Phone Number ____________________________________________________________
Home Phone Number ____________________________________________________________
Business Phone Number __________________________________________________________

MAILING ADDRESS (if different from permanent address)

____________________________________________________________________________________
Street Address ____________________________________________________________ Apt. No.
City ____________________________________________ State _______ Zip Code _______
Country (If not US) ___________________________________________________________________
Area Code __________ Area Code __________ Area Code __________
Cell Phone Number ____________________________________________________________
Home Phone Number ____________________________________________________________
Business Phone Number __________________________________________________________

EMERGENCY CONTACT

____________________________________________________________________________________
Name & Relationship ____________________________________________________________
Area Code __________ Telephone Number ____________________________________________

Are you currently a STU employee or a spouse or dependent of a STU employee?
☑ Yes  ☐ No

Are you currently employed with Miami International Airport?
☑ Yes  ☐ No

Are you currently employed?
☑ Yes  ☐ No  If yes, where? __________________________________________________________

Have you previously applied or attended St. Thomas University?
☑ Yes  ☐ No  If yes, when? __________________________________________________________
If yes, are you adding or changing the major? ________________________________

Will you be obtaining Veterans Affairs (VA) Benefits?
☑ Yes  ☐ No
GRADUATE PROGRAMS (Please check degree program and specialization to which you are applying)

- BISCAYNE COLLEGE
  - M.S. in Guidance and Counseling
  - M.S. in Marriage and Family Therapy
  - M.S. in Mental Health Counseling

- CERTIFICATE PROGRAMS
  - Child Adolescent Studies
  - Post-Masters Guidance and Counseling
  - Post-Masters Marriage and Family Therapy
  - The Study of Loss and Healing

- SCHOOL OF THEOLOGY & MINISTRY
  - Master of Divinity (M.Div)
  - M.A. in Pastoral Ministries
  - Ph.D. in Practical Theology

- SCHOOL OF LAW
  - For STU Law Students Only
    - J.D./M.B.A.
      - Accounting
      - International Business
      - Sports Administration
    - J.D./M.S.
      - Marriage and Family Counseling
      - Sports Administration

- SCHOOL OF BUSINESS
  - Master of Accounting (M.A.C)
  - Forensic Accounting
  - Taxation
  - Master of Business Administration (M.B.A)
    - Accounting
    - General
    - Global Entrepreneurship
    - Human Resource Management
    - International Business
    - Management
    - Sports Administration
  - Master of International Business (M.I.B)
    - M.S. in Management (M.S.M)
    - General Management
    - General Management (ONLINE)
    - Human Resource Management
    - International Business
    - Justice Administration
    - Management Accounting
    - Public Management
    - Sports Administration
  - CERTIFICATE PROGRAMS
    - Finance
    - Forensic Accounting
    - Human Resource Management
    - International Business
    - Justice Administration
    - Management Accounting
    - Public Management
    - Sports Administration

SCHOOL OF LEADERSHIP STUDIES

- Institute for Communication, Entertainment, & Media
  - M.A. in Communication Arts
  - Arts Management
  - Electronic Media Arts

- CERTIFICATE PROGRAMS
  - Arts Management
  - Electronic Media Arts

- Institute for Education
  - M.S. in Educational Leadership
  - M.S. in Elementary Education (ONLINE)
  - M.S. in Literacy and Applied Linguistics
  - M.S. in Special Education
  - ESOL Category 1 Endorsement
  - Gifted Education Endorsement
  - Reading Endorsement
  - M.S. in TESOL

- Institute for Professional Studies
  - Master in Executive Management (ONLINE)
  - Ed.D. in Leadership and Management
  - Ed.D. in Leadership and Management (ONLINE)

EDUCATIONAL INFORMATION

List all educational institutions (Undergraduate & Graduate) attended.

(Evaluation of grades from a NACES member organization is needed for all schools attended outside of the U.S.)

