

Graduate Application for Admission (Degree Seeking Status)

This form should be completed if you wish to apply for admission to a degree seeking graduate program at New Mexico Highlands University. Documents required are listed on page 4 of the application. Applications to the University are subject to a one-time non-refundable application fee of \$15 payable to NMHU.

International Applicants: Admission documents must be received at least 90 days prior to the intended semester of enrollment.

<p>SELECT ONE: MASTER OF ARTS</p> <p><input type="checkbox"/> Human Performance and Sport (MA) <input type="checkbox"/> Human Performance and Sport (MA) <i>With concentration in:</i> <input type="checkbox"/> Sports Administration <input type="checkbox"/> Teacher Education</p> <p>Counseling and Guidance (MA) <i>Concentration(s) (please specify)</i> <input type="checkbox"/> School <input type="checkbox"/> Clinical Mental Health <input type="checkbox"/> Rehabilitation <input type="checkbox"/> Clinical Rehabilitation</p> <p>Education (MA) <input type="checkbox"/> Educational Leadership <input type="checkbox"/> Special Education <input type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Emphasis area (please specify) <hr/> (e.g. Reading, English, Math, History, Bilingual Education, Advanced Placement, etc.)</p> <p>Public Affairs (MA) <i>With concentration in:</i> <input type="checkbox"/> Political & Governmental Processes <input type="checkbox"/> Historical and Cross-Cultural Perspectives <input type="checkbox"/> Applied Sociology <input type="checkbox"/> History</p>	<p>Southwest Studies (MA) <i>With concentration in:</i> <input type="checkbox"/> History/Political Science <input type="checkbox"/> Anthropology (MA)</p> <p>English (MA) <i>With concentration in:</i> <input type="checkbox"/> Literature <input type="checkbox"/> Linguistics, Literacy, and Composition <input type="checkbox"/> Creative Writing</p> <p>MASTER OF SCIENCE</p> <p>Psychology (MS) <i>With concentration in:</i> <input type="checkbox"/> General Psychology <input type="checkbox"/> Clinical/Counseling Psychology</p> <p><input type="checkbox"/> Applied Chemistry</p> <p>Natural Science <i>With concentration in:</i> <input type="checkbox"/> Biology <input type="checkbox"/> Environmental Science and Mgmt <input type="checkbox"/> Geology</p> <p><input type="checkbox"/> Computer Science</p>	<p>MASTER OF BUSINESS ADMINISTRATION (MBA)</p> <p>Business Administration <i>With concentration in:</i> <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> Management <input type="checkbox"/> Marketing <input type="checkbox"/> Human Resource Management <input type="checkbox"/> International Business</p> <p><i>Certificate Program* in:</i> <hr/></p> <p>* MBA Certificate programs are not yet approved for financial aid.</p> <p>MASTER OF MEDIA ARTS & TECHNOLOGY</p> <p><input type="checkbox"/> Media Arts <input type="checkbox"/> Master of Software Development and Design</p> <p>DO NOT USE THIS FORM FOR ADMISSION TO THE MASTER OF SOCIAL WORK PROGRAM</p>
<p>CERTIFICATE PROGRAMS</p> <p><input type="checkbox"/> Cultural Resource Management (CRM) <input type="checkbox"/> Post Baccalaureate in Fine Arts <input type="checkbox"/> Geographic Information Systems (GIS) <input type="checkbox"/> Accounting <input type="checkbox"/> Finance <input type="checkbox"/> Marketing <input type="checkbox"/> Human Resource Management</p>	<p>CERTIFICATE PROGRAMS IN EDUCATION</p> <p><input type="checkbox"/> Counseling and Guidance <input type="checkbox"/> _____ Professional _____ School _____ Rehabilitation <input type="checkbox"/> Special Education <input type="checkbox"/> Secondary Education</p>	

Proposed date of entrance: **Spring** **Summer** **Fall** **Year:** _____

Proposed location of attendance: **NMHU Main/Las Vegas** **NMHU/Farmington** **NMHU/Rio Rancho** **NMHU/Santa Fe**

Social Security Number	Date of Birth (MM/DD/YY)	Place of Birth	<input type="checkbox"/> Male <input type="checkbox"/> Female
Last Name (Legal)		First and Middle	
Preferred Name		Other Names on School Records	
Mailing Address		City	State Zip
Permanent Home Address (if different)		City	State Zip
Telephone Number/ Cell Phone Number		County of legal residence	
Email address			

For Official Use Only Generated ID:	Application Fee Status:
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Personal: Along with other data that you submit, some of the following information is important for determining in-state or out-of-state tuition classification (residency status).

