

UNIVERSITY OF THE PACIFIC
GRADUATE SCHOOL
ADMISSIONS APPLICATION INSTRUCTIONS for ONLINE APPLICATIONS

APPLICATION PROCEDURES

We are pleased that you are interested in pursuing graduate study at the University of the Pacific. Before you fill out the on-line form be sure to carefully read all the instructions, including the *Additional Instructions for All Applicants* and any *Special Instructions* that may apply to you.

Complete the form accurately and fully. If a particular question does not apply to you put “NA” in the appropriate space. Please type or print in black ink all information requested on the application form.

Please note that the *Ethnic Origin* question is entirely optional. Your response or failure to respond is NOT a factor in the admission process. The University will use the information obtained through this question only for the compilation of statistics for the U.S. Department of Education and similar agencies or for its own statistical, demographic profile of the student body. If you chose not to answer please check that option.

Be sure to sign the application form to certify that all the information you have given is complete and accurate.

To be considered for admission you must complete and return the application form together with your essay, transcripts, and three recommendation forms in a large envelope to the Graduate School, 3601 Pacific Avenue, Stockton, California 95211 (Note: Physical Therapy and MBA applicants **only** should send material directly to the Department). Be aware of the appropriate priority deadline of the program for which you are applying. **Do not submit your application until you are able to enclose all materials except test scores (GRE, TOEFL, etc.).** For those programs that apply, please refer to the program application criteria. You should understand that your file will not be reviewed until it is complete. Priority is given to applications that are complete and meet the priority deadline. Most programs take applications on a rolling basis. Applications that are not complete at least 6 working weeks prior to the start of the semester may not be considered for that semester. Applicants are encouraged to contact the appropriate graduate program for further information, teaching assistantship possibilities and any additional admission requirements.

Special notes:

All applications become the property of the University of the Pacific and will not be returned or forwarded to another institution. Only the Dean of the Graduate School, or the Graduate Recruitment and Admission Director has the authority to admit or deny admission. Statements about admission, either expressed or implied (verbal or written) from any other sources, are not official and will not be honored.

ADDITIONAL REQUIREMENTS

Be sure to follow *Additional Instructions for All Applicants*. These instructions contain information regarding admissions tests you may be required to take, your statement of interest and intent (essay), transcripts, and recommendation forms you must provide.

You must read the *Special Instructions* on the following pages and respond appropriately, if:

- you are an international applicant, or
- you wish to enter any of the following programs
 - Intercultural Relations
 - Physical Therapy
 - Combined Doctor of Philosophy &
 - Psychology
 - Speech-Language Pathology
 - Doctor of Pharmacy (PharmD/PhD)
 - MBA
 - Engineering Science (Blended Program)

If you have questions regarding the application process or about other aspects of graduate study at Pacific please contact the Graduate School at (209) 946-2765, E-mail gradschool@pacific.edu or refer to <http://graduate.pacific.edu>.

INSTRUCTIONS

Statement of Interest and Intent (NOT for Physical Therapy or Intercultural Relations)

Applicants must submit, as part of the application, an essay of 300 to 500 words discussing academic interests and professional objectives. Be sure to include your purpose for applying for graduate study; your particular area of specialization within the major field; your plans for future occupation or profession; and any additional information that may assist the selection committee in evaluating your preparation and aptitude for graduate study. Certain programs have additional or different requirements for this statement (see *Special Instructions*).

Transcripts

Applicants must request an official transcript of their academic work from **every** college or university they have attended or received credit from as either an undergraduate or a graduate student. *Failure to acknowledge and submit all records is grounds to deny or revoke admission, or for dismissal from the University or revocation of degrees earned.* If work is in progress, you must request a current transcript and if you are admitted an additional transcript must be sent at the end of the term showing final grades and degree received. Photocopies of transcripts submitted by students cannot be accepted as official documents. **Note: Transcripts must be submitted with the application packet in the institution's original sealed envelope.** Students currently attending University of the Pacific are not required to submit previously submitted transcripts or Pacific transcripts; the Graduate School will obtain these directly from the Registrar's Office. Pacific alumni are **required** to obtain transcripts from all schools attended, except Pacific.

