July 17, 2012

Dear Graduate Fair Representative:

As director of the Graduate & Professional School Placement Program (Grad Star) and the Ronald E. McNair Postbaccalaureate Achievement Program at Xavier University of Louisiana, I would like to invite you to participate in Xavier's Fall GradFair. We perceive this event as an opportunity for our students to acquire information from and interact with representatives from a number of graduate and law schools. **(Note: We regret that we cannot include medical or dental school programs at this fair. For more information about recruiting for these programs contact Xavier's Pre-Medicine Office at (504) 520-7437.)**

The program will be held on **Wednesday, October 31, 2012** from 12:00 a.m. - 4:00 p.m. in the Ballroom of the University Center. The program will be structured to allow for general discussion with groups of students or individualized discussions/interviews with selected students. We anticipate students and faculty from a wide range of majors will attend. We sincerely hope that you will be able to join us at our Fall GradFair. A schedule of activities and a registration form are enclosed. Because space is limited to the first 90 respondents, we ask that you complete and return your registration form as soon as possible. Registration materials and updates will be posted online at [http://www.xula.edu/gradstar](http://www.xula.edu/gradstar). **Our registration fee is $250 per program.** This includes one 6' table, one attending representative and lunch. **Additional representatives are $50 per person**, with a limit of 2 representatives per table. This fee must be paid in advance. If you have any questions, please feel free to contact our office at (504) 520-7633. We look forward to your response.

Sincerely,

Damon L. Williams, Jr.
Director of Graduate Placement
XAVIER UNIVERSITY OF LA
REGISTRATION FORM

FALL GRADFAIR
October 31, 2012

Institution

Address

City/State/Zip              Telephone

E-mail:                      Website:

What are the cutoff test scores:   Average GPA:

GRE of minority students:     Graduate Admission Application Deadline:

Fellowship Application Deadline:

I will not be able to attend FALL GRADFAIR DAY '10, but please keep me on the mailing list

Representative(s) attending:

1. Name                                           Title

2. Name                                           Title

$250.00x
$50.00x
TOTAL

Please note the registration cost is per representative (not institution)

Make Check/PO Payable to: Xavier University of Louisiana, Federal Tax I.D. #: 72-0635884

Please return this form along with payment to: The Office of Graduate Placement
                                          Xavier University of Louisiana
                                          1Drexel Drive, Box 37
                                          New Orleans, LA 70125

PLEASE RETURN FORM BY September 14, 2012
EARLY REGISTRATION IS ENCOURAGED
FAX (504) 520-7921
PHONE (504) 520-7633
GRADFAIR
October 31, 2012
12:00 P.M.—4:00 P.M.

SHIPPING

All large boxes (containing catalogs, brochures, etc.) may be sent to:

The Office of Graduate Placement
Xavier University of Louisiana
1Drexel Dr., P.O. Box 37
New Orleans, LA 70125

Please mark all boxes: HOLD FOR GRADFAIR

DISPLAYS

Displays must be able to sit on your table and are limited to 18 inches in height. Due to space limitations, we have NO room for freestanding displays or electronic equipment.

1. Set-up: Wednesday, October 31, 2012

2. Dismantle: 3:30 P.M. – 4:00 P.M. University Center Ballroom (3rd floor) Immediately after the event.

IDENTIFICATION

The Office of Graduate Placement will provide signs identifying each participant’s table. We will also make nametags available for individual representatives.

PARKING

Xavier’s Campus Police will secure two parking lots for the event. Upon arrival Campus Police will instruct visitors on where to park. The Campus Police station is located on the corner of Carrollton Avenue and Drexel Drive.
Xavier University of Louisiana  
Office of Graduate Placement  
1 Drexel Drive, Box 37A  
New Orleans, Louisiana 70125-1098  
(504) 520-7633, FAX (504) 520-7921

CREDIT CARD PAYMENT  
Date: ______________________

Company: ______________________

CREDIT CARD INFORMATION

Card Holder: ______________________  
Fax: ______________________

CARD HOLDER INFORMATION

Address: ______________________  
Cell# ______________________

______________________________  
Home# ______________________

[ ] Discover Card  
[ ] Master Card  
[ ] Visa  
[ ] American Express

CARD NUMBER


Expiration Date: ______________________  
Payment: ______________________

SIGNATURE: ______________________

By signing this form, I authorize Xavier University of Louisiana to charge my account for the above mentioned amount.
Visiting Xavier

Getting to Xavier

Xavier is located in the heart of New Orleans, La., and is easily accessible by car via the I-10 system…

…from downtown New Orleans and all points East, take I-10 West and exit at South Carrollton Avenue (Exit 232). At the first light, cross over the canal and take a left (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

…from the airport, Baton Rouge and all points West, take I-10 East and exit at South Carrollton Avenue (Exit 232). At the first light, turn right. At the second light (approximately ½ block away), turn left over the canal and left again after crossing (you are now on Washington Avenue). Stay on Washington for approximately four blocks (you will cross South Carrollton at the next light) and approach the campus by turning left onto the bridge at Pine Street. The foot of the bridge is Drexel Drive. Turn right. The University Center is one block down on the left.

Visitor’s information can be found at http://www.xula.edu/about-xavier/visitor.php