



5-YEAR B.S./M.A. PROGRAM: UNDERGRADUATE STUDENTS TRANSITIONING TO THE GRADUATE PROGRAM

Undergraduate students who are pursuing the 5-year B.S./M.A. program must use the audit worksheet to track their progress in the dual degree: <http://www.shu.edu/diplomacy/upload/B-S-M-A-Diplomacy-and-International-Relations-Five-Year-Program-Audit-Worksheet.pdf> (found on our official website www.shu.edu/diplomacy > Engage > Advising).

Following the worksheet sequence, at the beginning of the last semester of undergraduate studies, the student should confirm continuation of studies toward the M.A. program by completing the steps below. Through this simple process, the graduate admissions committee will validate your progress to date and overall qualifications for graduate studies. An official confirmation will be communicated to you within two weeks of receiving the following:

1. **Online Graduate Application** >> <https://www.shu.edu/diplomacy/graduate-admissions.cfm>
 - a. Use your SHU email address to **create a profile** with primary information about yourself;
 - b. Enter the contact information for **two recommenders** (academic and/or professional) – for academic references, use at least one diplomacy professor. Our system will send instructions to your recommenders; you can submit the application and do not need to wait for the letters;
 - c. Attach a short **statement** (less than 500 words) by describing how *you plan to leverage the Master’s degree as a bridge between your accomplishments and future career goals*;
 - d. Attach an updated **resume or CV**;
 - e. Internal candidates qualify for a **\$75 application fee waiver** – use code, GFW.
2. **Supporting Documents**
 - a. Your **official Seton Hall transcripts** will be extracted directly by the Office of Graduate Admissions (no action is required from you);
 - b. Fill out the form below and return it to diplomat@shu.edu.

BS/MA GRADUATE APPLICATION CLEARANCE – FOR OFFICIAL USE ONLY

This statement confirms that *(enter student’s full name)* with *(enter student SHUID)*
is ready to apply for the graduate portion of the BS/MA program for *(enter term/year, e.g. Fall 2022)* .

School Official: Dr. Martin Edwards, Chair **Signature:** _____ **Date Signed:** _____

Upon official confirmation as an internal M.A. candidate, the \$500 graduate deposit will be waived.

Graduation Information: at the start of the semester leading to the completion of 18 graduate credits, students should apply to receive the B.S. degree. Similarly, upon completion of the remaining graduate credits, students should apply for the M.A. degree. **Step 1** An online application should be filed for each degree through the Registrar’s Office according to the deadlines listed on this page: <http://www.shu.edu/registrar/applying-to-graduate.cfm>; **Step 2** The program audit worksheet should be sent to your diplomacy advisor for confirmation of graduation eligibility.

Questions? You may contact us at any time to discuss the program details and related processes.

Change of plans? Make sure to update your program status with Dean Sanjamino.

Graduate Enrollment Representative	Academic Advisors
Daniel Kristo, Assistant Dean Daniel.Kristo@shu.edu 973.275.2142 or diplomat@shu.edu 973.275.2514	Contact your diplomacy advisor or reach out to the following school officials as needed: Dr. Martin Edwards, Chair martin.edwards@shu.edu 973-275-2507 Dr. Ursula Sanjamino, Associate Dean Ursula.Sanjamino@shu.edu 973-313-6210