Recommendation Form

Recommendation forms can be found online at <http://www.pacific.edu/x17683.xml>

Applicants must complete the top section of each form before giving them to the recommenders. Whenever possible, at least two recommendations should be from instructors. Recommendations must have been written within the last year, the date must be on the form. Each person recommending you must use one of the forms and mail it directly to you in a sealed and signed envelope, which you must submit with your application. Some programs have additional or different requirements for recommendations (See *Special Instructions for Individual Programs*).

Recommendations must be original, signed and dated. Copies will not be accepted.

Admission Tests

GRE General - Applicants for admission to a graduate **degree** program (excluding Intercultural Relations) must submit as part of the application, their scores for the General Test of the Graduate Record Examination*. **GRE Scores older than 5 years old are not acceptable.**

Teaching Credential Applicants who are applying for credentials **only** (teaching, specialist and services) need not submit GRE scores unless they are applying or intend to apply for a degree.

Physical Therapy Applicants – The GRE General Test should be taken by October 1st to meet the first priority deadline.

Biological Sciences, Communication, Psychology and Sport Sciences applications will be reviewed by the department without the GRE's. However, a final admissions decision by the Graduate School will not be made until acceptable official GRE scores have been received. Teaching assistantships are not awarded until acceptable GRE scores have been received.

Master of Science in Engineering Science (Blended Program)- No GRE scores are required.

GRE Subject - Educational and School Psychology Ph.D. applicants must submit the GRE Subject Test in Psychology, as well as the GRE general scores.

International applicants who are graduates of international colleges or universities (where the primary language of the country is not English) are **not** required to take the GRE General test, unless they are applying for a degree in the Biology, Engineering and Computer Science, Music, Pharmaceutical and Chemical Sciences, Speech-Language Pathology, or Physical Therapy programs. International applicants must submit a complete application packet six weeks prior to posted deadlines.

TOEFL – Each applicant, whose native language is not English and has not graduated from a school in a country where the primary language is English, must submit a report of the Test of English as a Foreign Language (TOEFL) administered by the Educational Testing Service.

Tests are administered by ETS (Educational Testing Services). For information bulletins, test preparation material, test dates, test places, and applications contact ETS directly.

- GRE, general and subject - GRE/ETS, P.O. Box 6000, Princeton, NJ 08541-6000; 1-609-771-7670; www.gre.org.
- TOEFL and TSE - TOEFL/TSE Services, P.O. Box 6154, Princeton, NJ 08541-6154, USA; 1-609771-7100; www.toefl.org.

***Score reports must be sent directly from ETS to the Graduate School. Copies will not be accepted.**

IDI – Intercultural Relations applicants must arrange to take the Intercultural Development Inventory (IDI). Information on this may be obtained from Kent Warren, Associate Director of Graduate Programs, Intercultural Communication Institute 503 297-4622 or mair@intercultural.org.

Application Fee

Each applicant must submit a non-refundable fee (\$50.00 (US) for OnLine applications; \$75.00 (US) for paper applications). OnLine fees are collected on-line; paper application fees can be made by check or money order, made payable to “University of the Pacific.” If paying by check, please write the student’s name and date of birth on the check. ***Current undergraduate or graduate students at the University of the Pacific at the time of filing the online applications are not required to pay application fee. This does not include unclassified students.*** If you are applying for more than one graduate degree program, you must submit separate applications; however, there is only one application fee. Applications received without the fee **will not be processed** until the fee has been received.

SPECIAL INSTRUCTIONS FOR INTERNATIONAL STUDENTS

If you are an international applicant, that is, neither a citizen nor a permanent resident of the United States, you must meet the regular admission requirements of the Graduate School as well as the requirements listed below.