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City, State, Country</th>
<th>Dates of Attendance From/To</th>
<th>Degree &amp; Date Awarded</th>
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<tbody>
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TEST INFORMATION

- Have you taken or plan to take the GMAT?  [ ] Yes  [ ] No  If yes, when? ________________
- Have you taken or plan to take the Graduate Writing Assessment?  [ ] Yes  [ ] No  If yes, when? ________________
- Have you taken or plan to take the GRE?  [ ] Yes  [ ] No  If yes, when? ________________
- Have you taken or plan to take the MAT?  [ ] Yes  [ ] No  If yes, when? ________________

INTERNATIONAL STUDENTS (only)

- Have you taken or plan to take the TOEFL or IELTS?  [ ] Yes  [ ] No  If yes, when? ________________

OPTIONAL INFORMATION

How did you first learn about St. Thomas University? ________________________________

Religious Affiliation ________________________________  What is your native language? ________________________________

- Are you Hispanic or Latino (or of other Spanish origin)?  [ ] Yes  [ ] No
- Ethnic Origin  [ ] Black  [ ] White  [ ] Asian
  - [ ] American Indian/Alaskan Native  [ ] Hawaiian/Pacific Islander
  - [ ] Two or more races (specify) ________________________________
ADA STATUS AND INFORMATION

St. Thomas University recognizes that students records, for the purpose of disability documentation, disability determination, and accommodation determination are confidential, as per state and federal laws, and are treated as such. However, the student’s right to privacy must be balanced against the University’s need to know the information in order to provide requested and recommended services and accommodations.

1. For the upcoming academic year, I plan to make an application at St. Thomas University for disability status.

   Yes   No

2. Check all that apply, please

   Physical Disability   Mental Health Disability

3. Attach any paperwork documentation to your application with the following information:

   - Describing your disability
   - Indicating what help or accommodations you will need/seek regarding your disability

4. How would you like us to contact you to discuss this situation? ______________________________________________________________________________________________

PERSONAL HISTORY

Failure to answer these questions will delay the processing of your application and we will be unable to render an admissions decision.

1. Have you ever been found responsible for a disciplinary violation at an educational institution you attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in you being dropped, warned, advised or required to withdraw, or your probation, suspension, removal, dismissal or expulsion from the institution?   Yes   No

2. If you served in the military, did you receive any type of discharge other than honorable?   Yes   No   N/A

3. Have you ever been arrested for, charged with or convicted of a misdemeanor or felony crime under your legal name or alias? You must include juvenile offenses, alcohol offenses, including driving under the influence of alcohol and drugs and adjudications withheld by court. Also include any misdemeanor or felony offenses for which the charges were dropped, dismissed, referred to a pretrial interventional program and/or prosecution was deferred. If you have been arrested or charge with or convicted of a felony, including adjudication withheld, you must provide copies of official documentation that demonstrates disposition of each matter. Have you otherwise accepted responsibility for commission of a crime or do you have any criminal or disciplinary charges pending against you? The University has the right to require applicants to submit the results of a criminal background check to verify the information you disclose herein. Additionally, the University may revoke an acceptance if the applicant has not made a full disclosure.   Yes   No

4. I understand that I have a continuing responsibility to notify the University of any and all changes in the information I have submitted that occur at any time after filing this application, including during my enrollment in the University.   Yes   No

If you answer “yes” to any of these questions, please attach a separate page describing details of the situation, official documents, the court jurisdiction and give the date. Thank you for your cooperation.

CERTIFICATION OF INFORMATION

I certify that the information provided on the application for admission to St. Thomas University and all supplemental forms are complete and accurate. I understand that omission or misrepresentation of facts therein may be cause for denial of admission, revocation of admission, dismissal after enrollment, revocation of the degree for which I am enrolled, or any other action necessary as deemed by the university. I further understand that I have a continuing responsibility to notify St. Thomas University of any and all changes in the information I have submitted that occur at any time after filing this application, including during enrollment in St. Thomas University.

Date __________________________ Signature___________________________________________________________________________________________________________________

St. Thomas University admits students of any gender, race, color, national and ethnic origin to all rights, privileges, and activities generally accorded or made available to students at the university. It does not discriminate on the basis of race, color, national or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.
## Additional Admissions Requirements

**Keep this page for your reference**

Please use this checklist as a guide to submit all the necessary documentation to the Office of Admissions for consideration. Should you have any questions regarding any of the following materials, please consult with an Admissions Officer.

<table>
<thead>
<tr>
<th>Program</th>
<th>Letter of Recommendation</th>
<th>Professional Goals (2 pages)</th>
<th>Statement of Purpose (3-6 pages)</th>
<th>Resume</th>
<th>Test Requirement</th>
<th>Interview</th>
<th>Prerequisites</th>
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<td>M.S. in Guidance &amp; Counseling</td>
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Office of Admissions
St. Thomas University
16401 NW 37th Avenue
Miami Gardens, FL 33054, USA
Phone: 305-628-6546 | Fax: 305-628-6591
Email: graduate@stu.edu | Website: www.stu.edu