



**APPLICATION INSTRUCTIONS**  
**for**  
**NON-DEGREE SEEKING STUDENTS**

**DIRECTIONS:** *Please read these instructions and complete all items in this application. Please type or print in ink.*

**NOTE:** Application form, twenty-five dollar (\$25.00) fee (money order or bank cashier check only), and all items must be submitted as a complete package, at the same time, otherwise, all materials will be returned.

**THE FOLLOWING CREDENTIALS ARE REQUIRED FOR PROCESSING:**

1. Official Transcript must be sent from the Registrar's Office of each college or university.
2. Completed Non-Degree seeking application form.

**NOTE:** **These items must be submitted at the same time as a part of a completed application package, along with a Twenty- Five Dollar (\$25.00) non-refundable application fee (Money Order or Bank Cashier Check only), or all application materials will be returned to the applicant. ALL ITEMS MUST BE RECEIVED IN THE GRADUATE SCHOOL BY THE DEADLINES INDICATED BELOW – NO EXCEPTIONS.**

**NOTE:** **STUDENTS SEEKING ALTERNATIVE TEACHER CERTIFICATION MUST CONTACT THE COLLEGE OF EDUCATION FOR APPLICATION INFORMATION.**

**DEADLINES FOR ALL COMPLETE APPLICATION PACKAGES: (NO EXCEPTIONS)**

<b>April 15</b> –	For Fall Semester Admission
<b>November 1</b> –	For Spring Semester Admission
<b>March 30</b> –	For Summer/Maymester Session Admission

**SEND THE COMPLETE APPLICATION PACKAGE TO:**

**The Dean of the Graduate School**  
**Office of Graduate Studies**  
**Southern University**  
**P. O. Box 9860**  
**Baton Rouge, LA 70813**  
**Telephone (225) 771-5390**

**IMPORTANT NOTES:** **Late Application:** While applications may be accepted on a case by case basis, upon the payment of a \$10.00 late application fee, the Graduate School is not and will not be under any obligation to process such late applications in any given semester/term.

**Residency:** If you are eligible and/or wish to be classified as a resident of Louisiana, please submit residency form with proof of residency with this application to:

**The Graduate School**  
**P.O. Box 9901**  
**Southern Branch Post Office**  
**Baton Rouge, LA 70813**  
**Telephone (225) 771-5390**

**Southern University is an Equal Educational Opportunity institution and does not discriminate on the basis of race, color, religion, national origin, sex, age, disability or veteran status.**

**Revised April, 2004**