

How to Apply

The graduate application process at Iowa State is "self-managed," which means that you manage your own application by collecting your application, fee, academic records, and test scores and sending them in one envelope to the Office of Admissions. The materials required by the department or program, i.e., letters of recommendation, departmental supplemental forms, statements of objectives, and other supporting materials, are sent to the graduate program together in a different envelope. Check the Graduate College's Program Requirements Web page for mailing instructions for each program.

While the process does require careful planning on the part of the applicant, it has two advantages: it simplifies the application process and speeds processing by the university.

Application Fees and Deadlines

The application fee is \$30 for U.S. applicants. The application fee is not required if you attended Iowa State as an undergraduate. Former Iowa State students can now apply online for an administrative application fee of \$5.00) Check the individual program deadlines on the *Program Requirements* Web page since they will vary from program to program. We offer the application in two formats: online and downloadable. The format you choose may depend on how you wish to pay your application fee. *Online applicants: Click on the "PDF print option" that will appear after you have paid the fee and clicked the "Submit" button.*

Note for former Iowa State students

If you were previously enrolled at Iowa State University as a degree-seeking student, you can apply online for an administrative application fee of \$5.00.

Social Security Numbers

Disclosure of your Social Security Number ("SSN") is requested for the student records system of Iowa State University. Although an SSN is not required for admission to Iowa State, your failure to provide a SSN may delay the processing of your application. Your SSN is maintained and used by Iowa State for internal verification, administrative purposes, and for

reports to Federal and State agencies as required by law. The privacy and confidentiality of your SSN is protected by Federal and State law and Iowa State will not disclose your SSN without your consent for any other purposes except as allowed by law.

Multiple Applications

If you choose to apply to more than one graduate program, you must submit a separate application, official academic records, test scores, and supporting materials for every program in which you are applying. (No additional fee is required.)

Transcripts

In order to be considered for enrollment, your bachelor's degree must have been received from a college or university accredited by a recognized regional accrediting association. If you attended a non-U.S. college or university, your degree

must have been received from a recognized institution where the requirements for the bachelor's degree are similar to those at Iowa State.

If you received your bachelor's degree from a university other than Iowa State, you will need to obtain official transcripts of grades and credits earned from each institution you have attended and enclose them as a part of your self-managed application. Have the institution that granted your undergraduate baccalaureate degree provide a statement of the degree you received and your quartile rank in the graduating class (if available). (Use the optional *Request for Transcript and Rank* form included with this application.)

Fraudulent records

Any transcripts, certificates, translations, or examination results that appear irregular will be verified with the appropriate school or examination authorities, and the application process will be delayed until verification is received. If it is determined that an applicant has submitted false records, or omitted information on previous school attendance, his/her application will be denied, and legal action may be taken.

Letters of Recommendation

Please obtain three letters of recommendation and enclose them as a part of your self-managed application. If you are applying online, you may offer your recommenders the convenient option of submitting their letters of recommendation online.

If you are using the downloadable application, the recommenders may use the Graduate College Letter of Recommendation forms that are included on the Website with the application. After completion, these forms should be returned to you in sealed envelopes, and sent (UNOPENED) with the supporting materials that you send to the graduate program.

Note: If a recommender insists on sending the Graduate College Letter of Recommendation form directly to the graduate program, be sure that you provide the recommender with the address of the graduate program to which you are applying.

Entrance Exams

To expedite the processing of your application, please include photocopies of your results on both of these tests in your self-managed application packets. We will use them temporarily while we wait for your official results.

Graduate Records Examination (GRE)

The GRE is required by most graduate programs, so please review individual program entries in the **Programs Requirements** section. You may register for the GRE on the Internet at www.GRE.org. When requesting official test scores be sent to Iowa State by the Educational Testing Service, use code **6306**. Please note: all GRE scores come to the Office of Admissions, regardless of the Department Code you select. We will forward those scores to the correct department for you.

