**Kemmons Wilson School**

**Graduate Admissions Application**

We are excited that you are interested in pursuing a graduate degree in the Kemmons Wilson School (KWS) at the University of Memphis. Please note that admission to graduate school is a *two step* process, with an additional step if you are interested in a Graduate Assistantship (GA). Please see GA application beginning on page 6. You must apply to both **The University of Memphis Graduate School** (1)*and* **KWS** (2), with specific identification of your area of academic interest. If you are interested in applying for a **Graduate Assistantship** (3), you will note that on page 5).

1. **Admission to The Graduate School at The University of Memphis** 
   1. Complete the application found at <http://www.memphis.edu/admissions/apply.php>
   2. The completed application (online or print) should be submitted along with all supporting materials (transcripts, test scores) to:

Office of Graduate School Admissions  
The University of Memphis  
101 Wilder Tower  
Memphis, TN 38152-6627

1. **Admission to one of the following academic programs within the Kemmons Wilson School (KWS):**

* MS in Sport Commerce
* Hospitality Management Specialist Graduate Certificate
* For admission consideration into the Master’s of Arts in Liberal Studies (MALS) with a focus in Hospitality, please visit the following website instead of completing this application (you may still apply for a GA position): <http://www.memphis.edu/univcoll/graduate/mals.php>
  1. Complete this entire application, print and mail it to:

Graduate Coordinator

Kemmons Wilson School of Hospitality and Resort Management

3700 Central Avenue, Suite 140

Memphis, TN 38152-3020

USA

901-678-2962

or you may email the completed application to both the following email addresses:

[tdryan@memphis.edu](mailto:tdryan@memphis.edu) and [mcllahan@memphis.edu](mailto:mcllahan@memphis.edu)

* 1. Deadlines
     1. Fall Semester Admission materials should be submitted by **July 1st**

\**International students’* materials should be submitted by *May 1st*

* + 1. Spring Semester Admission materials should be submitted by **December 1st**

\**International students’* materials should be submitted by *September 1st*

* + 1. Summer Semester Admission materials should be submitted by **May 1st**

\**International students’* materials should be submitted by *February 1st*

1. **Graduate Assistantship (GA) Application**

If you are interested in applying for a Graduate Assistantship (GA), please indicate this on page 5 of this application. You must also complete a[**Free Application for Federal Student Aid (FAFSA)**](http://www.fafsa.ed.gov)application. This is true regardless of whether or not you desire a student loan. When completing the form, you must indicate that you are interested in a **Work Study**. If you have questions, please contact the Graduate Coordinator or visit <http://www.memphis.edu/financialaid>

For all requested information below, please **type the information next to or under each heading**.

1. Full name (First, Middle, Last)

2. Home Address (Number, Street, City, State, Zip Code, Country)

3. Current Address (if different than home address indicated above)

4. Phone number(s)

5. Email address

6. Birthday (day, month, year)

7. Educational Background (list all relevant information)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Undergraduate Major | Institution Attended | Degree and Year Obtained | Professional Certifications | Organization Granting Certificate | Year Obtained |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

8. Grades/Test Scores

|  |  |  |
| --- | --- | --- |
| Variable | Comments | Value |
| Undergraduate GPA | All Students Include |  |
| GRE Quantitative | All Students Include |  |
| GRE Verbal | All Students Include |  |
| GRE Writing | All Students Include |  |
| GMAT | Optional for Sport Commerce Applicants |  |
| TOEFL | International Applicants Only |  |

9. What is your desired semester and year of entry?

10. Indicate which area of specialization will you choose as an academic program (Please highlight)?

MS in Sport Commerce (Circle one option: *Traditional campus program* OR *Online program*)

Hospitality Management Specialist Graduate Certificate

\*If interested n the Master’s of Arts in Liberal Studies (MALS) with a focus in Hospitality, please visit the following website instead of completing this application (you may still apply for a GA position): <http://www.memphis.edu/univcoll/graduate/mals.php> . You may still submit the information from page 4 and 5 if applying for a graduate assistantship.

