Sport Administration
Application and Admission Process

Application Deadlines:

To start coursework in the **summer** - all application materials must be submitted by **February 15**
To start coursework in the **fall** - all application materials must be submitted by **February 15**
To start coursework in the **spring** - all application materials must be submitted by **November 1**

To apply for a **graduate assistantship** in the School of Physical Education, Sport, and Exercise Science (SPESES), students should check the box on the school applications which are are due by **February 15**. *Note 1: Sport Administration graduate assistants within SPESES must be available on campus for the entire duration of fall and spring semesters to fulfill their responsibilities as a graduate assistant. Note 2: other graduate assistant positions on the Ball State campus will have varying deadlines. Students should contact specific departments for deadlines.*

Application Process:

Step #1: Apply for admission to the Ball State University Graduate School*. This will require completion of the graduate school application, submission of transcripts, and a $50 application fee. Students should also request their **GRE scores** be sent to Ball State University. More specific information can be found at: Graduate School Application Information. The online application can be found at: Graduate School Online Application.

Step #2: Apply for admission to SPESES (you do not have to wait for a response from the graduate school before applying to SPESES). The application can be found at: SPESES Graduate Program Application. As part of the SPESES application process students should also submit the following documents:

- A statement of purpose outlining your career goals (900-1000 words)
- A current resume
- Three letters of recommendation

These documents should be sent **electronically** to Amy Sheffer (Graduate Programs Administrative Coordinator) at asheffer@bsu.edu. The statement of purpose and resume should be sent by the applicant. The letters of recommendation should be sent directly to Amy by the authors of the letters (letters received by students will not be accepted). The documents should be in Microsoft Word or Adobe PDF format.
*Before applying, international students should contact the Rinker Center for International Programs.

Admission Process:

If accepted by the graduate school, SPESES application materials will be reviewed soon after each application deadline. Only complete application files will be reviewed. Incomplete applications will be kept for two years. Admission decisions will be based on available openings within the program and quality of application materials.