

## Application Process

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This Web Site contains all information necessary to apply for admission through College Net to the School of Journalism's **master's degree program** at the University of Kansas. Please read all the information carefully before filling out the forms. Required documents for admission:

- Application for admission to the Graduate School, University of Kansas and an application fee of \$45 domestic and \$55 international
- One-page statement of academic and professional objectives, no more than 250 words
- Two official college or university transcripts (to be sent directly to the School of Journalism)
- Three letters of recommendation, sent in envelopes sealed by the recommender
- General Record Exam (GRE) General Test scores
- \*\*\*In addition to the above, International students must also provide:
- Official scores of Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) \*Please note, if you are accepted you must also take an English proficiency test upon arrival, at the Applied English Center here at the University of Kansas.
- Official Bank/Financial Statement that adequate funds are available for each year of study.

### When to apply

Students are accepted into the master's program for the fall semester. The application deadline for the Lawrence Campus is March 1. No applicant will be considered for admission until all required information is received. After the admission deadline, the school will admit exceptional applicants on a space-available basis.

### How to apply to the Lawrence Campus News/Information Strategic Communications

There are two steps:

1. The applicant must submit the College Net application and application fee, two official copies of transcripts from all colleges attended, and complete the GRE General Test, (international applicants must also submit official scores of TOEFL or IELTS) and have official copies of the results of appropriate test scores sent to the Graduate School at:

University of Kansas  
Graduate School  
Graduate Applications Processing Center  
1450 Jayhawk Blvd., Room 313 Strong Hall  
Lawrence, KS 66045-7535

2. Send one-page statement of academic and professional objectives, and three (3) letters of recommendation to:

Graduate Secretary  
School of Journalism & Mass Communications, University of Kansas  
1435 Jayhawk Blvd., 201 Stauffer-Flint Hall  
Lawrence, Kansas 66045-7575

## **STEP ONE**

Application for admission to the Graduate School. Applicants should complete the appropriate application. (International students must complete a separate form.) The application questions should be answered carefully and completely.

**Application fee.** An application fee of \$45 domestic or \$55 international is required of all applicants when applying through College Net. The application fee will not be waived or refunded.

**Letters of recommendation.** Each applicant is required to submit three (3) letters of recommendation from professional managers, supervisors, peers, clients or vendors who have worked closely with the applicant and are able to give specific information about abilities, accomplishments and potential. The applicant should complete the top portion of each recommendation form and provide an addressed envelope to the recommender. Each recommender should complete the form, seal it in the envelope provided and sign his/her name across the envelope seal. Envelopes should be addressed to:

Graduate Secretary  
School of Journalism & Mass Communications  
University of Kansas  
1435 Jayhawk Blvd., Room 201 Stauffer-Flint Hall  
Lawrence, KS 66045-7575

When all required materials are in order and forwarded to the Graduate Office at the School of Journalism, you have completed Step One.

## **STEP TWO**

### **Graduate Record Exam scores.**

To register, obtain a GRE Information & Registration Bulletin at University of Kansas, Testing Center or call Educational Testing Service (ETS) at 800-473-2255. The cost is \$115.

The computer-based GRE test is offered at various locations. The locations are listed in the GRE Information & Registration Bulletin. To register for the computer-based test, call the office nearest to you, pay the registration fee of \$115 by credit card and choose the day you wish to take the test. A 30-day notice is recommended to schedule a Saturday test. Scores will be reported to the Graduate School 10 to 15 days after the test. *POWERPREP*, the GRE General Test Preparation Software, will be available at many universities and libraries or will be sent to you when you register for the GRE computer-based General Test. *POWERPREP* can also be downloaded now for free.

You can get a free copy of the GRE Information and Registration Bulletin and the General Test Descriptive Booklet at Testing Services, 2150 Watkins Health Center, University of Kansas, Lawrence, KS 66045-1931, or directly through GRE-ETS, PO Box 6000, Princeton, NJ 08541-6000, by telephone 866-473-4373, or by e-mail: <http://www.gre.org/email.html>. You may obtain more information about the test with sample questions at the ETS Internet Site: <http://www.ets.org>. This site also contains information about financial aid.

Be sure to use the Institution code R6871 (University of Kansas) and Department code 4503 (Journalism) on your GRE application to ensure that your test scores will be sent to KU by the Educational Testing Service.

## How to apply to the Edwards Campus Marketing Communications

There are two steps:

1. The applicant must submit the College Net application and application fee, two official copies of transcripts from all colleges attended, and complete the GRE General Test, (international applicants must also submit official scores of TOEFL or IELTS) and have official copies of the results of appropriate test scores sent to the Graduate School at:

University of Kansas  
Graduate School  
Graduate Applications Processing Center  
1450 Jayhawk Blvd., Room 313 Strong Hall  
Lawrence, KS 66045-7535

2. Applicants will schedule an interview with the Marketing Communications Coordinator and bring their packet to the interview. Packet includes three (3) letters of recommendation, written one-page statement of the applicant's academic and professional objectives and three examples of professional work. When packet is complete, e-mail Linda Miller, Coordinator Edwards Campus, at [lmiller@ku.edu](mailto:lmiller@ku.edu), to set-up an appointment for you interview.

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