

International Student Application Checklist for SUNY Oswego

Your Name _____

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 deadlines:

- November 1st for the Spring/January semester
- May 1st for the Fall/August semester
- **MBA Programs** April 15th Fall/August and November 1st for the Spring/January semester

Application Checklist

You are responsible for collecting and submitting the following parts of your application. Please make sure your name is on all materials or envelopes and that you check off each item as you collect it. Once the checklist is complete place it and all materials in **one envelope** and mail it to the address at the bottom of this form.

_____ **Graduate Application Form** for formal admission.

_____ Part II of Application for the following programs:

- Curriculum and Instruction:
 - Initial Cert/Prof. Cert.
 - Literacy
 - Special Education
 - MAT Art Ed
- VTP Department Goals Clarification
- Master of Business Administration

_____ **\$50 non-refundable** application fee. Please make checks payable to "**SUNY Oswego.**"

_____ **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 SUNY Oswego at the address indicated below.**

_____ **Unopened** letters of recommendation. You must request your references to sign across the back of the sealed envelope, and return the letter to you for you to include in your application packet. We will accept placement files sent to us from the institution. **Please be sure to request the file and check here if using this option.** _____

_____ Portfolio--Needed for MAT in Art Education and MA in Art programs

- 10 samples of your work in one the following formats: color slides; paper mounted pieces smaller than 18 X 21 inches; graphic design will accept imagery on a CD ROM--Macintosh format

_____ Research Paper minimum of 10 pages (Required for History program)

_____ Copy of permanent teaching certificate (Required for CAS in School Building Leadership Program)

_____ Copy of initial/provisional teaching certificate (Required for Vocational students who are certified)

_____ Resume (Required for Mental Health Counseling, Childhood/Adol., Prof. Cert., Child/Adol Initial Cert., Special Ed & Literacy programs)

_____ Work Resume and Work Verification Forms (Required for the VTE program)

_____ Program Advisement Form Meeting (Special Ed, Literacy, C&I Child/Adol. Ed, and Initial Childhood/Adolescence programs) Date attended or attending _____

_____ Graduate Financial Documentation Form

The following Graduate Admission Tests should be sent **directly from the Educational Testing Service** (Unofficial copies will not be accepted):

_____ 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 programs & MEd Initial Child/Adol. Ed applicants)

_____ TOEFL Test of English as a Foreign Language

(Required of international students whose native language is not English)

Mail this checklist and all application materials to:

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

INCOMPLETE APPLICATIONS WILL BE RETURNED TO THE APPLICANT.

