APPLICATION CHECKLIST
M.S. in Public Communication & Technology
Colorado State University

STEP #1: SUBMIT APPLICATION TO THE GRADUATE SCHOOL
____ Apply online to Colorado State University’s Graduate School
(http://www.graduateschool.colostate.edu/prospective-students/apply/)
____ Submit the $50 processing fee

STEP #2: SUBMIT APPLICATION PACKET TO JTC DEPARTMENT
Submit the following documents in a 9 x 12 or larger envelope (so the materials remain flat) to the JTC department.
____ Cover Letter (limit to 1 page)
____ Statement of Purpose (double spaced; limit to 3 pages)
____ Academic/Professional Writing Sample #1
____ Academic/Professional Writing Sample #2
____ Academic/Professional Writing Sample #3
____ Resume/Curriculum Vitae
International Applicants, only:
____ Immigration Document Request Form (http://graduateschool.colostate.edu/documents/GS3F.pdf)

STEP #3: SUBMIT LETTERS OF RECOMMENDATION
____ Letter of Recommendation #1
____ Letter of Recommendation #2
____ Letter of Recommendation #3
Note: Recommendation letter writers should mail their letters directly to the JTC department.

STEP #4: SUBMIT TRANSCRIPTS
____ US Applicants: Submit one (1) transcript from each college/university attended (including transcripts from schools attended where no degree was granted)
____ International Applicants: Submit two (2) transcripts from each college/university attended (including transcripts from schools attended where no degree was granted)
Note: Transcripts from Colorado State University do not need to be submitted.

STEP #5: CONTACT ETS AND SUBMIT TEST SCORES
____ GRE Scores (our institution code is 4075, and our department code is 4503)
International Applicants, only:
____ TOEFL Scores (our institution code is 4075, and our department code is 4503), or
____ IELTS Scores (our institution code is 4075, and our department code is 4503)
____ TWE Scores (not required)

Submit application packet, letters of recommendation, transcripts and test scores to:
Linda Kidder, Graduate Program Administrator
Department of Journalism and Technical Communication
Campus Delivery 1785
Colorado State University
Fort Collins, CO  80523-1785 USA