APPLICATION REQUIREMENTS

In order to be considered for admission as a matriculating student in the MLAS program, all applicants must submit:

1. Completed and signed APPLICATION FOR ADMISSION. Decisions will not be made on incomplete applications. Your failure to provide complete, accurate and truthful information on this application will be grounds to deny or withdraw your admission, or dismiss you after enrollment.

2. $50 application fee (check or money order) payable to UNC Asheville. This is a non-refundable processing charge and does not apply to any other university fee.

3. Essay: Approximately 1000 words. Instructions and prompts are listed on page 6 of this application.

4. Official transcripts of all undergraduate and graduate work previously undertaken. Individuals must have a bachelor’s degree to be granted admission to the MLAS program.

5. Three letters of recommendation with accompanying Letter of Recommendation forms (download these from the MLAS website) signed by both the applicant and the recommender. The recommender does not have to be an academic contact, but must be someone who can assess your ability or preparation. Each recommender should send the form and letter directly to the MLAS Program Office. Letters received without the signed accompanying form will be considered incomplete.

All materials should be mailed to:
MLAS Program Office, UNC Asheville, CPO 1860, One University Heights, Asheville, NC 28804
Faxed copies of this application or any required documents are not accepted.

DEADLINES

All materials must be received by the MLAS Program Office before the following deadlines. Incomplete files will not be reviewed by the Graduate Council.

April 1 for Fall semester matriculation (classes begin in August)

November 1 for Spring semester matriculation (classes begin in January)

If you have missed the deadline for the semester you wish to start, please consider applying as a visiting Graduate Special student. Information and instructions are on the following page.

NOTIFICATION

Once all required application materials have been received, the MLAS Program Office will call the applicant to schedule an interview. The Graduate Council meets monthly during the academic year to review applications and make admissions decisions. Admissions decisions will be sent to the applicant’s current mailing address provided on the application form.

FINANCIAL AID INFORMATION

Degree-seeking MLAS students at UNC Asheville may apply for federal student loans by completing the FAFSA. Please contact the Office of Financial Aid for more information on how to apply: 828.251.6535.
APPLICATION INSTRUCTIONS for VISITING/GRADUATE SPECIAL/NON-DEGREE-SEEKING APPLICANTS

Persons with a baccalaureate degree who wish to take graduate courses without formally being admitted as a degree-seeking MLAS student may be admitted to the University as a visiting Graduate Special (non-degree-seeking) student in the Master of Liberal Arts & Sciences Program for one semester. Graduate special students who wish to continue after one semester must apply as a degree-seeking student and be admitted by the Graduate Council. **If you have questions, please contact the MLAS Program Office at 828.250.2399.**

APPLICATION REQUIREMENTS

In order to be considered for admission as a Graduate Special in the MLAS program, **all applicants** must submit:

1. Completed and signed APPLICATION FOR ADMISSION. Decisions will not be made on incomplete applications. **Your failure to provide complete, accurate and truthful information on this application will be grounds to deny or withdraw your admission, or dismiss you after enrollment.**

2. $50 application fee (check or money order) payable to UNC Asheville. This is a non-refundable processing charge and does not apply to any other university fee

3. ONE 500-700 word essay responding to prompts given at the end of this application

4. Official transcripts of all undergraduate and graduate work previously undertaken. **Individuals must have a bachelor’s degree to be granted admission to the MLAS program as a Graduate Special.**

**All materials should be mailed to:**  
MLAS Program Office, UNC Asheville, CPO 1860, One University Heights, Asheville, NC 28804  
Faxed copies of this application or any required documents are not accepted.

DEADLINES

Graduate special applications are accepted for both Fall and Spring semester.

Priority deadlines:

- **April 1** for Fall semester admission (classes begin in August)
- **November 1** for Spring semester admission (classes begin in January)

**Applications will be accepted on a rolling basis after these deadlines, as course space allows, until the first day of classes each semester.**

NOTIFICATION

The MLAS Director will make admissions decisions for Graduate Special applicants within two weeks of receiving **ALL required application materials.** Admissions decisions will be sent to the applicant’s current mailing address on the application form.

