

INSTRUCTIONS FOR COMPLETING YOUR GRADUATE DEGREE APPLICATION

The following provides an overview of the application process for a graduate degree program. It is important that all application requirements are completed so that your application can be processed promptly. The self-managed structure of this application gives you greater control of the process and helps to ensure that a decision will not be delayed because of missing elements.

You should collect all recommendations and transcripts and mail them together with your *Application Agreement Statement* and application fee. You should also include any other supplemental materials that are requested by the department or program. The *Application Agreement Statement* will appear upon successful submission of the online application. (You will need a printer to print two copies of the Statement.)

APPLICATION MATERIALS CHECKLIST

1) APPLICATION FORM:

Complete all information requested on the online application.

Please note: Official Graduate School correspondence regarding the status of applications is sent to the applicant's permanent address.

2) APPLICATION FEE:

A non-refundable application fee of \$45.00 must be submitted with the application. Checks or money orders should be made out to Appalachian State University. Do not send cash.

3) LETTERS OF RECOMMENDATION:

Four (4) recommendations are required for Doctoral program. [Reference Form [PDF](#)]

Three (3) recommendation forms are required for all other programs. [Reference Form [PDF](#)]

You should request recommendations from individuals who are familiar with your academic achievement and potential.

Note the waiver of right of access statement on these forms. You may or may not elect to sign the waiver.

If you have been out of school for a number of years and are unable to contact former professors, you may submit non-academic references (e.g., employers).

The referee should be asked to return the recommendation to you in a sealed envelope with a signature across the seal.

If the referee provides a letter, please ask that your full name and date of birth be noted on the letter to insure that the letter can be added to your packet if it arrives separately.

You should collect and send the **unopened** recommendations with your completed application.

4) TRANSCRIPTS:

Two current, official transcripts are required from every college or university you have attended as well as from the institution in which you are currently enrolled, if applicable.

Contact each registrar and request that they send you two current, official transcripts.

Transcript envelopes **must** arrive in the Graduate School sealed by the registrar in order to qualify for consideration.

Note: Former students of Appalachian do not need to submit official transcripts for their Appalachian course work. However, transcripts from other institutions attended may be required.

5) TEST SCORES:

You must arrange to have your official test scores sent directly to the Graduate School by the appropriate testing agency.

GRE, GMAT, and MAT Test Scores must be less than 5 years old and TOEFL scores must be less than 2 years old.

Applicants for the MBA or MS in Accounting must take the GMAT.

Applicants for Curriculum Specialist, Educational Media, Educational Administration (EdS),

Elementary Education, Higher Education (MA or EdS), Library Science (MLS), Middle Grades Education,

Reading Education, School Administration (MSA), or Special Education must take either the General GRE or the Miller Analogies Test (MAT).

Applicants to all other programs must take the General GRE.

International students must also take the TOEFL and achieve a score of at least 550 (paper-based) or 233 (computer-based) or 82 (internet-based).

6) PROGRAM/DEPARTMENTAL REQUIREMENTS:

Many programs have additional requirements (i.e., letter of intent, questionnaire, writing sample) or more specific guidelines and criteria, for example, an earlier application deadline. Please contact the program to which you are applying directly to learn of any additional requirements or unique criteria.

7) STATEMENT OF PURPOSE:

This section of the online application is not required by the Graduate School. However, a statement of purpose may be part of individuals Program/Departmental Requirements. (Please see above.)

8) FIELD-BASED (OFF-CAMPUS) ENROLLMENT:

Students applying for field-based (off-campus) enrollment should complete the Campus Specific Information section of the online application.

Please note: If you submit your application for an off-campus program that does not have sufficient applications to begin for the proposed term, you may have your application considered for on-campus study or you may request that your application term be changed. The Graduate School cannot process applications submitted for off-campus programs that are closed or currently not offered. However, the Graduate School will notify applicants of these situations so that they have the opportunity to change their application.

9) GRADUATE ASSISTANTSHIPS:

Students who are planning to enroll on campus on a full-time basis and who are interested in being considered for a graduate assistantship position can complete and submit the Graduate Assistantship Application [PDF] or complete the following areas of the online application:

- a) Select "Yes" – Interested in an assistantship on Enrollment Information Section
- b) Complete Employment Information Section

In addition, all graduate assistantship applicants should submit a resume with their application materials and include on the resume or a separate sheet of paper the following:

- a) List of any prizes, scholarships, or fellowships awarded to you and dates received.
- b) List of any special skills or training (computer programs, writing and editing, research, etc.)

More information on graduate assistantships can be found on the Graduate School website at:

<http://www.graduate.appstate.edu/gradstudies/prospective/assistantships.html>

10) SCHOLARSHIPS AND FELLOWSHIPS:

Students who are planning to enroll on campus on a full-time basis and who are interested in being considered for a scholarship or fellowship must complete the Scholarship/Fellowship Application [PDF].

More detailed information on scholarships and fellowships can be found on the Graduate School website at:

<http://www.graduate.appstate.edu/gradstudies/prospective/scholarships.html>

Please enclose all of the materials you have secured in an appropriately-sized envelope, using this checklist as your guide and mail it to: The Graduate School, Appalachian State University, PO Box 32068, Boone, NC 28608-2068.

When your application with all supporting documents is received, your application will be sent to the appropriate department for an admission recommendation. You will be notified by the Graduate School when a decision has been made.

MATERIALS SUBMITTED IN SUPPORT OF YOUR APPLICATION CANNOT BE RETURNED.

GRADUATE DEGREE
APPLICATION DEADLINES

International Applicants:

The application deadlines for International Applicants supercede all other program deadlines to insure adequate processing time for admission and visa paperwork.

January 1
June 1

Summer and Fall
Spring

Graduate School deadlines for all programs.

These deadlines are the latest that an application for a graduate degree program can be submitted for the proposed term. Incomplete applications received after the deadlines below cannot be processed for the term requested. Applicants will be notified and given the opportunity to have applications processed for a future term.

Many programs, including field-based (off-campus) programs, have earlier screening dates. You should confirm these dates and the review policies with the program to which you are applying.

July 1

Fall Semester

November 1

Spring Semester

April 1

1st Summer Session

May 1

2nd Summer Session

Full-time students interested in applying for a scholarship should submit the Scholarship application as part of their packet. Scholarships are only awarded in the Fall. To be considered, a completed application packet must be on file with the Graduate School by March 31.