Graduate Management Aptitude Test (GMAT)

The GMAT is accepted or required of applicants to business-related programs. You may register for the GMAT on the Internet at www.GMAT.org. Use the following program codes:

- **TNQ-WX-28** Apparel, Educ. Studies and Hospitality
- **TNQ-WX-01** MS in Information Systems
- **TNQ-WX-43** MBA, Evening
- **TNQ-WX-51** Masters in Accounting
- **TNQ-WX-70** MS in Information Assurance
- **TNQ-WX-93** MBA Fulltime
- **TNQ-WX-94** MBA Saturday

Test of English as a Foreign Language (TOEFL)

For the purpose of applying to Iowa State, English may be considered your native language if you have been raised in an environment where English is the only official language of your locality and nation, and English is the language used in your home. If your native language is not English, you must submit scores from the Test of English as a Foreign Language (TOEFL) or the International English Language Testing System (IELTS). This requirement may be waived if you have earned a bachelor's or master's degree from a country where English is the only official language. Minimum

scores are listed below, but many programs have higher English proficiency requirements, so you'll need to check the requirements in the Program Requirements section.

- 79 Internet-Based TOEFL (iBT)
- 197 Computer-Based TOEFL (CBT)
- 530 Paper-Based TOEFL (PBT)
- 6.0 IELTS

You may register for the TOEFL on the Internet at www.TOEFL.org. When requesting official test scores be sent to Iowa State by the Educational Testing Service, use Code 6306. IELTS registration information is also available online at www.IELTS.org.

Assistantships

Admission to the Graduate College does not imply that you have been awarded an assistantship. If you wish to be considered for one, please note the specific question in Section 2 (Study Plan) of the application. Additional information concerning graduate appointments may be obtained from the program to which you are applying on the **Program Requirements** Web page.

Conduct

If you answer yes to either question in Section 7 (Conduct) of the application, you must submit a full statement of relevant facts on a separate sheet and include with this application. You may be required to furnish the university with copies of all official documentation explaining the final disposition of the proceedings. If your records have been expunged pursuant to the applicable law, you are not required to answer yes to these questions. If you are unsure whether you should answer yes to either question, we strongly suggest that you answer yes and fully disclose all incidents. By doing so, you can avoid any risk of disciplinary action or revocation of an offer of admission.

Mailing materials

It is very important to the quick processing of your application that you separate your materials correctly. **IT IS ESSENTIAL THAT YOU SEND THEM IN SEPARATE ENVELOPES – ONE TO ADMISSIONS AND ONE TO THE GRADUATE PROGRAM.** Mail them to the appropriate offices as follows:

FIRST ENVELOPE
Office of Admissions
100 Alumni Hall
Iowa State University
Ames, IA 50011-2011

- Application and fee (Do NOT send a copy if you have applied online and paid by credit card)
- Official university transcripts and degree statements (no secondary records please)
- Official examination results

SECOND ENVELOPE
Graduate Program

The address to which Graduate Program materials are to be sent is listed on the **Program Requirements** Web page.

- Copy of application form
- 3 letters of recommendation
- Departmental supplemental forms
- Statement of goals, objectives, etc.
- Any other items listed on the **Program Requirements** Web page

Acceptance

The Office of Admissions will notify you of your acceptance into the Graduate College. Your academic program will notify you if you have been awarded financial assistance. Your acceptance for enrollment in the Graduate College applies only to the term noted in your admission letter. If you wish to change your entry date, you must request the change from the Office of Admissions and your intended program.

Awaiting notification

Once you are assured that your application packet has reached the appropriate offices, we ask for your patience as we complete our processing. During our peak review season (December through March) the review process takes several weeks. If you would like to check the status of your application online, do so at: www.admissions.iastate.edu/forms/statuscheck/gr_statuscheck.php.

Questions?

Office of Admissions
100 Alumni Hall
Iowa State University
Ames, IA 50011-2011 USA
Tel. 1-515-294-5836
Fax 1-515-294-2592
Email: gradhelp@iastate.edu
www.admissions.iastate.edu

IOWA STATE UNIVERSITY

Graduate College Application

ONLY US CITIZENS, PERMANENT RESIDENTS, REFUGEES, OR POLITICAL ASYLEES MAY COMPLETE THIS FORM. SUBMIT WITH \$30 NONREFUNDABLE FEE.

1 APPLICANT INFORMATION

Full legal name:

(FAMILY/SURNAME)

(FIRST/GIVEN)

(MIDDLE)

Variations of name:

(FOR EXAMPLE, AS YOUR NAME MIGHT APPEAR ON TOEFL AND GRE REPORTS, OR ON ACADEMIC RECORDS)

US Social Security #†:

Is English your first language? Yes No

ISU ID number†:

If no, what is?

