
Graduate Application Checklist

Please be sure the following are included in your application:

- Completed the online graduate program application
- \$20 Non-refundable application fee, paid online (This fee of \$20 is waived for graduates of Metropolitan State, certified veterans and active military)
- Official transcripts**
 - Must show a bachelor degree or equivalent earned from a regionally accredited institution with grade-point average or narrative description describing courses completed.
 - Transcripts from ALL schools attended after high school and from any graduate or professional programs are required.
 - All transcripts from non-U.S. schools must be evaluated (course-by-course) by either ECE (preferred) or WES.
 - Electronic transcripts should be sent to graduate.studies@metrostate.edu.
 - Paper transcripts should be sent directly from the sending institution (preferred) to:

Metropolitan State University
Attn: Graduate Admissions
700 East Seventh Street
Saint Paul MN 55106
- Two professional letters of recommendation:**
 - The letter of recommendation should comment on intellectual ability, capacity for critical thinking, professional skill and excellence, motivation, or any other aspect of the referrer's knowledge of how well the candidate is suited for a graduate program that calls for interdisciplinary work. The CIS Admissions Committee is particularly interested in an applicant's preparation for or interest in individualized and interdisciplinary studies, and so this should be directly addressed in the letter of recommendation. The most effective letters may be from professors familiar with your work in upper-division courses, and able to comment on your preparation for advanced study. Personal references will not be considered. Applicants should remind their references of the application deadline when speaking with them.

❑ Admissions essay:

- Your admission essay will serve as both a goals statement and a writing assessment. The admissions essay is extremely important to the application review process. Submit your essay in 900-1000 words, using 12-point font, double-spaced, clearly written, well-organized, with correct grammar, accurate spelling and punctuation, good sentence structure, and clear sub-headings. Make sure that you carefully address each of the following:
 - Pledge of Authorship: Please begin your admissions essay with the following statement: (Your essay will not be accepted if this is not included.) I, (complete name) _____, verify that this admissions essay is my own work, and I am fully aware that discovery otherwise will invalidate my entire application.
 - Why you are interested in graduate individualized study (focus either on the MA or the MS option)?
 - How do you feel your previous experiences, academic or otherwise, have prepared you for this program?
 - What subjects and what disciplines are you interested in, and why?
 - What skills and knowledge do you expect to gain through this program?

❑ International Students

- Must include an official WES or ECE Transcript Evaluation if undergraduate degree was given outside the United States (see also [International Student Applicants Guidelines](#)); and official TOEFL scores must be submitted; student copies are not acceptable. Metropolitan State University's school code for TOEFL is 6445.