Ethnicity In compliance with the US Department of Education for Title IV federal requirements, please indicate your ethnic origin:

- Hispanic or Latino Non-Hispanic or Latino

Race Please select one or more that apply:

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

Citizenship – must be indicated (choose only one):

- U.S. Citizen
 Foreign (If transferring from a U.S. institution, submit a copy of the passport Form 1-94 showing appropriate current student visa status)
 Alien Resident (An official copy of form I-551 is required)
 Other

Residency-Must be indicated

If you are claiming New Mexico residency for in-state tuition classification, you must complete the following section. Failure to provide complete information will result in automatic non-resident status.

New Mexico Resident: Yes No → If so, how many years have you lived continuously in the state of New Mexico?

If not and you believe you have become eligible for resident status, please complete the Petition for In-State Tuition Classification (available from the Office of the Registrar).

Dates of extended absence (over 1 month) from New Mexico:

Have you ever been convicted of a crime involving infliction of harm by you to a person or property of others or have you been subject to incarceration for any crimes? Yes No → If the answer is YES, please attach a complete letter of explanation specifying the crime, docket or case number, courts of jurisdiction and sentence or other remedy imposed. Your application will be considered by an admissions committee when ALL documents are received.

Are you, your parent or guardian, or your spouse in the U.S. Military Service?	Yes ____	No ____
a. Do you plan to apply for VA Educational Benefits?	Yes ____	No ____
b. Military Home of Record:		
c. Date of Separation:		

How do you plan to finance your studies at NMHU?

- Personal funds Graduate Assistantship (Applicants for assistantship should contact the academic unit that offers the program.) Family funds
 Funds from other sources Grants, loans (not available to International Students)

Educational History and Records

Last High School Attended

City

State

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Did you graduate? Yes ____ No ____	Date of Graduation:	
If no, have you earned your GED Certificate: Yes ____ No ____		
If GED earned, date of issue:	Issuing Agency:	
Non-U.S. citizens: Last school attended before bachelor's degree:		

List all schools attended, beginning with the last college or university attended, including NMHU. Failure to list all colleges is considered falsification of records and is grounds for cancellation of your application. Submission of official transcripts from the colleges listed below, with your application, will expedite the application process. (attach separate sheet if needed)

Name of College/University	Location (City/State) (Country, if not U.S.)	Dates of Attendance	Degree and Major	Date (Conferred/Expected)	GPA (Overall/Within Major)

Are you in good standing and eligible to return to all colleges and universities previously attended? Yes No
(If not, please explain on a separate sheet.)

Test Information: It is recommended that Psychology applicants take the Graduate Record Examination (GRE). The GRE is required for admission to the **Biology** program. Although test scores are not required for other programs, they may be submitted.

Test Name	1st Test Date	Score	2nd Test Date	Score

What was/were your undergraduate degree major(s)? _____

International Students Only: (Not U.S. permanent residents or citizens)

Country of Citizenship _____

Your passport has been or will be issued by what country? _____

Where are you currently residing? _____

Do you hold any current U.S. visa? _____

If so, which visa and when does it expire? _____

If you will be coming to NMHU from within the U.S., when will you arrive? _____

If you have been studying in the U.S., do you have a current I-20? _____

If so, from which institution and when does it expire? _____

What is your native language? _____

English Proficiency: By what method do you intend to demonstrate English proficiency? _____

STUDENT VISAS: An I-20 will be issued only after all of your official application materials have been received (including documentation of English proficiency and application fee) and you have been admitted.

Affidavit for All Applicants

Please read carefully and sign.

(Admission to NMHU is based on each candidate's entire academic record. At no time may a student neglect to report any part of his/her course work. Every institution attended and every course taken by the applicant beyond the secondary education level must be reported on this application. If complete information is omitted, admission will be revoked; if falsified information is submitted, admission will be rescinded.)

