BALL STATE UNIVERSITY
DEPARTMENT OF NATURAL RESOURCES AND ENVIRONMENTAL MANAGEMENT

GRADUATE APPLICATION PACKET TO THE NREM DEPARTMENT

Departmental Policy and Procedure

All new M.S., M.A., EdD, and EMHS Certificate students, who wish to submit an application for a graduate program, must contact the Department of Natural Resources and Environmental Management Graduate Advisor, Dr. Juan Carlos Ramirez-Dorronsoro (jramirezdo@bsu.edu), when applying to Ball State University, to make initial inquiry and begin the application review process.

Summary of Application Procedure

Your admission to BSU require two major steps:

1- To be admitted by the BSU Graduate School. (Completing the graduate application online).
2- To be admitted by the Program where you plan to complete your graduate studies.

These two steps are independent and the first the prerequisite for the second. Each one include the following sub steps:

1. BSU Graduate School admission requirements:
   a. Fill out completely the online BSU Graduate School Application for your case, USA citizen or international Student (http://cms.bsu.edu/admissions/international/requirements/graduate).
   b. This BSU Graduate School online application will require that you ask your undergraduate institution to send directly your transcripts to the Graduate School., which will be used to calculate your GPA. Your overall GPA should be greater than 2.75, or your second half GPA should be greater than 3.0. If your GPA is a little lower than 2.75, you can be granted conditional admission by the Graduate School, with some specific requirements you need to fulfill before being admitted unconditionally.
   c. You need to enter the names and emails of at least two references. The Graduate school will contact those references and will provide a unique link to each one so they can fill out the online reference form and upload their letters of recommendations directly to the BSU Graduate School system.
   d. If you plan to fill out a job application for graduate assistantship consideration in our department, you need to ask ETS, the company that conduct the GRE test, to send your GRE scores directly to BSU Graduate School. These instructions are in the Graduate School online application.
   e. If English is not your primary language, or your country of origin is not in the list of exempted countries (ask the graduate school), you need to take the TOEFL exam and ask ETS, the company that administers this exam, to send your TOEFL score directly to the BSU Rinker Center for International Programs, following the instructions in the BSU Graduate School online application or the e-mail from the Graduate School you will receive after completing your online application.

2. Natural Resources and Environmental Management Department admission requirements:

   a. Submit at least two reference forms through the online Graduate School application, as explained in the previous section. On the Graduate School online form, you will submit the e-mails of your references. The admission system will send an automatic message to your references with a web link, so they can fill out the form and upload their recommendation letters to the BSU admission system.

This form, version 2016.9.30, is available online at http://cms.bsu.edu/academics/collegesanddepartments/nrem/academicsadmissions/graduate-program/how-to-apply/masters/step-2
b. **Send your GRE Scores** to the BSU Graduate School as explained before (if you want to apply for scholarship in our department).

c. **Submit essay answers** for Question 1-3 listed below on this page.

d. If you are an international you need to submit your TOEFL scores as well.

**Required Graduate Application Essays**

Students must submit essay answers for the following questions 1-3 to be considered for Admission.

1. Indicate your reasons for wanting to enroll in the graduate program in Natural Resources and Environmental Management at Ball State University and briefly outline (approx. 1-2 pages) how this graduate experience will fit into your career goals?

2. List special interests, work experiences, and activities in which you have participated relative to natural resources and environmental management. (Approximately 1-2 pages).

3. What research or creative interests do you have for the master’s program? What ideas for a master’s project would you propose? (Approximately 1-2 pages).

Essays should be sent to the NREM Department’s Graduate Director via e-mail (MS Word or PDF format) or via post mail a full semester ahead of the semester in which the student seeks to start the program.

**Send materials by e-mail to:** jcramirez dor@bsu.edu

**Or by post mail to:**
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Graduate Director
Department of Natural Resources and Environmental Management
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