Application Packet
Master of Science in
Technical Communication
Program
Hello Prospective Grad Student,

Thank you for your interest in Metropolitan State University’s Master of Science in Technical Communication Program. Enclosed in this packet you will find the following documents to help you complete your application to the program:

- Graduate Application Checklist
- International Student Applicant Guidelines
- Application Form
- Letter of Recommendation Form (2 copies)

Please review all the documents and if you have any questions regarding the program or forms feel free to contact us by email at techcomm@metrostate.edu or by phone at 651-999-5958. All materials must be received in the Graduate Office by October 1 for Spring admission or March 1 for Summer or Fall admission. We look forward to hearing from you.

Regards,

Graduate Program Coordinator
Master of Science in Technical Communication Program
Master of Science in Technical Communication Program
College of Arts and Sciences

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.
The graduate program welcomes applications from international students. Please contact the International Admissions Office by email debbie.palm@metrostate.edu or by telephone at 651-793-1222 with questions regarding international student processing. Be prepared to provide the following upon the request of the International Admissions office:

- Affidavit of Financial Support and supporting financial documents

If currently in the United States, you will also need to provide the following:

- Photocopy of passport, I-94, and visa
- Transfer Verification Form
- Copy of Current I-20, if applicable

In addition to other documents required in the application packet, the following is required of international students for their application to be considered complete:

- **Test of English as a Foreign Language (TOEFL) Score Report**

  TOEFL is administered by the Educational Testing Service. Detailed information can be obtained from either the TOEFL website (www.ets.org) or by mail to TOEFL Services, Educational Testing Service, P.O. Box 6151, Princeton, NJ 08541, (609) 771-7100.

  Only TOEFL tests administered by the Educational Testing Service and sent to our office directly by the TOEFL office will be accepted.

  A TOEFL test score is not required if you have acquired an undergraduate baccalaureate degree from an accredited institution where the language of instruction was English.

  *Your most recent score must be at least 600 for the paper-and-pencil test or at least 250 for the computer-based test (equivalent to 100 on the Internet Based Test)*

- **World Education Services (WES) or Educational Credential Evaluators (ECE) Transcript Evaluation**

  These two services evaluate educational credentials from any country in the world and each generates a report specifying U.S. equivalents. The report describes each certificate, diploma or degree that you have earned and states its academic equivalency in the United States. Contact either organization by going to its respective Website, www.wes.org or www.ece.org. This is not required if you acquired your baccalaureate degree from an accredited institution within the United States.

All score reports and transcript evaluations should be mailed to:

Master of Science in Technical Communication Program
Metropolitan State University
1380 Energy Lane, Suite 205
Saint Paul, MN 55108
Master of Science in Technical Communication Program
Graduate Application Form

Intended start time: [ ] Fall Semester [ ] Spring Semester [ ] Summer Session Year __________

Last Name First Name MI

Indicate any other names appearing on your transcript

Social Security Number

Metropolitan State uses social security numbers for student identification purposes on student records. Providing your social security number is voluntary. If you do not provide this number, your application will still be processed. This data is requested for administrative purposes for the university.

Home Address (Street) City State Zip Code

Home Telephone Number County Home e-mail

Your Job Title Employer’s Name

Work Telephone Number Extension Work e-mail

Work Address

Are you a United States Citizen? [ ] Yes [ ] No

Are you a permanent resident? [ ] Refugee [ ] Resident Alien [ ] Other ____________________

Have you lived or worked full time in Minnesota for 12 or more consecutive months prior to the date of this application? [ ] Yes [ ] No

How many years? ____________________________ How many months? __________________

If you are not a United States Citizen, complete the following:

Country of Birth __________________________ Current Citizenship __________________________

Type of Visa _____________________________ Home language ___________________________

Completed the TOEFL on __________________ (date) or Registered to complete TOEFL on __________________ (date)

List all institutions attended since high school

Undergraduate Institutions

Graduate Institutions

Applicant Checklist

Completed Application includes:

- completed application form
- $20 application fee* payable to Metropolitan State University
- official transcripts
- two letters of recommendation (following guidelines)
- resume or vita
- letter of application
- portfolio of work

* This fee is waived for students previously admitted to a Metropolitan State University program.

International Students must also submit:

- official TOEFL scores
- WES or ECE Transcript Evaluation

(Over)

20075
I certify that the information I have provided on this application form is complete, accurate and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration.

Note: Your application must be signed and dated. We require a $20 application fee payable to Metropolitan State University (this fee is waived for students previously admitted to a Metropolitan State University program).

Applicant’s Signature ___________________________________________ Date ______________________

Metropolitan State University abides by the provisions of Title IX, federal legislation forbidding discrimination on the basis of sex and by all other federal and state laws regarding equal opportunity.

An equal opportunity educator and employer.
Letter of Recommendation Form

To the Applicant: Please complete this top section:

Name _______________________________________________________________________

Last     First    Middle

Address_________________________________________________________________________

Street      City     State     Zip

Under the provisions of the Family Educational and Privacy Act of 1974, this applicant (if admitted and enrolled) will have access to the information below unless he/she has waived such access. (Optional) I hereby waive my right to access to the material recorded below.

___________________________________________________________________________________________________

(Applicant sign here)

To the Recommender: You have been asked to provide a letter of recommendation for the aforementioned candidate for the Master of Science in Technical Communication (MSTC) program at Metropolitan State University. This Letter of Recommendation Form and any attached letters must be sealed by the recommender and either submitted to the candidate to be included in their application packet OR they can be mailed directly by the recommender to:

Master of Science in Technical Communication Program
Metropolitan State University
1380 Energy Lane, Suite 205
Saint Paul, MN  55108

Recommender Name: ___________________________________________ Title_______________

Name of organization ______________________________________________________________

Your signature ____________________________________________________________________

In the event that we need to contact you further, please attach your business card or provide your daytime contact information:

Telephone Number  ____________________________________

E-mail address    ____________________________________

Recommendation forms must be received in the MSTC Graduate Office by October 1 for Spring admission or March 1 for Summer or Fall admission. Please contact our MSTC program coordinator at (651)999-5958 or techcomm@metrostate.edu if you have any further questions.

(over)
How long have you known this applicant? ________________  In what capacity? ________________

Please check the category that best represents the applicant compared to others who are seeking a graduate degree:

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<th>TOP 10%</th>
<th>TOP 20%</th>
<th>TOP 40%</th>
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To the recommender: The remainder of this form can be completed within the space provided OR a letter of recommendation, addressing the following questions, can be attached to this form.

What do you consider the applicant’s strongest assets? (Please print)

What do you consider the applicant's greatest limitations?

Please provide additional information regarding the above applicant’s overall ability to succeed in graduate school, commitment to academic and professional excellence, and motivation.

If you need additional space, please attach a supplementary sheet, preferably on letterhead.

Thank you for your willingness to provide this information.
Letter of Recommendation Form

To the Applicant: Please complete this top section:

Name ____________________________________________________________

Last    First    Middle

Address_________________________________________________________________________

Street      City      State     Zip

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