

## GRADUATE APPLICATION PROCEDURES AND CHECKLIST

- For program information submit an online inquiry form at <https://inquiry.embark.com/gastate/cas/>
- Create an account within our online admissions center using the “Apply Online Now” button at [http://www.cas.gsu.edu/grad\\_admission.html](http://www.cas.gsu.edu/grad_admission.html).
- Complete the Application Form within the online application, being sure to save it for easy return. Have on hand the following documents/information for reference while completing the application:
  - academic history
  - employment history
  - residency information
  - statement of purpose
  - entrance exam test dates and scores if applicable
  - recommender’s contact information

- Documents, such as the statement of purpose, writing samples, and resumes can be uploaded directly to the online application.
- International applicants should also download the Financial Statement form found under Supplemental Forms in the online application.
- Letters of recommendation should be submitted online by using the Recommendations section of the application.
- Upon completion, review the application with the Application Inspector, pay the application fee and then submit the application.
- Supporting application materials that cannot be submitted online such as transcripts, proof of degree, entrance test score reports and portfolios of work should be mailed directly to the Office of Graduate Services:

For U.S. Postal Service Delivery:  
The Office of Graduate Studies  
College of Arts and Sciences  
Georgia State University  
P.O. Box 3993  
Atlanta, Georgia 30302

For Overnight Carrier, UPS, FedEx, DHL, etc:  
The Office of Graduate Studies  
College of Arts and Sciences  
Georgia State University  
75 Poplar Street, Suite 800  
Atlanta, Georgia 30303

Supporting materials must be received by the application deadline.

- Official test scores (GRE, MAT, TOEFL, etc.) should be reported by ETS. Institutional code 5251 should be used for reporting GRE and TOEFL scores.
- Confirmation of receipt of an application will come by email, along with instruction for checking application status. This feature will be available approximately 2-3 weeks after application submission and can be done by going to the online admissions center ([http://www.cas.gsu.edu/grad\\_admission.html](http://www.cas.gsu.edu/grad_admission.html)) and clicking Check Application Status.
- Complete applications will be forwarded to the department of interest where a recommendation regarding admission and funding will be made. An official decision will follow by mail.