

Your Name _____

Admission Procedures for SUNY Oswego Graduate Program Applicants

In an effort to keep the admissions process as simple as possible SUNY Oswego has implemented a self-managed application process. **You** are responsible for submitting a complete application to the Graduate Office by the appropriate deadline (see program in catalog for specific deadlines). Please use this checklist to verify that your application is complete.

You must submit all application materials together in one packet with this checklist.

Application Checklist

You are responsible for collecting and submitting the following. Please make sure your name is on all materials or envelopes.

- _____ Graduate Application Form for formal admission.
- _____ Part II of Application for:
 - Curriculum and Instruction: Initial Cert/Prof. Cert.; Literacy and Special Education,
 - VTP Department Goals Certification
 - MAT Art Education
 - MBA
- _____ \$50 non-refundable application fee. Please make checks payable to "SUNY Oswego." EOP students may request an exemption from this fee providing verification of their EOP status.
- _____ **One** official transcript in a sealed and signed envelope from **each** college or university attended. You must request that the institution send the transcript directly to you. Upon receipt of all transcripts, submit the **unopened** envelopes with your application materials. Opened materials will not be accepted. (If you graduated from SUNY Oswego w/in the last 20 years you do not have to send transcripts from SUNY Oswego).
- _____ **Unopened** letters of recommendation (references must be returned to you in sealed and signed envelopes). We will accept placement files sent to us from the institution. **It is your responsibility to request the file.**
Check here if using this option. _____
- _____ **MAT in Art Education and MA in Art:** Portfolio to include 10 samples of your work in one of the following formats: color slides; paper mounted pieces smaller than 18x21 inches; graphic design will accept imagery on a CD ROM-Macintosh format)
- _____ **MA History** Research Paper minimum of 10 pages
- _____ **Copy of Teaching Certificate**
- _____ **Mental Health Counseling, Childhood/Adol. Prof. Cert., Child/Adol. Initial Cert., Special Ed & Literacy** - Resume Required
- _____ **Vocational Tech Program**--Work Resume and Work Verification Forms
- _____ **Special Ed. Literacy, Prof. Child/Adol. Ed., and Initial Childhood/Adolescence** programs require attendance at a **Program Advisement Meeting. Date attended or scheduled to attend** _____.

If required, the following Graduate Admission Test Scores should be sent from the Educational Testing Service:

- _____ **GRE** Graduate Record Exam (See catalog for programs requiring exam)
- _____ **GMAT** Graduate Management Admissions Test (Required for all MBA applicants)
- _____ **MAT** Millers Analogies Test (May be submitted in place of GRE in some programs – see catalog)
- _____ **LAST** Liberal Arts and Science Test (Required for MAT Art Education & MEd Initial Child/Adol. Ed. Applicants) Scores are sent directly to you. Please provide a copy of you scores or the verification email that you are scheduled for the exam)

Mail this checklist and all required application materials to:

SUNY Oswego Graduate Admissions
606 Culkin Hall, Oswego, NY 13126