Graduate Admissions Application Completion Procedures

URL: [https://www.savannahstate.edu/graduate/admissions.shtml](https://www.savannahstate.edu/graduate/admissions.shtml)

Click: Apply Savannah State

**Returning Users**

- Login in using their ID and PIN
- Select Graduate Application, complete application as instructed below

**New students**

- click *First time user account creation* (under the Login button)

- New students will create a login ID and PIN, Click Login
- Choose Application Type: Graduate Studies
- Choose Admission Term
- Enter Name
- Click Fill Out Application
- Click on Name to verify information, then continue
- Complete Mailing Address information, then continue
- Complete Personal Information, then continue
- Choose planned Course of Study, then continue
- Enter Previous College information, then continue (will have to look up College School Code by selecting LOOKUP COLLEGE CODE). List all prior colleges.
- Enter residency information, then continue
- Enter test scores, then continue (GMAT and GRE and the only options)
- Click Application Is Complete
- Agree to the terms
- Here is a copy of the information provided after completing the application:
“Thank you for submitting your application to the Office of Graduate Studies.

For your convenience, your login number is located on the bottom of this page. Please write down this number along with the pin you created and keep it in a safe place.

We have recorded the following information on you:
Firstname Lastname
xxx Street
City  State  XXXXX”

Please note that you will not be evaluated for admissions until all supporting documents are received. In order for us to completely process your application you must do the following:

a) Verify that the name and address listed above are correct.
b) Mail in an official copy of your college transcript through each of your prior institutions (or in sealed stamped envelope).
c) Submit three letters of recommendation via mail or have the letter writer email the signed scanned documents directly to grad@savannahstate.edu. The form is available at: https://www.savannahstate.edu/prospective-student/documents/RecommendationForm_000.pdf

d) Request an official copy of your test scores via the testing agency and have them sent to Savannah State University. Our university code is 5609.

e) Submit a copy of your Statement of Purpose by Clicking Here.
f) Submit a copy of your Resume by Clicking Here

g) Submit a copy of your Certificate of Immunization by Clicking Here. The blank form is available at: https://www.savannahstate.edu/prospective-student/documents/Immunizationform.pdf. You can typically get these forms completed and signed by your county health office or your primary care physician.

h) Pay your $25 Application Fee by Clicking Here

i) Submit your Proof of Health Insurance by Clicking Here

If you have trouble with any of the above hyperlinks, right click where it says “clicking here”, choose “copy hyperlink”, paste the URL into your browser, and hit Enter. If that doesn’t work on your computer, then email the clearly labeled documents to grad@savannahstate.edu.

All correspondences should be submitted using the online forms, mailed to the address listed below, or emailed to grad@savannahstate.edu, if necessary. If you find that you made an error, please send documentation to verify any changed information and written consent to make the change on your record to:

Office of Graduate Studies
Savannah State University
PO Box 20243
Savannah, Georgia 31404
If you need any assistance, our telephone number is 912-358-4195. You may email us at grad@savannahstate.edu or click here: Graduate Admissions.

I certify that the information is true and accurate to the best of my knowledge. I agree to abide by and support the rules, regulations, and Honor Code of the University as set forth in the University catalog, should I be admitted. I understand that any information supplied in support of this application will be treated confidential by the University and will not be divulged to any party except those as permitted by law.