Citizenship country:

Gender: Male Female

Birth date:

Telephone

(MONTH/DAY/YEAR):

(AREA CODE - NUMBER)

E-mail address:

Fax Number:

(AREA CODE - NUMBER)

Racial/ethnic

Native American or Alaskan Native African American or Black White (non-Hispanic)

background (optional):

Asian-American/Pacific Islander Hispanic or Latino/a

If you are not a U.S. citizen,
please indicate your status:

US Permanent Resident (send copy of I-551) Refugee (send copy of I-571)

Political Asylee (send copy of I-589) None of above (complete International Graduate Application)

Permanent address:

(NUMBER AND STREET)

(CITY)*

(STATE)*

(ZIPCODE)

(COUNTY - IF IN IOWA)

(# YEARS/MONTHS YOU'VE LIVED THERE)

Current residential address:

(NUMBER AND STREET)

(CITY)*

(STATE)*

(ZIPCODE)

(COUNTRY - IF NOT U.S.)

2 STUDY PLAN

Entry date: Fall (Aug) Spring (Jan) Summer (June) 200_____ Degree objective (Master's, PhD, Cert.):

Major/program desired: _____ List research/study _____

(IF YOU ARE APPLYING TO MORE THAN ONE PROGRAM, SEPARATE APPLICATIONS, FEES, AND SUPPORTING MATERIALS ARE REQUIRED.)

Is this an on-campus or distance program? On-campus Distance Is this for a Concurrent Enrollment Program? Yes No

Have you received an undergraduate degree from Iowa State University? Yes No If yes, when? (mm/yyyy) _____

Check the appropriate box if you wish to be considered for a: teaching assistantship research assistantship both

If you have applied for admission to the Graduate College previously, indicate the term and year: _____

If you have ever been an Iowa State student (including off-campus and intensive English study) indicate entry term and year: _____

3 PREVIOUS EDUCATION

Provide the following information for **all** postsecondary universities attended, including any you are currently attending. If you attended a university for only one semester, or earned fewer than 15 credits, put an asterisks (*) in the degree and date section.

DATES ATTENDED	NAME OF UNIVERSITY	MAJOR/DISCIPLINE	DEGREE & DATE

PAGE 2 OF GRADUATE APPLICATION FOR (APPLICANT'S SURNAME): _____

4 ACTIVITIES

List your activities since secondary school, including any significant periods of time (other than vacation periods) in which you were not studying.

INCLUSIVE DATES	ACTIVITY (STUDY, RESEARCH, TEACHING, EMPLOYMENT, MILITARY, ETC.)	LOCATION

5 EXAMINATIONS

EXAMINATIONS TAKEN (check all that you have taken)	MO/YR TAKEN	TEST REGISTRATION NUMBER (if available)
TOEFL <input type="checkbox"/> CBT <input type="checkbox"/> PBT <input type="checkbox"/> IBT or <input type="checkbox"/> IELTS Score: _____		
<input type="checkbox"/> GRE General or <input type="checkbox"/> GMAT Score: _____ <small>(VERBAL + QUANT.)</small>	<input type="checkbox"/> GRE Subject Score _____	

7 RECOMMENDATIONS

Do you waive the right provided by the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment) to view the recommendations in your file at Iowa State? Yes No List below the names and e-mail addresses of the three people that will submit letters of recommendation for you. If you apply using the online Graduate College Application, your recommenders may submit their recommendation online. Otherwise, they may complete the Graduate College Letter of Recommendation form at www.admissions.iastate.edu/apply/index.php.

Name: _____	E-mail: _____
Name: _____	E-mail: _____
Name: _____	E-mail: _____

8 CONDUCT

Have you ever been charged with or subject to disciplinary action for scholastic or other type of misconduct at any school? Yes No

Have you ever been charged with a violation of the law that resulted in probation, community service, a jail sentence, or the revocation or suspension of your driver's license? Yes No

If you answered yes to either of the above questions, please explain below. (See *How to Apply* section for additional instructions. If you need more space, please attach separate sheet.)

BY SIGNING, I CERTIFY THAT ALL STATEMENTS IN THIS APPLICATION ARE COMPLETE AND TRUE.

(APPLICANT'S SIGNATURE)

(DATE)

+THESE ITEMS ARE OPTIONAL.

