



## Application Materials Checklist

### Master of Education in Adolescent Education

#### Application Deadline

**April 1 for Summer Semester**

All materials not submitted electronically should be placed together in a packet and submitted by mail or in person at one time. Please leave sealed items in their original envelopes when putting them in the packet.

<input type="checkbox"/>	<b>Online Graduate Application</b> – There is a non-refundable \$60 application fee. <a href="http://www.kennesaw.edu/graduate/admissions/application.html">www.kennesaw.edu/graduate/admissions/application.html</a>
<input type="checkbox"/>	<b>Transcripts</b> – Official transcripts from <b>EACH</b> College and/or University you have attended. Must be in sealed envelope from the institution.
<input type="checkbox"/>	<b>Clear Renewable Georgia Teaching Certificate</b> - You must hold certification in Middle Grades or Secondary Education in the concentration you are applying for to be considered for this program. To print a copy of your Georgia clear, renewable certificate, you may log onto <a href="http://www.gapsc.com">www.gapsc.com</a> .
<input type="checkbox"/>	<b>GRE Score Report</b> – Request that your scores be sent electronically to KSU (school code 5359). No department code is necessary. -OR- <b>Millers Analogy Test (MAT)</b> – Request that an official score report be sent directory to KSU.
<input type="checkbox"/>	<b>**Personal Statement – Can be uploaded into the online application.</b> Should be 1-2 pages and describe your beliefs about education at the middle grades or secondary level and your professional goals relative to the Master of Education in Adolescent Education.
<input type="checkbox"/>	<b>Personal Resume - Can be uploaded into the online application.</b> Should document education, teaching experience, and your record of leadership.
<input type="checkbox"/>	<b>**Candidate Signature Form</b>
<input type="checkbox"/>	<b>Two Letters of Recommendation - Can be sent electronically through the online application.</b>

**\*\*Forms and directions can be found online at:**

<http://www.kennesaw.edu/education/grad/AE%20checklist.htm>

**International Students (Visa and Green Card holders) Please go to:**

<http://www.kennesaw.edu/graduate/admissions/intlreqtsnew.html> for additional requirements.

Mail Address: 1000 Chastain Road, MD 9109, Kennesaw, GA 30144

Delivery Address: 3391 Town Point Road, Suite 1800, Kennesaw, GA 30144

Phone: 770-420-4377 • Fax: 770-423-6885 • [www.kennesaw.edu/graduate/admissions](http://www.kennesaw.edu/graduate/admissions)