# COMPLETING YOUR CHECKLIST

Use this document to complete your application and document checklist to ensure your file is complete and ready for your admission evaluation and final decision. After you have updated this form with the appropriate information, please upload this form to your document checklist in your application portal. The online admissions team will review and use this document to research, process, and attach your official transcripts to your document checklist.

|  |  |
| --- | --- |
| **NAME** |  |
| **DATE OF BIRTH** |  |
| **EMAIL ADDRESS** |  |
| **GRADUATE PROGRAM** |  |

## Document Checklist

*ALL OFFICIAL TRANSCRIPTS FROM ALL PREVIOUSLY ATTENDED INSTITUTIONS MUST BE SENT DIRECTLY TO CENTRAL STATE UNIVERSITY.*

|  |  |  |  |
| --- | --- | --- | --- |
| **ORDERED (Y|N)** | **DATE OF ORDER** | **INSTITUTION** | **ORDER RECEIPT NUMBER/NOTES** |
| *Y* | *3/24/2023* | *Smith Community College* ***(Sample)*** | *#23478913* |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Y – Yes | N – No* | *Note: Add a second form if additional space is needed for more institutions.*

## ADDITIONAL DOCUMENTS

|  |  |  |
| --- | --- | --- |
| **UPLOADED (Y|N)** | **DATE** | **DOCUMENTS** |
|  |  | **INTERNATIONAL, INTERNATIONAL JUMPSTART** |
|  |  | Current Resume |
|  |  | Letter of Intent (Upload by Student) |
|  |  | Letter of Recommendation #1 Academic Support |
|  |  | Letter of Recommendation #2 Professional Experience or Community Involvement |
|  |  |  |

## APPLICATION

|  |  |
| --- | --- |
| **✓** | **IMPORTANT FIELDS**  *ALL IMPORTANT INFORMATION MUST BE FILLED IN ON YOUR APPLICATION.* |
|  | *Social Security Number* |
|  | *Full-time or Part-time* |
|  | *Ethnicity* |
|  | *Citizenship – In-State or Out of State* |