

For Office Use Only:
Date Rec'd _____
Advisor _____

(PLEASE TYPE)
**APPLICATION FOR ADMISSION TO THE
 PH.D. IN PUBLIC ADMINISTRATION PROGRAM**

Directions: Please provide all requested information. Failure to do so will disqualify the application for consideration.

Name _____
 Last First Middle Date of Birth

Address _____
 Number Street City State ZIP Code

 Social Security Number Sex {M/F} Marital Status () Home Telephone

 Title of Present Position Employer

 Employer's Address

 City State ZIP Code () Employer's Telephone

I. SCHOLASTIC RECORD

Schools Attended	Name & Location	Major	Date of Attendance	Degree
GRADU- ATE				
UNDER- GRADU- ATE				
HIGH SCHOOL				

GPA on highest earned degree_____. **Attach a copy of graduate transcripts to back of Application.**

Other evidences of scholastic achievement, e.g. honors, scholarships, fellowships, membership in honorary societies or fraternities. (Attach additional page, if needed)

II. STANDARDIZED TEST SCORES

Please list standardized test score(s) and attach a copy.

MAT _____ Percentile Rank_____

GMAT _____ Percentile Rank_____

GRE _____ + _____ = _____ Percentile Rank_____

Quantative Verbal Total

III. PROFESSIONAL EXPERIENCE

List Chronologically (Begin with the current or most recent)

Position	Name of Employer	Address of Employer	Dates of Employment

IV. MEMBERSHIPS IN PROFESSIONAL ORGANIZATIONS

Indicate memberships and offices held if applicable:

V. RESEARCH AND PUBLICATIONS

- A. **Master's and Specialist's Level Research:** title of thesis, scholarly paper or projects and sponsoring institution.

Masters: _____

Specialist _____

- B. **Publications** (attach supplementary page if more space is needed). Submit a copy of at least two publications if available.

Title Reference

1. _____

2. _____

3. _____

VI. REFERENCES

List the names and addresses of three persons who will complete letters of recommendation. At least one of the recommendations should be provided by a academic recommender. The persons listed should also be willing to present their recommendations in person to a Admissions Committee if requested.

1. _____

Name Position

Name of Institution and Address Telephone Number

City State ZIP

2. _____

Name Position

Name of Institution and Address Telephone Number

City State ZIP

3. _____

Name Position

Name of Institution and Address Telephone Number

City State ZIP

VII. PROFESSIONAL GOALS

Using a separate sheet, write a description of your career plans after completion of degree requirements if you are accepted into the program. **(Minimum - 2 pages) Note: This essay may not serve as a substitute for the two samples of academic or professional writing.**

VIII. MATRICULATION

What are your proposed plans for completing degree requirements?

Full-time student until completed

Part-time student

Combination part-time and full-time student

What is your anticipated date for enrollment? _____
Semester/Year

Please check one:

I would like to be considered for Financial Assistance? Yes No

I certify that I applied for admission to the Graduate School to work on the Ph.D. degree on _____.
Date

To the best of my knowledge the information in this application is accurate.

Signature / Date

Return Original Application, GRE Scores, letters of reference to:

**Attn: Ph.D. Program
Department of Public Policy & Administration
3825 Ridgewood Rd., Box 18
Jackson, Mississippi 39211**

**DEPARTMENT OF PUBLIC POLICY AND ADMINISTRATION
JACKSON STATE UNIVERSITY
3825 Ridgewood Road, Box 18
Jackson, Mississippi 39211**

CONFIDENTIAL REPORT ON PH.D. APPLICANT
(please type, if possible)

Applicant's Name _____ / _____
(Applicant's Signature) DATE

The person named above has applied for admission to the Ph.D. in Public Administration Program for the next academic year.

We would be grateful for your careful evaluation of the applicant. Please evaluate the applicant's intellectual ability, preparation, promise of growth, character, and limitations as well as assets. Where does this applicant rank in terms of all students you've encountered in your professional career? Your judgement of the applicant's likely effectiveness and future contribution to the field will be appreciated. Please discuss each of the aforementioned as you write the letter for the applicant.

Referee's Name (print or type): _____ Date _____
Position and Institution _____
Relationship to applicant _____
How long have you known applicant? _____
In your opinion, what is the likelihood that the applicant will succeed in his/her stated goals? _____

Please write in the following space and continue on a separate page if additional space is needed. If you choose not to use this form, write your letter on institutional letterhead. When completed, mail this recommendation to the Department address listed above.

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JACKSON STATE UNIVERSITY
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Ph.D APPLICATION PROCEDURES

At your request, we are pleased to provide you with an application kit for the Ph.D. program in public administration. **The application deadline is March 1st.** Included are the following items:

- A description of the degree requirements which you must meet in order to graduate with a degree.
- A Curriculum Sheet
- An application form for the Ph.D. program in public administration.
- An application form for admission to the JSU Graduate School.
- Three (3) recommendation forms. (**At least one (1) recommendation should be provided by a academic recommender.**)
- An application for Financial Aid.

Submit the **items 1 , 2 & 9** listed below to: ***Graduate Admissions, The Graduate School**, Jackson State University, P.O. Box 17095, Jackson, Mississippi 39217 and **a copy with 1 - 8** to: **The Department of Public Policy & Administration**, 3825 Ridgewood Rd., Box 18, Jackson, MS 39211.

- _____ 1. A copy of your completed form, "Application for Graduate Admission"
- _____ 2. Official copies of all graduate transcript
- _____ 3. Two samples of academic or professional writing. (e.g. graduate term paper, thesis, academic/professional clinical study, policy analysis or management report)
- _____ 4. Three (3) recommendation forms. (**At least one (1) recommendation should be provided by a academic recommender.**)
- _____ 5. **Official** GRE or GMAT or MAT Scores.
- _____ 6. .Essay of Professional Goals
- _____ 7. "Completed copy of department application
- _____ 8. Application for Financial Aid.
- _____ 9. **Application Fee of \$20.00 for Out-of-State and International Students.** Make check or money order payable to: **The Graduate School***

When your file is complete, it will be forwarded to the Public Policy & Administration Department for review by the departmental admissions committee. The Graduate School will notify you of the admission decision then you report to the department for academic advisement. **You must be admitted before you can enroll in any courses.** **Please note the departmental application deadline of March 1st.** **The Ph.D. Admissions Committee admits students only once per annum.**