Application Materials Checklist

Master of Education in Special Education

Application Deadline:
April 15 for Summer Semester

All materials not submitted electronically at the time of the application should be placed together in a packet and submitted by mail or in person at one time after the application has been submitted. Please leave sealed items in their original envelopes when putting them in the packet.

- **Online Graduate Application** – There is a non-refundable $60 application fee.
  [http://www.kennesaw.edu/graduate/admissions/onlineapplication.php](http://www.kennesaw.edu/graduate/admissions/onlineapplication.php)

- **Transcripts** – Official transcripts from **EACH** College and/or University you have attended. Must be in sealed envelope from the institution.

- **Clear Renewable Georgia Teaching Certificate** - To print a copy of your Georgia clear, renewable certificate, you may log onto [www.gapsc.com](http://www.gapsc.com).

- **Personal Statement** – Can be uploaded into the online application.
  Should be 1-2 pages and address your professional training and interests, the nature of your professional experiences and specific issues you plan to address during the pursuit of your Masters degree.

- **Personal Resume** - Can be uploaded into the online application.
  Should document education, teaching experience, and your record of leadership.

- **Two Letters of Recommendation** – please do NOT use the online recommendation system. Your letters should be on letterhead and from sources that can address your success in teaching and ability for success in graduate study and commitment to adolescent learners.

- **Interview** – An interview may be required. Candidates will be contacted by the program if an interview is needed.

International Students (Visa and Green Card holders) for additional requirements please see: [http://www.kennesaw.edu/graduate/admissions/international_admissions.php](http://www.kennesaw.edu/graduate/admissions/international_admissions.php)

Final admission decisions may be based on a combination of factors, including academic degrees and records, the statement of purpose, letters of recommendation, test scores, and relevant work experience. Also considered are the appropriateness of the applicant’s goals to the degree program in which they are interested and to the research interests of the program’s faculty. In addition, consideration may be given to how the applicant’s background and life experience would contribute significantly to an educationally beneficial mix of students.