

Graduate Application

for Admission

Please use this application for all graduate degree and certificate programs in the:

- Frank J. Rooney School of Adult and Continuing Education
- College of Arts and Sciences
- Andreas School of Business
- Adrian Dominican School of Education
- College of Health Sciences
- School of Human Performance and Leisure Sciences

where you belong



BARRY
UNIVERSITY

**To obtain applications for
all other programs, contact:**
Office of Admissions
11300 NE Second Avenue
Miami Shores, FL 33161-6695

You may also apply online at:
www.barry.edu/gradapply

DIVISION OF ENROLLMENT MANAGEMENT

11300 NE Second Avenue
Miami Shores, FL 33161-6695
admissions@mail.barry.edu

Office of Admissions: 305-899-3100
Office of Financial Aid: 305-899-3673
Toll-free Admissions and Financial Aid: 800-695-2279
Fax: 305-899-2971

www.barry.edu

GENERAL INFORMATION

1. You may be admitted to graduate studies at Barry University in any of Barry's nine schools: Adult and Continuing Education, Arts and Sciences, Business, Education, Health Sciences, Human Performance and Leisure Sciences, Law, Podiatric Medicine, and Social Work.
2. Graduate degrees are granted at the master's, specialist, and doctoral levels.
3. Teacher certification/recertification programs are available in a number of content areas.
4. Admission to a degree program is based on academic performance in all work from regionally accredited or internationally listed colleges or universities, submission of the appropriate entrance exam scores when required, and additional requirements as specified by the department to which you are applying.
5. An admission decision cannot be reached until your file is current and complete.
6. It is your responsibility to ensure that all required credentials are forwarded to the Office of Admissions.
7. Questions regarding the application process may be directed to:
Office of Admissions
305-899-3100 or 800-695-2279
Fax: 305-899-2971
E-mail: gradadmissions@mail.barry.edu

ADMISSION PROCESS

1. The admission process begins when the application and application fee are received in the Office of Admissions.
2. Upon receipt, an acknowledgement will be sent to you.
3. The following documents must also be submitted: all transcripts, required recommendations, statement of purpose, entrance exam scores (if applicable), teaching certificate (if applicable), and licensure (if applicable). A resume and/or personal interview may also be required by some schools.
4. When all necessary documentation is received, the file will be forwarded to the appropriate school.
5. A decision will be rendered by the school.
6. After a decision is made, a message will be posted at your MyBarry account (www.barry.edu/mybarry), and you will be notified by letter.

APPLICATION INSTRUCTIONS/ INFORMATION

1. Send all documents related to your application to the Office of Admissions.
2. Your Social Security number should appear on all documents, including checks for application fees and deposits. This number is used for identification purposes only.
3. Notify the Office of Admissions immediately if your name, address, or phone number changes.
4. All credentials become the property of the University and cannot be copied or returned.
5. To check on the status of your application, please call 305-899-3100 or 800-695-2279.

DEADLINES

Complete applications should be received at least one month prior to the anticipated starting date. Specific deadlines apply for certain degree programs. You may obtain specific deadline information from each school.

APPLICATION FEE

1. Print your name and Social Security number on your check or money order.
2. You must submit the application fee, in U.S. funds, with the application.
3. The \$30 application fee (waived for Barry alumni) is a processing fee and is nonrefundable.

TRANSCRIPTS

1. If you are a Barry graduate, you need not request Barry University transcripts.
2. If you are currently a Barry student, you must inform the Office of Admissions when your degree has been posted to the transcript.
3. Use of Transcript Request Forms (included) will expedite receipt and processing of transcripts. All transcripts must be official.
4. Transcripts in your possession will not be accepted unless in an official envelope sealed by the institution issuing the transcripts.
5. Transcripts showing degree(s) earned must be from a regionally accredited U.S. institution or a recognized international institution.
6. Transcripts received from non-U.S. institutions must be translated and evaluated by a recognized agency. (For a list of recognized agencies, contact the Office of Admissions or refer to www.naces.org/members.htm.) This is your responsibility. The translation/evaluation supplements the official document, but does not replace it. Original official transcripts are required for admission.

7. If credits have been transferred from one college to another, transcripts must still be forwarded from the college of origination.

ADMISSION STATEMENT

1. On a separate sheet of paper, state as specifically as possible: (a) your reasons for selecting Barry University; (b) your professional plans upon completion of your degree; and (c) any information you believe will help the Admissions Committee in the evaluation your application. (Nursing and anesthesiology applicants, please refer to your respective supplement.)
2. Please attach your typed statement of purpose to the application.
3. Include your name, Social Security number (for identification purposes), desired program, and page number on each page.

LETTERS OF RECOMMENDATION

1. Recommendations should be on the forms provided or on the recommender's business letterhead. Letters on plain paper will not be accepted.
2. Recommendations should be sent directly from the person writing the recommendation to the Office of Admissions.
3. References will be verified at random by the Office of Admissions.

DISABILITY STATEMENT

Barry University provides reasonable academic accommodations in compliance with all federal and state laws. If you require accommodations for preadmission meetings, contact the Office of Admissions. Upon acceptance to the University, you may contact the Office of Disability Services by voice/TDD (305-899-3488), fax (305-899-3056), or e-mail (disabilityservices@mail.barry.edu) to arrange for any accommodations you may require and to submit appropriate documentation. Additional information can be found at www.barry.edu.

CHECKLIST OF REQUIRED ITEMS

1. Complete application
2. Application fee (as required)
3. ALL official transcripts
4. GRE/MAT or other test scores (as required)
5. Letters of recommendation
6. Statement of purpose
7. License or teaching certificate (as required)