



## Application Materials Checklist

### Master of Arts Teaching

See Page 2 for Application Deadlines and additional requirements for specific concentrations.

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>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 directly to KSU.
<input type="checkbox"/>	<b>GACE (Basic Skills Assessment)</b> – Reading, Writing, and Math. Test scores should be sent directly to KSU (school code 420). More info on GACE testing can be found at: <a href="http://www.gace.nesinc.com/GA_testframeworks.asp">www.gace.nesinc.com/GA_testframeworks.asp</a> You may exempt the GACE Basic Skills Assessment by meeting any of the following: 1. ACT: at least 43 (English & Math) 2. GRE: at least 1030 (Verbal & Quantitative) 3. SAT: at least 1000 (Verbal & Quantitative)
<input type="checkbox"/>	<b>Personal Statement</b> – <b>Can be uploaded into the online application.</b> Should be 1-2 pages and explain what has led to your decision to become an educator.
<input type="checkbox"/>	<b>**Criminal Background Check Form</b> – See link for form: <a href="http://www.kennesaw.edu/graduate/admissions/CBCform.pdf">http://www.kennesaw.edu/graduate/admissions/CBCform.pdf</a>
<input type="checkbox"/>	<b>Resume</b> - <b>Can be uploaded into the online application.</b> Should document education, any teaching experience, volunteer and service accomplishments, and record of leadership activities.
<input type="checkbox"/>	<b>Two Letters of Recommendation</b> - <b>Can be sent electronically through the online application.</b>
<input type="checkbox"/>	<b>Interview</b> - An interview may be required. If so, you will be contacted by the program to set up an interview.

**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)



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### Deadlines

<b>Concentration</b>	<b>Deadline</b>
Art	March 1 for Summer
Biology	March 1 for Summer
Chemistry	March 1 for Summer
Chinese	March 1 for Summer
English	November 1 for Spring, March 1 for Summer
Math	November 1 for Spring, March 1 for Summer, June 1 for Fall
Physics	March 1 for Summer
Spanish	March 1 for Summer
TESOL	March 1 for Summer

### Additional Requirements

<b>Concentration</b>	<b>Additional Requirements</b>
Art	Art Portfolio – see link for instructions: <a href="http://www.kennesaw.edu/visual_arts/Programs/MAT-PortfolioRequirements.shtml">http://www.kennesaw.edu/visual_arts/Programs/MAT-PortfolioRequirements.shtml</a>
Biology	GACE (Content Assessment/Essays) in Biology - see link for more info: <a href="http://www.gace.nesinc.com/GA3_testselection.asp">http://www.gace.nesinc.com/GA3_testselection.asp</a>
Chemistry	GACE (Content Assessment/Essays) in Chemistry - see link for more info: <a href="http://www.gace.nesinc.com/GA3_testselection.asp">http://www.gace.nesinc.com/GA3_testselection.asp</a>
Chinese	1. OPI (Oral Proficiency Interview) – minimum of “Intermediate High” See link for more info: <a href="http://www.languagetesting.com">www.languagetesting.com</a> 2. WPT (Written Proficiency Test) – minimum of “Intermediate High” See link for more info: <a href="http://www.languagetesting.com">www.languagetesting.com</a>
English	No Additional Requirements
Math	No Additional Requirements
Physics	GACE (Content Assessment/Essays) in Physics - see link for more info: <a href="http://www.gace.nesinc.com/GA3_testselection.asp">http://www.gace.nesinc.com/GA3_testselection.asp</a>
Spanish	1. OPI (Oral Proficiency Interview) – minimum of “Advanced Low” See link for more info: <a href="http://www.languagetesting.com">www.languagetesting.com</a> 2. GACE (Content Assessment/Essays) in Spanish - see link for more info: <a href="http://www.gace.nesinc.com/GA3_testselection.asp">http://www.gace.nesinc.com/GA3_testselection.asp</a>
TESOL	No Additional Requirements