

Office of Graduate Education
Elizabeth City State University
Elizabeth City, NC 27909

Name _____

Date: _____

Graduate Education Program Checklist
Master of School Administration

_____ Graduate Application - <http://www.ecsu.edu/academics/graduate/docs/gradschoolapp.pdf>

_____ GPA _____

_____ Non-refundable cashier's check or money order for \$30.00, payable to Elizabeth City State University (Application Fee)

_____ Three (3) Letters of Recommendation in sealed envelopes - <http://www.ecsu.edu/academics/graduate/docs/gradrecommendationform.pdf>

_____ Two (2) official copies of student transcripts from all undergraduate and graduate institutions attended in sealed envelopes (If not English, certified English translation must be included); (Should be mailed directly to the Office of Graduate Education from each institution attended.)

_____ Copy of GRE or MAT score, taken within the past five years

_____ Copy of TOEFL (Test of English as a Foreign Language) score or IELTS (International English Language Testing System), if applicable; (Original should be sent from testing agency or World Educational Services)

_____ Health Form (For all students taking more than FOUR (4) credit hours on the university campus) - <http://www.ecsu.edu/academics/graduate/docs/healthform.pdf>

_____ Copy of Teaching License

_____ Typewritten three-four (3-4) page Statement of Purpose

_____ Nine (9) Semester Hour Policy