*THESE ITEMS ARE CONSIDERED PUBLIC UNLESS YOU REQUEST OTHERWISE.

ALL ITEMS SUBMITTED IN SUPPORT OF AN APPLICATION BECOME THE PROPERTY OF IOWA STATE UNIVERSITY. DOCUMENTS ARE CONVERTED TO ELECTRONIC FILE FORMAT AND PAPER COPIES ARE NOT RETAINED. PLEASE DO NOT SEND RECORDS THAT ARE DIFFICULT TO REPLACE.

IOWA STATE UNIVERSITY REQUESTS THE INFORMATION ON THE APPLICATION FOR THE PURPOSE OF MAKING AN ADMISSION DECISION ABOUT YOU. NO PERSONS OUTSIDE THE UNIVERSITY ARE ROUTINELY PROVIDED INFORMATION FROM IT EXCEPT THOSE ITEMS THAT ARE DEFINED AS PUBLIC INFORMATION. RESPONSES TO ITEMS MARKED "OPTIONAL" ARE OPTIONAL; RESPONSES TO ALL OTHER ITEMS ARE REQUIRED. IF YOU FAIL TO PROVIDE THE REQUIRED INFORMATION, THE UNIVERSITY MAY NOT CONSIDER YOUR APPLICATION.

IOWA STATE DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, RELIGION, NATIONAL ORIGIN, SEXUAL ORIENTATION, GENDER IDENTITY, SEX, MARITAL STATUS, DISABILITY, OR STATUS AS A U.S. VETERAN. INQUIRIES CAN BE DIRECTED TO THE DIRECTOR OF EQUAL OPPORTUNITY AND DIVERSITY, 3680 BEARDSHEAR HALL. 09/15/06

Request for Transcript and Rank

This form is for your convenience, and is optional. Complete Section 1 and send it to each university you have attended. IF YOU ARE SENDING YOUR TRANSCRIPTS ELECTRONICALLY, YOU MUST SEND A STUDENT COPY WITH YOUR APPLICATION. Students with Iowa State records need not complete this form for your Iowa State transcripts. The Admissions Office will obtain them directly.

1 APPLICANT'S SECTION

Name _____
(family/surname) (first/given) (middle) (other last names)

Student ID or Social Security # _____ Birth date _____

Applicant's address _____

Telephone number _____ E-mail _____

In the section below, please provide the address to which you are sending your self-managed application. (If the institution to which you are mailing this form has a policy that prohibits the release of official transcripts to students, it will mail this form and your academic records to the address below, rather than to you, and notify you.)

Mailing address _____

Iowa State University
Ames, IA 50011 USA

Applicant's signature _____ Date _____

2 REGISTRAR'S SECTION

This student is using a "self-managed application" process which requires him/her to submit the application and all supporting documents (including official academic records) to the university together in one envelope. Please attach a copy of the applicant's official academic record to this form, place it in your institution's envelope, seal the envelope with your official seal/signature, and mail to the "Applicant's Address" above (not Iowa State University). The applicant will submit the records unopened with his/her entire application packet.

Please provide the applicant's quartile ranking: Highest Second Third Lowest Not Available

Name of institution _____

(Place official school seal here)

IMPORTANT NOTE: If your institution is unable to send official academic records to the applicant, please send them to the "Mailing Address" given above. It is important that you also notify the applicant so that he/she is not waiting for these records to arrive before sending the rest of the self-managed application.

If you have any questions regarding this form, contact

Office of Admissions
Iowa State University
Alumni Hall
Ames, IA 50011-2011, USA
Tel. 515 294-5836, E-mail gradhelp@iastate.edu

2006-07 Estimated Annual Expenses for Graduates

Graduate Students

	Academic Year
Tuition and mandatory fees*	\$17,080
Books and supplies	892
On-campus housing	3,150
Groceries and household items	3,018
Health insurance	1,260
Personal miscellaneous	2,710
Local transportation**	0
Total Expenses†	\$28,110

Graduate Assistants (9-month and 12-month)

	Academic Year	Summer	Annually
Tuition and mandatory fees*	\$6,582	\$1,833	\$8,415
Books and supplies	892	223	1,115
Housing and utilities	3,150	1,050	4,200
Groceries and household items	3,018	1,107	4,125
Health insurance	(Paid by Iowa State University)		0
Personal miscellaneous	2,710	894	3,604
Local transportation**	0	0	0
Total Expenses†	\$16,352	\$5,107	\$21,459

Married Graduate Students

	Academic Year
Tuition and mandatory fees*	\$17,080
Books and supplies	892
Housing, utilities and meals	10,181
Required health insurance	5,680
Personal miscellaneous	3,388
Local transportation**	500
Total Expenses†	\$37,721

* Includes the activity and services fee, required health clinic and facility fees, and standard computer fee. Students majoring in computer science pay \$189 more per academic year in computer fees; students in engineering pay \$225 more per academic year in computer fees.

