# Graduate Application Checklist for US & Permanent Residents

| Step 1 | Read all materials regarding graduate study at Clemson University and be certain that the program you wish to pursue is available. A complete list of majors, their numerical codes can be found at [http://www.grad.clemson/cd_admin.html](http://www.grad.clemson/cd_admin.html). The graduate school mailing address can be found at the end of this document. A list of degree abbreviations can be found at [http://www.grad.clemson.edu/cd_admin.html#abb](http://www.grad.clemson.edu/cd_admin.html#abb). |
| Step 2 | Fill out the application form. For paper, please print all information carefully. For electronic, please do not use punctuation. **NOTE:** For **LEGAL NAME** use your full legal name including first name, middle name and last name. Applicants who have enrolled previously at Clemson University under a different name and wish their current legal name to appear on their academic records must present a certified or notarized copy or a legal document verifying the name change (e.g., a marriage certificate). Future name changes will be made only upon presentation of acceptable legal documentation and completion of Form GS30 ([http://www.grad.clemson.edu/f_general.html](http://www.grad.clemson.edu/f_general.html)). |
| Step 3 | If you have not already done so, register for the GRE, GMAT, Writing Assessment, and MAT examinations as appropriate. The Information and Registration Bulletin may also be obtained by contacting your institution or ETS (P.O. Box 6000, Princeton, New Jersey 08541-6000, U.S.A.).

**GMAT:**
- Required for applicants to the master's programs in major codes 505, 509, 520 and 725;
- may be used in place of GRE scores for applicants to the master's program in major code 511 and the Ph.D. program in major code 520;
- scores must be sent directly from Educational Testing Service; and
- scores must not be older than five years relative to the date of acceptance.

**GRE:**
- Required for most applicants to Ph.D., Ed.D., M.A., M.C.T.E., M.P.A. and remaining M.S. degree programs;
- **ALSO** required for applicants to major codes 205, 210, 213, 306, 310, 313, 324, 327, 378, and 960;
- scores must be sent directly from Educational Testing Service and
- scores must not be older than five years relative to the date of acceptance.

**MAT:**
- applicants to any program in major code 303 must have either GRE or MAT;
- scores must be sent directly from the Psychological Corporation; and
- scores must not be older than five years relative to the date of acceptance.

**Writing Assessment:**
- recommended for applicants to the master's programs in major codes 620, 663, and 607.

| Step 4 | If you have already taken the appropriate test(s), request that the Educational Testing Service forward official copies of your score(s) to Clemson University (institution code, 5111). |
| Step 5 | Complete the Financial Assistance Application ([http://www.grad.clemson.edu/f_financial.html](http://www.grad.clemson.edu/f_financial.html)). **Note:** All future correspondence and/or questions regarding financial assistance should be addressed to the department to which you are applying. |
| Step 6 | At least two letters of recommendation are required for admission to most programs. Use the Recommendation for Admission to Graduate School (GSL) form ([http://www.grad.clemson.edu/p_general.html](http://www.grad.clemson.edu/p_general.html)) to obtain references, as applicable. Ask that each recommender complete a form, place it in an envelope sign the back of the envelope across the seal and return it to you. Once you receive these sealed recommendations, **do not open them.** |
| Step 7 | Request two (2) official transcripts from all previously attended colleges and/or universities. You may omit any colleges and/or universities where insignificant or irrelevant course work was taken. Please request that the registrar's office at each institution provide official transcripts of your academic work in sealed envelope(s) with official signature over seal. Refer to Transcript Request Form – GSTR ([http://www.grad.clemson.edu/p_general.html](http://www.grad.clemson.edu/p_general.html)). |
| Step 8 | Please complete the GS 35 - Request for Certification of South Carolina Residency Form ([http://www.grad.clemson.edu/p_general.html](http://www.grad.clemson.edu/p_general.html)) if you indicate South Carolina as your state of legal residence. |
| Step 9 | Please make note of any materials, such as a portfolio or personal statement, which are to be submitted separately to the department. Do not include these materials in the application envelope or with supporting documents. The application packet or package of supporting documents should only include the materials requested. |
| Step 10 | Make copies of your application and other forms for your files in case any questions arise or in case materials are lost in the mail. |
| Step 11 | Mail all application materials, including a $50 application fee for each program you have applied if not paid by credit card, directly to the Graduate School. Be reminded that your application will not be processed without the fee and that Clemson University cannot waive or defer the fee. If application fees are not received within 60 days, the application will be discarded. |

**Mailing Instructions**

Mail all required materials, including application fee, to the address below.

Graduate School  
Clemson University  
E-108 Martin Hall  
Box 345713  
Clemson, SC 29634-5713