- a. Certification of Finances Form – International applicants are required to certify that they have the necessary financial support to meet all expenses for the program. A completed Certification of Finances form and all supporting documents must be submitted. It must be **completely** filled out. **Your file is not complete and an admission decision will not be made without this information.**
- b. You must request an official transcript of academic work from **each** college or university you have attended as either an undergraduate or a graduate student and official verification of degree awarded. These must be submitted in an envelope sealed by the institution. **Unofficial copies of academic records are not acceptable.** True copies of academic records from other countries will be accepted only if, after the copies have been made, they have been personally signed, stamped, and sealed in an official envelope by a governmental or educational official who certifies that they are exact copies of original documents. A translation and evaluation from a qualified evaluation service should accompany documents in languages other than English. **Please note** no action will be taken on an application unless all academic records are certified or official.
- c. Test of English as a Foreign Language (TOEFL) is required of all international applicants whose native language is not English. The TOEFL is not required of applicants who have received a bachelor’s degree from a United States college or university. Some international applicants may be required to take the Test of Spoken English (TSE). If you fall into this category you will be notified.
- d. Awards, scholastic honors, scholarships and other recognition should be listed in part IV of the application, Activities and Work Experience. Do not send originals or copies.
- e. Please use your family name and your given name in all correspondence.

International applicants must submit a complete application packet six weeks prior to posted deadlines in order to accommodate the additional processing time for international documents.

SPECIAL INSTRUCTIONS FOR INDIVIDUAL PROGRAMS

Engineering Science Blended Program- GRE scores are not required for continuing Pacific Students.

Intercultural Relations: Submit the MAIR application questions and arrange to take the Intercultural Development Inventory (IDI). Information on this may be obtained from Kent Warren, Associate Director of Graduate Programs, Intercultural Communication Institute (503) 297-4622 or mair@intercultural.org.

MBA Program: Contact the MBA office for an application, (209) 946-2629 or www.pacific.edu/mba.

Physical Therapy Program: Submit the PT Essay Questions, PT Prerequisite form supporting documentation of experience in a Physical Therapy setting **directly to the Department of Physical Therapy, University of the Pacific, 3601 Pacific Avenue, Stockton, CA 95211**. At least one of the three recommendation forms should be from a physical therapist and at least one should be from an instructor.

Psychology Program: Submit the supplementary psychology application form with the Application for Admission to the Graduate School.

Combined Doctor of Philosophy & Doctor of Pharmacy (PharmD/Ph.D.): Submit only the application, essay, one recommendation, and the GRE general test for the Ph.D. Contact the Admissions office for the Doctor of Pharmacy application and application deadline dates. The application fee for the Ph.D. is waived

Speech-Language Pathology: A separate sheet of narrative comments is required with the recommendation form.

PROGRAM AND PRIORITY DEADLINES

Program/Degree	Fall	Spring	Summer
Biological Sciences (M.S.)	Mar 1	Oct 1	N/A
Business Administration (MBA, MBA/J.D.)	Mar 1	Nov 1	Mar 15
Communication (M.A.)	Mar 1	Oct 1	N/A
Education (Credential, M.A., M.Ed., Ed.S., Ed.D., Ph.D.) *			
for Curriculum and Instruction, Ed. Admin.	Mar 1	Oct 1	Mar 1
for Educational. and School Psychology.	Dec 15 only		
Engineering Science (M.S.)	Mar 1	Oct 1	N/A
Intercultural Relations (M.A.)	Mar 1	Oct 1	N/A
Music Education (M.M.)	Mar 1	Oct 1	Mar 1
Music Therapy (M.A.)	Mar 1	Oct 1	N/A
Pharmaceutical & Chemical Sciences (M.S., Ph.D.)	Feb 1	Oct 1**	N/A
Physical Therapy (D.P.T.)	Nov 1	N/A	N/A
Psychology (M.A.)	Feb 15	N/A	N/A
Speech-Language Pathology (M.S.)	Feb 1	N/A	N/A
Sport Sciences (M.A.)	Mar 1	Oct 1	N/A

◆ **All students requesting financial aid or teaching assistantships must have a completed application on file prior to the program deadline.**

◆ **International applicants must submit a complete application packet six weeks prior to posted deadlines.**

*The Ed.S. and Ph.D. in Education are available in School Psychology only.

**For Pharmacy Winter semester.