FINANCIAL AID & SCHOLARSHIP INFORMATION

No form of financial aid is available to Graduate Special (non-degree seeking) students in the Master of Liberal Arts & Sciences Program at UNC Asheville. Please contact the Office of Financial Aid with questions: 828.251.6535.
MASTER OF LIBERAL ARTS & SCIENCES PROGRAM
APPLICATION FOR ADMISSION

Please complete the application in blue or black ink and return with a non-refundable $50 application fee (check or money order to UNC Asheville) to:
MLAS Program Office, UNC Asheville, CPO 1860, One University Heights, Asheville, NC 28804.

REQUESTED ENTRANCE DATE (Check one term ONLY)
Year: 20____ □ FALL (August) □ SPRING (January) □ SUMMER

ENTRANCE STATUS (Check one ONLY)
☐ DEGREE-SEEKING  ☐ VISITING/GRADUATE SPECIAL – enrollment limited to one semester

VISITING/GRADUATE SPECIAL APPLICANTS: Do you plan to apply as degree-seeking for the following semester?
☐ YES  ☐ NO  ☐ UNDECIDED

Have you applied for admission to UNC Asheville in the past?  □ No  □ Yes, dates: ________________________

Have you previously taken classes at UNC Asheville?  □ No  □ Yes, dates: ________________________; Degree received? ________________________

Have you ever been dismissed from UNC Asheville?  □ No  □ Yes, dates: ________________________; If yes, please provide explanation: ____________________________________________________________________________________

FULL LEGAL NAME (No initials or abbreviations)

___________________________________________________________________________
  Last    First     Middle    Jr./III/etc.    Preferred Name/Nickname

All legal names you have used previously: ________________________

Social Security Number: ________________ (Voluntary, used for university record keeping and federal/state tax reporting)

CURRENT MAILING ADDRESS: ________________________
  Street / P.O. Box     County
  __________________________________________________________________
  City     State     ZIP (9-digit)     (Month/Day/Year)

Home phone (Required) (____)______________________  Daytime phone (____)______________________

E-mail (Required)__________________________________

PERMANENT MAILING ADDRESS:
(if different from above) ________________________
  Street / P.O. Box     County
  __________________________________________________________________
  City     State     ZIP (9-digit)

Home phone (Required) (____)______________________  Length of time at this address: ________________
RESIDENCY STATUS

North Carolina Law (General Statute 116–143.1) states that in order to determine eligibility for the in-state tuition rate, “Every applicant for admission shall be required to make a statement as to length of residence.” The following information should allow for an accurate determination of residency status. We will contact you if we need additional information. If the total time listed is less than 12 months, please explain on a separate sheet titled Additional Information.

1. Do you claim to be a legal resident of North Carolina for the last 12 months for tuition purposes? □ Yes □ No

2. Have you ever resided in a state other than North Carolina? □ Yes □ No
   
   When do you claim that you began your legal residence (domicile) in North Carolina? (date)___________________

3. Place moved from: US State/territory_________________________Country_________________________
   
   I moved to NC for the following reasons:_____________________________________________________

   Citizenship (must check one): □ United States □ International student, country of citizenship: ___________________________

   □ Resident alien: Green Card number ___________________ Issue date ___________ Expiration date ____________

   □ Non-resident alien: Type of visa ___________________________

PERSONAL DATA

Date of birth___________________City and state of birth ___________________________Country ________________

Gender: ______________________

Ethnicity (Hispanic/Latino: Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish origin or culture, regardless of race)

   Are you Hispanic or Latino? □ Yes □ No

   □ American Indian/Alaskan Native □ Asian □ Black or African American □ Native Hawaiian or Other Pacific Islander

   □ Caucasian/White □ Other (specify) ___________________________

   Are you now, or have you ever been, a member of any branch of the U.S. Armed Forces? □ Yes □ No

ACTIVITIES AND INTERESTS

List your current or recent co-curricular activities, employment, community service and/or honors. Please include dates of involvement:_____________________________________________________

_____________________________________________________

APPLICATION CONTINUES ON FOLLOWING PAGE.
COLLEGE/UNIVERSITY INFORMATION

List ALL colleges/universities you have ever attended for any length of time, whether or not you completed a term. If you need more space, please list institutions using the format below on a separate sheet titled Additional Information. Failure to provide this accurate information could delay and/or preclude admission to UNC Asheville. Official transcripts from each institution are required.

