

Graduate Admission Checklist

For questions about admissions criteria, please see the LSUS Catalog or contact Admissions.

- Complete an LSU Shreveport **online** application (paper applications no longer accepted) for Graduate Admission with application fee (\$20 prior to the deadline set by Graduate Studies): **June 30 for fall, November 30 for spring, or April 30 for summer**. Early application deadlines for the Specialist in School Psychology and Master of Science in Counseling Psychology are: **May 30 for fall, October 30 for spring, or March 30 for summer**. Application deadline for the Doctor of Education in Leadership Studies is **April 30 for fall**. Please note that some programs only admit for fall and spring. Check with the program director or check out the website, <http://www.lsus.edu/academics/graduate-studies/graduate-programs> for program details. Online degree programs may admit up to six times each year.
- Request an official transcript from all colleges or universities previously attended whether or not credit was earned. Transcripts can be mailed directly to LSUS Admissions and Records Office or sent electronically to admissions@lsus.edu via secure means, i.e., eSCRIP-SAFE, Parchment, etc. If you are currently enrolled at another college or university when you apply for admission, submit a current official transcript now, and then submit a final official transcript at the conclusion of the term. Hand-carried transcripts may be accepted if they are in the original, sealed, unopened envelope, and only if the transcript is current, i.e., processed after your last date of attendance at the college or university.
- Provide proof of immunizations as defined in the Immunization Policy (see page 5) or sign a waiver. Proof of immunizations is not required for 100% online degree programs.
- If you are an active member of the armed forces or a dependent, submit a copy of your military orders and a military residency form which is available in the Admissions and Records Office or online at www.lsus.edu/documents/admissions/militaryresidency_1.pdf.
- If appropriate, have examination scores mailed by testing agency to the LSUS Academic Affairs, AD 244.
- Admission to Graduate Studies does not automatically admit an applicant to a degree program. Admission requirements for specific degree programs vary.
- Contact your program director for additional program information (see page 13).
- Information concerning admission status, orientation, and registration will be mailed from the Admissions & Records Office.
- Complete the FAFSA (<http://www.fafsa.gov>) and other financial aid documents by these deadlines: **March 1 for summer, June 1 for fall, and October 1 for spring**. Students in non-degree, no preference, non-matriculating, and cooperative programs of study will not be eligible to receive financial aid.
- Understand your residency status. Out-of-state residents may be required to pay non-resident fees upon enrollment. International students seeking graduate admission should contact the Associate Director of Admissions at (318) 797-5249 for details on required documentation and visas.
- Pay tuition and fees by the fee payment deadline. You may pay via myLSUS using a credit card or financial aid. You may pay in person at Accounting Services (Administration 129) using cash, check, money order, or credit card. You may mail a check or money order, made payable to LSUS, with the "Fee Payment by Mail" page from myLSUS to LSUS Accounting Services, AD 129.
- Visit www.lsus.edu/student-life/housing for information concerning LSUS housing. Applications are available via the website. Housing is granted on a first-come, first-served basis.

**All requested documentation must be mailed directly to:
LSU Shreveport Admissions and Records Office
One University Place**

Shreveport, LA 71115