

THE GRADUATE SCHOOL

352 Lafayette Street // Salem, Massachusetts 01970-5353
978-542-6323 // FAX 978-542-7215
www.salemstate.edu/graduate



APPLICATION PROCESS STEP~by~STEP CHECKLIST

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[] **Schedule a meeting with a *Graduate School General Advisor*** to discuss your application/licensure options. We are available M-Th, 4-7pm. Please call 978.542.6323 for an appointment. *Depending upon your qualifications, the General Advisor may suggest an additional meeting with the Program Coordinator of the program in which you are interested.*

[] **Submit the *Application for Admission***

- Include a \$35.00 check made out to Salem State College.
- Include complete official transcripts of your undergraduate degree. These may be submitted under separate cover if not readily available.
- Include official transcripts of any graduate courses taken.
- Obtain 3 references. These may be included in your package or mailed to us directly. They may be academic, professional or personal.
- Include a 500-1000 word letter of intent.
- A resume is optional.
- *If you are certified*, include a copy of your Certification and/or a copy of your MTEL score. *If not*, you will have to take the test for admission.

[] **Take the *Miller Analogies Test* or the *Graduate Record Exam***

This is not required if you already hold a Master's or Doctorate.

- If you select the GRE, call 1-800-GRE-CALL for scheduling. Informational materials may be downloaded at www.gre.org.
- If you select the Millers, please call Diana Nash between 9:00AM and 4:00PM on M-W and F, 978.542.6147, to reserve a testing date and to obtain informational materials. The test is administered at SSC any MONDAY or WEDNESDAY during the Academic Year and is open to 15 people per sitting. There are a few occasional SATURDAY dates. Please call for availability. Several preparation books are available at local booksellers in the Education sections.

[] **Take the MA Test for Educator Licensure (MTEL), Part 1, Communication and Literacy and the appropriate Subject Area Test if applicable.** *This is required for all new applicants as well as for certified teachers obtaining a new certification if they have not previously taken.*

Test dates for all tests: 9.16, 11.11.2006, 03.03, 05.12, and 07.14.2007

Additional test dates for C&L only: 10.21.2006, 01.13, 04.21, 06.16, and 08.04.2007

⇒ **IMPORTANT:** *Please copy and submit your scores for the Communication and Literacy Test and any other applicable tests directly to the Graduate School as soon as you receive them so that we may process your application expeditiously.*

Note: The College offers a Prep Workshops for the Communication and Literacy Test, the General Curriculum Test, the Foundations of Reading Test and the Early Childhood Test about 3 weeks prior to each test date. To obtain an application, call our Continuing Education Office at 978.542.6558 about one month prior to your selected test date. The fee is \$80.00 for an enrolled student, \$150.00 for non-enrolled. *We highly suggest that you take this Workshop if you are entering education from another profession or if you have been out of the academic environment for a significant length of time.*

Other excellent resources are available from www.rea.com and local booksellers.

[] **Schedule an appointment for a Transcript Review with the appropriate Program Coordinator.**

Cood: _____ **Appt:** _____

[] **Apply for Preliminary Licensure if applicable.**

This is required for candidates applying to the MEd Secondary Education, MAT Math, MAT English and MAT History programs. Other programs vary.

[] **Begin taking Required Core Courses**

You may take no more than 3 courses prior to acceptance into a program.

Application Deadlines:

MEd Programs: JUNE 1 for the FALL Semester, OCTOBER 1 for the SPRING Semester and FEBRUARY 1 for the SUMMER Semester

MAT Programs: Rolling Admission **Other Programs Vary.**

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For an appointment, please call or e-mail us at 978.542.6323, graduate@salemstate.edu

Our offices are located in Room 113 of the Sullivan Building.

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