# 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.

**SELECT ONE:**

**CERTIFICATE PROGRAMS**
- Cultural Resource Management (CRM)
- Post Baccalaureate in Fine Arts
- Geographic Information Systems (GIS)

**MASTER OF ARTS**
- Human Performance and Sport (MA)
  - With concentration in:
    - Sports Administration
    - Teacher Education
- Education (MA)
  - With concentration in:
    - Counseling and Guidance
    - Emphasis area (please specify)
      - School
      - Professional
      - Rehabilitation
      - Educational Leadership
      - Special Education
      - Curriculum and Instruction
      - Emphasis area (please specify)
      - (e.g. Reading, English, Math, History, Bilingual Education, Advanced Placement, etc.)
- English (MA)
  - With concentration in:
    - Linguistics, Literacy, and Composition
    - Creative Writing
- Public Affairs (MA)
  - With concentration in:
    - Political & Governmental Processes
    - Historical and Cross-Cultural Perspectives
    - Applied Sociology
    - History
- Southwest Studies (MA)
  - With concentration in:
    - History/Political Science
    - Anthropology (MA)
- Psychology (MA)
  - With concentration in:
    - General Psychology
    - Clinical/Counseling Psychology
    - Applied Psychology
- Public Affairs (MA)
  - With concentration in:
    - Political & Governmental Processes
    - Historical and Cross-Cultural Perspectives
    - Applied Sociology
    - History
- Life Science
  - With concentration in:
    - Biology
    - Environmental Science and Management
- Southwest Studies (MA)
  - With concentration in:
    - History/Political Science
    - Anthropology (MA)
- English (MA)
  - With concentration in:
    - Literature
    - Linguistics, Literacy, and Composition
    - Creative Writing
- Department of Visual and Performing Arts
  - Media Arts and Computer Science (MA)
    - With concentration in:
      - Media Arts
      - Computer Science
- Department of Computer and Mathematical Sciences
  - Media Arts and Computer Science (MA or MS)
    - With concentration in:
      - Computer Science

**MASTER OF BUSINESS ADMINISTRATION (MBA)**
- Business Administration
  - With concentration in:
    - Finance
    - Management
    - International Business
    - Management Information Systems
    - Non-Profit Financial Management

### Proposed date of entrance:
- Spring
- Summer
- Fall
- Year: __________________

### Proposed location of attendance:
- Las Vegas
- NMHU/SJC
- NMHU/Rio Rancho
- NMHU/SFCC
- Raton Site

## Name

**Last (Family)**

**First**

**Middle Name**

**Social Security Number:**

**Place of Birth:**

**Mailing Address**

**Home (permanent) Address (if different)**

**Telephone No.**

**Cell Phone**

For Official Use Only

Generated ID:
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:

1. White
2. Black/African American
4. American Indian or Alaska Native
5. Asian
8. Native Hawaiian or Pacific Islander

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 supply 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.

<table>
<thead>
<tr>
<th>Are you, your parent or guardian, or your spouse in the U.S. Military Service?</th>
<th>Yes</th>
<th>No</th>
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</table>
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

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<tr>
<th>Last High School Attended</th>
<th>City</th>
<th>State</th>
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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)

<table>
<thead>
<tr>
<th>Name of College/University</th>
<th>Location (City/State) (Country, if not U.S.)</th>
<th>Dates of Attendance</th>
<th>Degree</th>
<th>Date (Conferred/Expected)</th>
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</table>

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 strongly recommended that Psychology applicants take the Graduate Record Examination (GRE). Although test scores are not required for other programs, they may be submitted.

<table>
<thead>
<tr>
<th>Test Name</th>
<th>1st Test Date</th>
<th>Score</th>
<th>2nd Test Date</th>
<th>Score</th>
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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. 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 on separate sheet.

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

4. Test scores, if required.

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)

<table>
<thead>
<tr>
<th>School of Education (all programs):</th>
<th>*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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Curriculum and Instruction:</td>
<td>Provide verification of Teaching Licensure</td>
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<tr>
<td>Educational Leadership:</td>
<td>**Provide a resume, a letter of application addressed to the program faculty, verification of teaching experience, and at least one letter of recommendation from an immediate supervisor. Statement of Educational Goals and Objectives must:</td>
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<tr>
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<td>1. Express specific interest and aims within the program (leadership);</td>
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<td></td>
<td>2. Express aims for scholarly pursuit;</td>
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<td>3. Use professional language; and</td>
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<td>4. Use standard grammar, usage, and mechanics.</td>
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<tr>
<td>English:</td>
<td>Provide a 10-15 page writing sample, preferably a scholarly paper written for an upper division English class.</td>
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<tr>
<td>Media Arts and Computer Science:</td>
<td>Provide a portfolio with examples of academic, industrial or creative work.</td>
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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.

Revised: 10/11 dt