<table>
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<tr>
<th>Name of institution (no abbreviations)</th>
<th>Location (city, state)</th>
<th>Dates attended (mo/yr – mo/yr)</th>
<th>Degree Sought</th>
<th>Date Degree Received (mo/yr)</th>
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Academic Interest Areas:
____________________________________________________________________________________
____________________________________________________________________________________

REQUIRED INFORMATION

Your “yes” answer to one or more of the following questions will not necessarily preclude your being admitted. However, your failure to provide complete, accurate and truthful information will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

For the purpose of the following five questions, “crime” or “criminal charges” refers to any crime other than a traffic-related misdemeanor or an infraction. You must, however, include alcohol or drug offenses whether or not they are traffic related.

1. Have you ever been found responsible for a disciplinary violation at any educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?  ❏ No  ❏ Yes

2. Have you ever been adjudicated guilty or convicted of a misdemeanor, felony, or other crime?  ❏ No  ❏ Yes

3. Do you have any criminal charges pending against you?  ❏ No  ❏ Yes

4. Have you entered a plea of no contest or nolo contendere, or an Alford plea, to a misdemeanor, felony, or other criminal charge; or received a deferred prosecution or prayer for judgment continued for such a charge; or otherwise accepted responsibility for such a crime?  ❏ No  ❏ Yes

5. Have you received any type of discharge from military service “other than an honorable discharge”?  ❏ No  ❏ Yes  ❏ Not Applicable

If you answered yes to any of the above questions, please provide a detailed and thorough explanation for each item, including dates, specific circumstances and outcome.

You must promptly notify OneStop Student Services and the MLAS Program in writing of any criminal charge, any disposition of a criminal charge, any school, college or university disciplinary action against you, or any type of military discharge other than an honorable discharge that occurs at any time after you submit this application. Your failure to do so will be grounds to deny or withdraw your admission, or to dismiss you after enrollment.

Students who indicate they have been convicted of a crime will be notified regarding required procedure for obtaining a criminal background check from the UNC System approved vendor.

IMMUNIZATIONS REQUIRED FOR ADMISSION TO UNC ASHEVILLE

North Carolina state law requires that all students entering college must have certain required immunizations. Immunization records must be kept on file at the college. Students taking five or more credit hours, any of which meet before 6pm, are required to present proof of immunization. Failure to properly fulfill the state requirements will lead to dismissal from school. Please note that all MLAS courses meet after 6pm, so unless you plan to take an undergraduate course through another program you do not need to submit immunization information.
ESSAY

Because we do not require the GRE, a great deal of emphasis is placed upon your essay. The essay should be approximately 1000 words (typed, double-spaced, 12-point font) and should reflect your academic background and interests, your passion for the liberal arts, how you plan to use the MLAS Program to further your personal and/or professional aims, and what special abilities, personal qualities, and life experience you bring to the program.

AGREEMENT: I agree to conform to the rules and regulations of the University of North Carolina at Asheville and certify that all statements in this application are true. I understand my failure to provide complete, accurate and truthful information on this application will be grounds to deny or withdraw my admission, or dismiss me after enrollment.

Signature __________________________ Date __________________________

ADMISSION APPROVAL __________________________ In-State _______ Out-of-State _______

UNCA is committed to equality of educational opportunity and does not discriminate against applicants, students or employees based upon race, color, national origin, religion, sex, age, sexual orientation, or handicap. UNC-Asheville is open to people of all races and actively seeks to promote racial integration by recruiting and enrolling a diverse student body.

(A signed copy of this form must be in your MLAS file)

OPTIONAL, BUT SO HELPFUL FOR OUR PROGRAM:
HOW DID YOU HEAR ABOUT THE MLAS PROGRAM AT UNC ASHEVILLE?
PLEASE CHECK ALL THAT APPLY.

☐ UNC Asheville MLAS student/alumni/faculty/staff (Please give name(s) so we can thank them!)
________________________________________________________________________

☐ Advertisement: ☐ Asheville Citizen-Times ☐ Mountain Xpress ☐ WCQS ☐ WNC Parent ☐ Other: ______________________

☐ Online search/website

☐ UNC Asheville Office of Admissions

☐ Word-of mouth

☐ Other: ________________________________________________________________

Form last updated 11/14