INSTRUCTIONS FOR COMPLETING APPLICATION FOR GRADUATE ADMISSION

Documents Required for Admission:

All students applying for admission in the Master of Science in Education programs MUST BE PROVISIONALLY or INITIALLY CERTIFIED. Students applying for admission to DEGREE status or NON-DEGREE status must submit the following information:

DEGREE STATUS:

*Application form with a \$50.00 fee, payable to SUNY Geneseo (This fee is subject to change)

NOTE: THE SCHOOL OF EDUCATION NO LONGER REQUIRES GRE SCORES.

- * Two letters of recommendation that focus on academic potential for graduate studies, and personal character Note: The Office of Graduate Studies does not require a particular form for letters of recommendation, except for the Master of Science for Accounting. A placement file may be used, or the author may use his or her own letterhead. If you wish to use your placement file from SUNY Geneseo you MUST request the Career Services Office to send it to the Graduate Studies Office.
- * Official transcripts from all of the institutions of higher education that you attended. If you attended SUNY Geneseo you do not have to request a transcript. If you have transferred credit to the institution you received your degree from and it appears on your transcript, we do not need a transcript from the transfer institution.
- * Applicants for the Literacy Program need to submit the following essay:

 In one to two double spaced pages, state why you are interested in this particular program, what you hope to gain from it, and why you believe you are well suited for it. Be sure to briefly share your current beliefs on literacy and learning and any key experiences that shaped those beliefs.
- * Copies of teaching certificates. If a copy of your teaching certificate is not available by the deadline and you are NOT a SUNY Geneseo undergraduate, you must submit documentation from your undergraduate institution stating what certification you will earn and when. You must have earned your certification before you begin our Masters degree program.

NON-DEGREE STATUS:

- * Application form with \$50.00 fee, payable to SUNY Geneseo (This fee is subject to change)
- * Official transcripts from all of the institutions of higher education that you attended
- * A brief explanation of the purpose for seeking enrollment

Note: Students can only apply up to 12 credit hours from Non-Degree Status to a Degree Program

All application items indicated above must be requested by the applicant from its proper source and must be sent to:

Office of Graduate Studies Erwin Hall 106 SUNY Geneseo 1 College Circle Geneseo, NY 14454

Applications will not be processed unless all of the above credentials are submitted by the deadline. For further information contact the Office of Graduate Studies at (585) 245-5855.

Deadline Dates:

Education

Assistantship:

* March 1 for upcoming summer/fall

*March 1

* October 1 for upcoming spring

Graduate programs are competitive and therefore, <u>all credentials</u> should be received by the above deadlines in order to receive timely consideration. EARLY APPLICATION is advised for students seeking financial assistance. Contact the Financial Aid Office (Erwin 104, (585) 245-5731) for a financial aid application and information.