

## **Required Application Materials: Non-Thesis program**

Applicants must have completed at least 30 hours of biology coursework for admission to the MS program. The Department of Biological Sciences does not require submission of GRE scores. When reviewing applicants, the graduate faculty will focus on undergraduate coursework and GPA, as well as experience. We require this information to be included in the letter of intent, and reflected in letters of recommendation as outlined below.

**A complete application (#1-5 below) is required to be considered for admission.** Incomplete applications due to missing information will not be considered. It is the responsibility of the applicant to inquire about the status of their application

This program has **two separate applications**, the Southeastern Louisiana University application and a department application.

**A. University Application:** Applicants must apply to the university. This consists of completing a university application and submission of transcripts from all universities/colleges attended.

**1)** Completion of the university application, available at the following link:

<http://www.southeastern.edu/apply/graduate/index.html>

**2)** Transcripts of all college coursework sent directly from the institution to the admissions office at Southeastern Louisiana University.

**B. Department Application:** Submit items (#3-5) directly to the Graduate Coordinator.

**3)** A brief resume or curriculum vitae.

**4)** A letter of intent that includes the following information.

- A. Discuss your undergraduate academic and research experiences (if any). How did your undergraduate degree prepare you for graduate school? If you have any research experience please discuss this in detail.
- B. What are your career goals? How would obtaining a MS degree from Southeastern Louisiana University help you achieve these goals? Why do you want to attend Southeastern Louisiana University?

**5)** Two letters of recommendation. Your letter writers, at a minimum, should address the following three areas in your letter:

- A. How does the recommender know you and for what length of time?

- B. An overview of your intellectual ability, work ethic, creativity, and time-management skills as well as information on your ability to get along with others.
- C. Comments on your writing and verbal communication skills.

**Send items #3-5 directly to the Graduate Coordinator:**

Dr. Kyle Piller  
Department of Biological Sciences,  
Southeastern Louisiana University,  
Hammond, LA 70402-0736