Graduate Application Checklist

Please be sure the following is included in your application packet:

☑ A completed application form
☑ $20 application fee payable to Metropolitan State University. (This fee is waived for students previously admitted to a Metropolitan State University program.)
☑ Sealed, official copy of transcripts
  - B.A. or B.S. degree from an accredited institution
  - A minimum GPA of 2.75 from the degree-granting institution
  - International Students must include an official WES or ECE Transcript Evaluation if undergraduate degree was earned outside the United States (see also – International Student Applicant Guidelines).
  - Transcripts should be mailed to:
    Master of Science in Technical Communication Program
    Metropolitan State University
    1380 Energy Lane, Suite 205
    St. Paul, MN 55108

☑ International Students please refer to the enclosed International Student Applicant Guidelines sheet for additional requirements and questions regarding international student processing.
☑ Two letters of recommendation
  - Forms should be from individuals knowledgeable of your academic or professional record
☑ Recent resume or vita
☑ A letter of application which should address the following questions:
  - Why are you interested in the technical communication program?
  - What subjects or themes are you interested in studying in this program?
  - How do you anticipate being able to apply the degree in the future?
☑ A portfolio of work
  - The portfolio should include representative samples/excerpts of work, including papers, reports, brochures, manuals, multimedia, Web pages and so on, created as part of professional employment or undergraduate study.
  - The portfolio should be a maximum of 25 pages, well organized and include a brief explanation of your material in the context in which it was created.