11. Please let us know how you heard about the program to which you are applying.

* Recommended by someone I know or met
  + Name of recommending person? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Visited the program’s website while browsing The University of Memphis website
* Internet search directed me to the program’s website
  + Website or search engine used? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* During a visit to The University of Memphis campus
* Advertisement
  + Place of advertisement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

12. What was a primary reason you decided to apply to this program at The University of Memphis? (Please select all that apply)

* Affordability of the program
* The opportunity to work with the current faculty
* The reputation of the program
* The research taking place in the program
* Online course offerings
* Attraction to the city of Memphis
* The ability to get practical experience in my field
* Proximity of the university to family/friends
* Enjoyed my undergraduate experience at The University of Memphis
* Other (Please explain)

14. In no more than **one page** (single spaced text), provide a brief statement describing (this may be submitted in a separate word or pdf file or completed on the next page):

1. Your interest in pursuing graduate work at The University of Memphis (e.g., how our program will benefit you; please specify your particular area(s) of research interest)

2. Your professional goals

3. The suitability of your academic preparation for graduate study in your chosen area

4. Your prior professional experiences

5. If applying for a graduate assistantship position, please include an additional line indicate your strengths and weaknesses as they apply to working within a professional academic setting.

Would you like to apply for a Graduate Assistantship within KWS at this time? Please indicate yes or no by HIGHLIGHTING the appropriate response.

YES NO

Is your enrollment in the specified academic program contingent upon receiving a Graduate Assistantship? Please indicate yes or no by HIGHLIGHTING the appropriate response.

YES NO

NOTE: Other departments (academic, administrative, athletic) offer graduate assistantships. If you have already received an offer from on of those programs (e.g. Athletic training), you do not need to apply here for a GA position. Likewise, students with an interest or willingness to work as a GA in other programs on campus, such as administrative or athletic, need to apply to those programs directly. Those GA positions are hired by those programs, not by the KWS.

In addition to this completed application, **all applicants** (whether applying for a Graduate Assistantship or not) must also submit the following information:

1. **A current curriculum vita/resume**
2. **Two (2) letters of recommendation**
   1. Letters should be written by former professors (ideally) or by others who can accurately address applicant’s academic performance and/or ability to successfully complete graduate studies
   2. Letters should be provided directly to applicant in a sealed envelope, with the evaluator’s signature provided over the seal. If needed, the applicant may have the letters of recommendation sent directly from the evaluator to the address below.
   3. The applicant should collect both letters, along with all other needed material (curriculum vita, copies of certificates and licenses [if appropriate], graduate application, graduate assistantship application—if applying for a Graduate Assistantship), and **submit all materials in one mailing** to the Graduate Coordinator at the address below.

Graduate Coordinator

Wilson School of Hospitality and Resort Management

3700 Central Avenue, Suite 140

Memphis, TN 38152-3020

USA

You may email the completed application to both the following email addresses:

[tdryan@memphis.edu](mailto:tdryan@memphis.edu) and [mcllahan@memphis.edu](mailto:mcllahan@memphis.edu)

NOTE: In addition to the KWS specific application, **all applicants** must also submit an application to the Graduate School. <http://www.memphis.edu/admissions/apply.php>

Along with this application to the Graduate School, the following must be submitted:

1. Official academic transcript(s)
2. Test scores (e.g., GRE and others as requested)

**The application will not be given full consideration until all requested materials have been submitted.**

**Checklist of materials to be submitted**

|  |  |
| --- | --- |
| **Graduate Coordinator**  **Wilson School of Hospitality and Resort Management**  **3700 Central Avenue, Suite 140**  **Memphis, TN 38152-3020**  **USA** | **Office of Graduate School Admissions The University of Memphis 101 Wilder Tower Memphis, TN 38152-6627**  **(or to be submitted online at** [**http://www.memphis.edu/admissions/apply.php**](http://www.memphis.edu/admissions/apply.php)**)** |
| Completed Graduate Application  (School Specific—this form) | Completed Graduate Application  (University Specific) |
| Completed Graduate Assistant Application (if applying for GA—this form) | Academic Transcript(s) |
| Curriculum vita | Test Scores (GRE and others as needed) |
| Two (2) letters or recommendation  (sealed and signed) |  |

Applicant Full Name (First, Middle, Last) Printed

Applicant Signature

I confirm that all information provided in this document is accurate to the best of my knowledge.

Date