



School of Library and Information Science – College of Communication & Information

Prospective Student's Application Checklist

Online Version - www.admissions.kent.edu/apply/ (preferred option)

Online application will indicate "Kent Campus" for all Kent, Columbus and 12-12-12 students.

_____ Application for Admission to Graduate Study – the following items are included in the online application or may be uploaded to the online application

- Application fee, payable with a credit card
- Statement of Career Goals
- Names of the three people completing your letters of recommendation.

- Items to be submitted separately for your application:

_____ Two (2) official transcripts from each college or university at which at least 8 semester hours were earned sent directly to RAGS (address below.) NOTE: Official transcripts are not issued directly to the student but are sent at the student's request. RAGS will secure copies of KSU transcripts.

_____ Scores from the Graduate Record Exam (GRE). These are required if an applicant's overall undergraduate GPA is less than a 3.0. For GRE testing information, please visit www.ets.org/gre/.

_____ TOEFL scores. These are required for international students whose native language is not English. For TOEFL testing information, please visit www.ETS.org/TOEFL.

- The following additional forms may be found on the school's website, www.slis.kent.edu/index.php?option=com_docman&task=cat_view&gid=27&Itemid=101

_____ Biographical Sketch for Graduate Students.

_____ Statement of Career Goals. You may submit this separately if you do not include it with the online application. Be sure to include your full name and "School of Library and Information Science" at the top of your statement.

_____ Three Letters of Recommendation. These letters may NOT be emailed or faxed. They must be mailed to Research and Graduate Studies at the address below.

_____ Application for Graduate Appointment (optional) - This is for a 20-hour-per-week position in the SLIS, awarded on a competitive basis, with full tuition remission. You must be a full-time student. Students in the 12-12-12 Distance Learning program are not eligible.

_____ Current Resume (optional)

PLEASE MAIL ABOVE ITEMS TO:	Research and Graduate Studies (RAGS) Kent State University P.O. Box 5190 Kent, OH 44242-0001	or SCAN AND EMAIL THEM TO: gradapps@kent.edu	NOTE: Letters of Recommendation may NOT be emailed.
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NOTE: International Applicants – All application materials must be sent to International Admissions at this address:	International Admissions Kent State University 106 VanCampen Hall Kent, OH 44242-0001	or SCAN AND EMAIL THEM TO: ckeller3@kent.edu	NOTE: Letters of Recommendation may NOT be emailed.
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_____ Application for Graduate Student Assistants (optional) - www.library.kent.edu/page/11281. This is an online application for hourly part-time employment in KSU Libraries and Media Services.

Print Version - http://www.slis.kent.edu/index.php?option=com_docman&task=doc_view&gid=62&Itemid=101
(You may also request that a print version be mailed to you by clicking on Contact Us on our website, www.slis.kent.edu.)

PLEASE MAIL ABOVE ITEMS TO:	Research and Graduate Studies (RAGS) Kent State University P.O. Box 5190 Kent, OH 44242-0001	or SCAN AND EMAIL THEM TO: gradapps@kent.edu
NOTE: Letters of Recommendation may NOT be emailed.		

NOTE: International Applicants – All application materials must be sent to International Admissions at this address:	International Admissions Kent State University 106 VanCampen Hall Kent, OH 44242-0001	or SCAN AND EMAIL THEM TO: ckeller3@kent.edu
NOTE: Letters of Recommendation may NOT be emailed.		

- _____ Application for Admission to Graduate Study (included with print version)
- _____ Application fee, check or money order made payable to Kent State University
- _____ Ethnic Data Sheet (included with print version)
- _____ Two (2) official transcripts from each college or university at which at least 8 semester hours were earned sent directly to RAGS (address below.) NOTE: Official transcripts are not issued directly to the student but are sent at the student's request. RAGS will secure copies of KSU transcripts.
- _____ Scores from the Graduate Record Exam (GRE). These are required if an applicant's overall undergraduate GPA is less than a 3.0. For GRE testing information, please visit www.ets.org/gre/. These should be sent to RAGS at the address above.
- _____ TOEFL scores. These are required for international students who native language is not English. For TOEFL testing information, please visit www.ETS.org/TOEFL.
- _____ Three Letters of Recommendation (you will need to print 3 copies from the print version) – be sure to fill in the department you are applying for admission to as Library and Information Science.
- _____ Biographical Sketch for Graduate Students – This form may be found on the school's website, www.slis.kent.edu/index.php?option=com_docman&task=cat_view&gid=27&Itemid=101.
- _____ Statement of Career Goals – This form may be found on the our website www.slis.kent.edu/index.php?option=com_docman&task=cat_view&gid=27&Itemid=101
- _____ A current resume (optional)
- _____ Application for Graduate Appointment (optional) – Please use the form at the following link: www.slis.kent.edu/index.php?option=com_docman&task=doc_view&gid=56&Itemid=101
This is for a 20-hour-per-week position in the SLIS, awarded on a competitive basis, with full tuition remission. You must be a full-time student. Students in the 12-12-12 Distance Learning program are not eligible.
- _____ Application for Graduate Student Assistants (optional) - www.library.kent.edu/page/11281. This is for an hourly part-time job in KSU Libraries and Media Services. This is an online application.

NOTE: A decision will be made on your application when ALL of the required forms have been submitted. Please allow at least five weeks from the receipt of all materials for your file to be processed.