** Local transportation (bus pass) is covered under the student activity ticket, so students ride fare-free. Married student estimate assumes spouse will purchase bus pass.

† Single students and 9-month graduate assistants planning to remain in the U.S. over the summer should plan an additional \$2,000 - \$3,000 to cover summer living expenses. Students with children must plan for an additional \$2,000 in living expenses for each child and add \$2,860 for additional health insurance costs.

UNIVERSITY FEES ARE SUBJECT TO CHANGE WITHOUT NOTICE BY THE STATE BOARD OF REGENTS. TUITION, ROOM, BOARD, HEALTH, COMPUTER, AND ACTIVITY FEES INCREASE ANNUALLY. THE FIGURES ABOVE ARE FOR THE CURRENT YEAR, NOT NECESSARILY THE TERM FOR WHICH YOU WILL EVENTUALLY ENROLL.

Graduate College Letter of Recommendation

1	APPLICANT INFORMATION
Applicant's name: _____ <small>(LAST/SURNAME) (FIRST/GIVEN) (MIDDLE)</small>	
Entry term: _____ Email address: _____	
Major/program desired: _____ Degree sought: _____	

2	RECOMMENDER INFORMATION
Recommender Name: _____ <small>(LAST/SURNAME) (FIRST/GIVEN) (MIDDLE)</small>	
Occupation: _____	
Address: _____	
Telephone: _____ E-mail: _____	

3	CONFIDENTIALITY
The Family Educational Rights and Privacy Act of 1974 (FERPA) allows an enrolled graduate student to have access to any letters of recommendation the program chooses to retain in its files. The applicant may waive the right of access to recommendation letters.	
This applicant <input type="checkbox"/> waives <input type="checkbox"/> does not waive the right to inspect the contents of this letter.	

4	RATING OF APPLICANT
Recommender: Provide the following information about the applicant for the graduate program to use in making an admission decision:	
How long have you known the applicant? _____ (years) In what capacity? _____	
How does this applicant compare to others in the appropriate category below?	
<input type="checkbox"/> College seniors <input type="checkbox"/> Graduate students <input type="checkbox"/> Employees <input type="checkbox"/> Other (identify): _____	

SKILLS AND ABILITIES	UPPER 5% (OUTSTANDING)	UPPER 10% (EXCELLENT)	UPPER 25% (ABOVE AVE.)	UPPER 50% (AVERAGE)	LOWEST 50% (BELOW AVE.)	NO BASIS FOR EVALUATION
Intellectual/Academic Potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical/Conceptual Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral Communication Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Imagination/Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Teaching Ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

RECOMMENDATION	MASTER'S PROGRAM	DOCTORAL PROGRAM	OTHER (SPECIFY)
I recommend <u>highly</u> for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I recommend for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I recommend <u>with reservations</u> for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I <u>do not</u> recommend for	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

PAGE 2 OF RECOMMENDATION FOR (APPLICANT'S SURNAME):

Please include a statement about the applicant's strengths and weaknesses and potential for success in graduate school.

Note: Letters of reference are sent to the graduate program to which the student applies, not to the Office of Admissions.

2007-2008 Graduate Calendar

Spring Semester 2007	
Reporting day	January 2
Registration	January 5
Classes begin	January 8
Last day of classes	May 4

Summer Sessions 2007	
Session I classes begin*	May 14
Reporting day	June 5
Registration	June 8
Session II classes begin	June 11
Last day of classes	August 3

Fall Semester 2007	
Reporting day	August 13
Registration	August 17
Classes begin	August 20
Last day of classes	December 14

Spring Semester 2008	
Reporting day	January 8
Registration	January 11
Classes begin	January 14
Last day of classes	May 10