

ADMISSION

Graduate Admission

The University of South Carolina Upstate seeks to enroll students who will benefit from and contribute to the University. USC Upstate encourages all qualified students to apply for admission. Candidates for admission should possess the academic background at the undergraduate level indicating potential for collegiate success at the graduate level. The completion of a baccalaureate program is required to apply for a graduate program. The University of South Carolina does not discriminate in educational or employment opportunities or decisions for qualified persons on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status. Requests for graduate application forms and catalogs should be addressed to the Office of Admissions. The Office of Admissions is open Monday through Friday and is located on the main level of the Health Education Complex.

Phone: 864-503-5246 Spartanburg

864-552-4242 Greenville

1-800-277-8727 Elsewhere

Fax: 864-503-5727

Email: admissions@uscupstate.edu

Website: www.uscupstate.edu/admissions

Application Procedures

When applying to a graduate program, citizens of a country other than the United States not having permanent resident status are classified as international students or international applications.

1. Application Fee

Prospective graduate students must submit a completed application to the Office of Admissions with a non-refundable \$45 application fee.

International students must submit a completed application with a non-refundable \$100 application fee.

2. Transcripts

All graduate applicants must submit transcripts from all colleges or universities from which they earned a degree or certificate. In some cases, transcripts may be required even if a degree was not completed to verify prerequisite work was completed. International applicants must submit official school transcripts, translated to English, with a course-by-course evaluation with GPA from a NACES approved company.

It is the applicant's responsibility to have the required documentation forwarded to the Office of Admissions. All transcripts become permanent records of USC Upstate and will not be forwarded or returned.

The admission committee for the graduate program(s) applied to will consider all application materials and render an admission decision.

The admission committee may decide to fully admit the graduate applicant for degree-seeking status, conditionally admit the graduate applicant based on the satisfaction of conditions expressed in the admission decision, admit the graduate applicant on a non-degree-seeking basis, or decline the graduate applicant admission. An admission decision will not be made until the evaluation and all transcripts are on file.

3. Test Scores

Some graduate programs may require, or encourage, submission of Graduate Record Examinations (GRE) scores, or Miller Analogies Test (MAT), or other standardized tests as part of the graduate application. Refer to the requirements for the specific graduate program.

International students must submit language proficiency scores from Test of English as a Foreign Language (TOEFL), International English Language Testing System (IETLS), or Duolingo. The test scores may be no more than two years old. Minimum scores for full admission into a graduate program at USC Upstate are:

TOEFL (Internet-based): 75

IELTS: 6

Duolingo: 100

Some graduate programs may have higher minimum scores. Refer to the requirements for the specific graduate program. The language proficiency score requirement may be waived if the international applicant is from a country where English is the primary, official language or graduated from a degree program taught in English. In some cases, the admissions committee for a graduate program may conditionally admit applicants on condition the applicant enroll in an English as an additional language course offered by the university. The student is responsible for the cost of the additional course.

4. Professional Resume or Curriculum Vitae

A professional resume documenting skills, experience, and academic achievements assists the admission committee in evaluating an application and is required by some graduate programs. Refer to the requirements for the specific graduate program.

5. Letters of Recommendation

Letters of recommendation from people knowledgeable about the applicant's skills, knowledge, experience, dedication, and work ethic assists the admission committee in evaluating an application and is required by some graduate programs. Refer to the requirements for the specific graduate program.

6. Personal Statement

A written personal letter or statement explaining the applicant's goals assists the admission committee in evaluating an application and is required by some graduate programs. Refer to the requirements for the specific graduate program.

7. Minimum GPA

Some graduate programs require a minimum GPA on all undergraduate coursework. Refer to the requirements for the specific graduate program.

8. Proof of Immunization

All students are required to provide a proof of immunization for measles (rubeola) and German measles (rubella) if born after December 31, 1956 prior to enrollment.

9. Interviews and Campus Visits

Although not required, students are encouraged to visit USC Upstate to meet with university representatives and tour the campus.

Appointments should be scheduled by calling the Office of Admissions. Some graduate programs may require or encourage personal interviews as part of the admissions process.

10. Proof of Citizenship

USC students must present proof of citizenship or lawful presence in the U.S. before enrolling. This policy has been adopted by the University in order to comply with section 59-101-430 of the South Carolina Code of Laws, as amended, requiring lawful presence in the United States is verified before enrollment at any public institution of higher education. Verification of immigration status for international students will be conducted by international student officials. For other students, a proof of citizenship verification process has been adopted to deter and prevent false claims of citizenship by unlawful aliens attempting to evade the eligibility requirements of section 59-101-430. Students who are not verified as citizens during the Federal financial aid application (FAFSA) process must present proof of citizenship in the form of one of the following acceptable documents:

- Copy of the South Carolina driver's license if the student first became a licensed driver in the state after Jan. 1, 2002;
- A Certified Birth Certificate indicating that you were born in the United States or a territory of the United States. A photocopy of your birth certificate is not acceptable;
- Current U.S. Passport or U.S. Passport that has not been expired more than 10 years;
- Certificate of Naturalization - USCIS Form (N-550 or N-570);
- U.S. government issued Consular Report of Birth Abroad;
- Certificate of Citizenship (N-560 or N-561);
- Unexpired U.S. Active Duty/Retiree/Reservist Military ID Card (DOD DD-2)

The University can accept photocopies of birth certificates and other citizenship documents so long as we reserve the right to demand production of the certified original in the event we have any questions about whether the copy is true and accurate, or in the event any of the information on the copy is unreadable. For more information: <http://registrar.sc.edu/html/citizenshipverification.stm>.

Change of Academic Objectives

Students are admitted to a specific graduate program at the time of acceptance. Upon completion of that degree, further graduate study requires readmission to graduate studies.

Valid Period of Admission

Admission to graduate study at USC Upstate is valid for one year. If an applicant fails to complete any graduate course or part of the prescribed program within this period, the acceptance lapses, and the student becomes subject to any new requirements that may have been adopted. Students who do not enroll in classes within one calendar year of admission must reapply.

Students who have been admitted to graduate study at the University of South Carolina under regulations other than those now in force, and who have not completed any USC courses during a period of three or more years, are required to fulfill current admission requirements prior to

attending USC Upstate for additional graduate work. Upon readmission, these students become subject to the current graduate regulations.

Applicants Not Seeking a Degree

Students wishing to enroll in either program courses or professional development courses but who do not wish to pursue a graduate degree at USC Upstate must submit the following admission materials:

- Application for Non-Degree Seeking Graduate Students (available at www.uscupstate.edu (<http://www.uscupstate.edu>))
- Residency form with all requested information and supporting documents
- \$10 application fee
- Proof of immunization for measles (rubeola) and German measles (rubella) if born after Dec. 31, 1956.

Students admitted as non-degree students may take up to 18 hours of graduate work. In order to enroll in more than 18 hours as a non-degree student, the applicant must complete another non-degree application form and a state residency status form.

Some graduate programs award post-baccalaureate certificates for the completion of graduate courses in a non-degree status. Refer to the requirements for the specific graduate program.

Disability Services

Students with disabilities are assisted through the Office of Disability Services. The staff works toward accessibility for all university programs, services, and activities in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Services offered include priority registration, test proctoring, classroom adaptation, sign language interpreter, reader, braille, and note taker. If you have a disability and need assistance, contact the Office of Disability Services.

Graduate Tuition

Academic fees at the University of South Carolina Upstate are established by the University of South Carolina Board of Trustees and are subject to change.

Tuition

*Please see **Fees & Expenses** section for more information.*