I certify that the information I have given on this application is true and complete to the best of my knowledge and that I have attended no other institutions than those listed. I understand that I am responsible for forwarding all official school records, together with all other application materials, and that these documents become the property of NMHU and will not be returned, transferred or duplicated for any other purpose. I also understand that if I am accepted to NMHU, my admission is subject to verification of all official records from the institutions I have attended, including notice of graduation, when appropriate, and is contingent upon satisfactory completion of all course work prior to entering NMHU. I acknowledge that the \$15.00 application fee is for processing my application and that such fee is non-refundable.

Date: _____

Printed Name: _____

Signature: _____

Required Documentation *(all applicants)*

Since complete applications are processed first, please be aware that the omission of any information will delay the processing of your application and may affect your admission to those programs with deadlines. **NOTE:** Your application along with the following must be received by NMHU before an admission decision can be made:

_____ 1) An official transcript (in a sealed envelope) from each university attended. Official electronic transcripts can be sent to graduate@nmhu.edu. Although NMHU requires official transcripts for final admission, please attach a student copy of your transcript(s) to your application to expedite the evaluation process. This office will request advisement copies of NMHU transcripts from our Registrar's Office.

_____ 2) Statement of Educational Goals and Objectives - minimum of 100 words, unless specified below in program specific required documents.

_____ 3) Letters of Recommendation – minimum of two (2).

_____ 4) Test scores, if required. (*GRE is required for the Biology Degree Program*)

_____ 5) A one-time non-refundable \$15 application fee (not required of returning students who have already paid the fee).

Program Specific Documentation Requirements *(in addition to above required documentation)***School of Education:**

Curriculum and Instruction: Compose an essay of between 500 and 750 words which specifically describes why you selected this graduate program, and how completion of this graduate program will affect your future career and/or professional goals. (*The 100 word Statement of Educational Goals and Objectives is not required for Curriculum and Instruction.*)
Provide verification of Teaching Licensure

Educational Leadership: Provide a resume, a letter of application addressed to the program faculty, verification of teaching experience, and at least one of the required letters of recommendation must be from an immediate supervisor and must be in reference to your application to the Educational Leadership program.
Statement of Educational Goals and Objectives 750 word minimum, must:
1. Express specific interest and aims within the program (leadership);
2. Express aims for scholarly pursuit;
3. Use professional language; and
4. Use standard grammar, usage, and mechanics.

Counseling and Guidance: 1. Provide a resume
2. Compose an essay of between 350-500 words which specifically describes what motivates you to become a counselor and what you hope to contribute to the counseling profession. (*The 100 word Statement of Educational Goals and Objectives is not required.*)

English: Provide a 10-15 page writing sample, preferably a scholarly paper written for an upper division English class.

Certificate of Fine Arts and Media Arts: Provide a portfolio with examples of academic, industrial, or creative work.

Applied Sociology: Provide a writing sample. The writing sample is an important component of the graduate application. It should not exceed 10 pages. A social sciences paper written for a class or for publication is highly desired.

Psychology:
1. Provide a minimum 5 page writing sample, preferably a scholarly paper written for an upper division Psychology class.
2. Minimum 500 word statement of educational goals and objectives addressing research interests and experience (if General or Clinical thesis track) or to address career goals, interests and experiences (if Clinical non-thesis track).
3. Letters of Recommendation: At least one letter should be an academic reference (i.e., professor, advisor, etc.). The other reference can be an academic or professional reference. Letters of recommendation from family or friends are not appropriate.

In accordance with the Student Right-to-Know and Campus Security Act, Public Law 101-542, New Mexico Highlands University publishes the graduation/persistence rates of its student body. For specific information on persistence and graduation rates, please contact the Registrar's Office at (505) 454-3233. Information concerning athletes' graduation rates is available from the Athletic Director's Office at (505) 454-3351. Information on campus security programs and statistics is available from the Campus Security Office at (505) 454-3278.

New Mexico Highlands University provides educational and employment opportunities to qualified persons without discriminatory regard to race, sex, disability, age, marital status, religion, color, ethnic and national origin or other non-merit factors.

If you are an individual who is in need of auxiliary aids or services in order to participate in our programs, please contact the University at (505) 454-3252 or TTY #454-3003 or in writing to the Registrar's Office, New Mexico Highlands University, Box 9000, Las Vegas, New Mexico 87701.