

INSTRUCTIONS FOR APPLYING TO THE FHSU GRADUATE SCHOOL

- **1.** ____ Complete, sign, scan and email, or fax: **RTG-FHSU MSE or MLS [Letter of Intent](#)** (also on this RTG website degree page's left sidebar), plus order an **official copy of Baccalaureate Degree Transcript** and have it sent to FHSU Registrar's Office, whose address is in item 9 at bottom of page 2 below.
- **2.** ____ Complete and submit an on-line application:
<https://webapps.fhsu.edu/admissions/Graduate.aspx>
- **3.** ____ Pay the \$40.00 application fee.
- **4.** ____ After fee payment click here to get your [FHSU Student ID Number](#)
Go to very bottom left of web page and click on 'Look up my FHSU ID'
- **5.** ____ Fill out your [FHSU Veteran Class Schedule \(1st Semester Courses with support of your RTG Mentor\)](#) & appropriate [VA GI Bill Benefits Application](#) (Item #5 only required if using VA GI Bill Benefits.)

Note #1: When you fill out this [FHSU Veteran Class Schedule](#), identify yourself as RTG/JROTC Instructor Client in block 3 ('Comments').

Note #2: Items 1 – 5 above...These are minimum requirements for a speedy enrollment, after semester formal application cutoff date in your 1st semester; and requires scanned copy of your baccalaureate degree (unofficial personal copy) transcript. Subsequent items, 6-8 below, can be turned in as they are completed during your first semester. This may involve a subsequent change in your initial online application and can cost an additional \$40 Application Fee to change your status. Communicate with your RTG Mentor for specifics. You can avoid this additional charge by waiting until full formal matriculation, and then registering for courses in the 2nd 8 week session of the Fall or Spring semester.

6. ____ Provide 2 letters of recommendation, for your area of study. These are to be completed by your professors, immediate supervisors, or individuals familiar with your academic work. The letters of recommendation should be completed on letterhead stationery or use the FHSU provided [Letter of Recommendation Form](#) and send them directly to the Graduate School.

7. ____ Your Personal Statement. Keep it pithy and short. Five to six sentences are more than enough. <https://www.fhsu.edu/academic/gradschl/documents/Personal-Statement/index>

8. ____ Provide the Graduate School with an **OFFICIAL** bachelor's degree transcript which indicate the completion of a bachelor's degree from an accredited institution. The bachelor's transcript must include a minimum of 60 hours of graded credit and a grade point average (GPA) of **2.5 (MLS)** or **3.0 (MSE)** on the last 60 hours of undergraduate credit. **OFFICIAL** transcripts, by definition, are transcripts sent directly from the college or university Registrar to the Graduate School at Fort Hays State University. Transcripts mailed or brought in by the applicant are not considered official and, therefore, are not

acceptable. The Graduate School will obtain the undergraduate transcript for FHSU students. Applicants who have earned graduate degrees from other accredited institutions *may* also provide an **OFFICIAL** Graduate Degree Transcript ***in addition to*** their **OFFICIAL** bachelor's degree transcript, solely for this unique degree program with RTG. When the above materials have been collected for the applicant's file in the Graduate School, the departmental file will be reviewed by a departmental committee from the applicant's major area to determine admission status. This committee will follow these guidelines:

- Each applicant for this Master's program must evidence a minimum grade point average of **2.5** (MLS) or **3.0** (MSE) on the last 60 hours of undergraduate credit. *(Waiverable to certificate students demonstrating solid 3.0 (B) academic performance or better in all graduate courses taken with FHSU.)*
- Each applicant for this degree must evidence a grade point average of 3.0 (B) or higher in all graduate work taken at the Master's level.
- The student must have adequate preparation in the area of the major of study.
- Each applicant for a Master's degree or for admission as a non-degree student must hold a bachelor's degree from a college or university of recognized standing (regional accreditation).
- The Graduate School will notify the applicant by letter of the status of the application. The admitted student will then be given directions to contact their assigned graduate advisor, formalize this program of study.

9. ____ Upon receiving formal FHSU admission instructions, open up your personal **TigerTracks** Student Account here: [TigerTracks](#)

- *Please submit any downloaded/printed/scanned materials to (by email) to: gradschool@fhsu.edu or by USPS: Registrar's Office*

Fort Hays State University
600 Park Street
Hays, KS 67601

FHSU's VA Facility Code Number is: **11000516**, if applying with VA VOC ReHab support.

Your **FHSU VA** POC can be reached at Tel: **1.785.628.4408**. Email: VA@fhsu.edu

Graduate School Administrative Support: Telephone Number: **1.785.628.4236**

Fax Number: **1-785-628-4479** Email: gradschool@fhsu.edu

Please call with any questions or comments; or send message via



Most Respectfully;

Jim Gomez (Army, Navy, Air Force, Marines, Civilian). *Jim's* Tel: **210-552-0759**