

Higher Education Application Checklist

Go to the online application website to set up your account and begin the application:

<https://www.gradadmissions1.appstate.edu/gradweb/Default.asp> When entering your contact information use an e-mail address you can use throughout the application process. (Note: The graduate school does not allow Yahoo! accounts for the application process.)

➤ **Have ready:**

- Information for EVERY college or university you attended or are currently attending— even if you did not receive grades for courses. Be prepared to enter your major and the dates attended for each school. For all schools at which you earned a degree, please specify the degree (BS, BA, BSBA, MA, MBA, etc.) and date of receipt of the degree.
- An up-to-date, complete resume including education, military and work experience. If you have a gap in your history of four months or more in the last five years, the UNC System policy requires further documentation. Please provide an additional page in your resume with an explanation of the gaps.
- Information (including e-mail addresses) for 3 (three) references.

➤ **After** completion of the online form and successful submission (last page of the online application) the following items must be sent to the graduate school:

- ✓ Application Fee - \$55.00. This can be mailed to the Graduate School at the address below or paid with a credit card. You will be prompted for payment after you electronically submit the online application.
- ✓ Your official GRE or MAT report from the testing agency (less than 5 years old).
- ✓ One official transcript is required from each college or university attended (except ASU), regardless of relevancy to a degree program or receipt of transfer credit at another institution. Transcripts must arrive in a sealed envelope in order to qualify for consideration. Former students of Appalachian do not need to submit official transcripts for their Appalachian coursework.

Send all of the above or have sent to:

**Cratis D. Williams Graduate School
Appalachian State University
287 Rivers St., Suite 232
John E. Thomas Building
POB 32068
Boone, NC 28608**

REMEMBER:

- Schedule your GRE or MAT (if not taken yet) a month before the deadline! Scores must be sent directly from the testing service to ASU and can take up to a month to arrive.
- You can check the status of your application by logging back into your account.