

**Master's Degree in Adult Education
Online Application Checklist**

To expedite the Graduate School application process, please collect and have the following information available prior to completing the online application.

- 1. UNOFFICIAL Transcripts (upload)**
a) from bachelor's degree institution.
b) from each institution attended since bachelor's degree.
*Please have an official transcript sent from your previous university to:
Adult and Continuing Ed./K-State Olathe 22201 W. Innovation Dr. Olathe KS 66061*
- 2. Statement of Objectives (upload)**
Submit a 1-2 page statement that includes the following information:
- Career and professional goals and aspirations, and how being accepted to the program will benefit the goals and aspirations
 - A description of relevant professional experience within education or a related field
 - Future professional plans
 - If you have a request for a certain advisor, indicate that preference in the statement.

Electronic Files to Upload: (Accepted File Types: .jpg, .tif, .png, .pdf, .doc, .docx, .rtf, .txt, .gif)

- 3. Emergency contact.** (Name, street address, and zip code; phone number optional)
- 4. Prior colleges attended.**
a. Name of institution(s) and dates of attendance
b. Cumulative GPA
c. Date degree was received (if applicable)
- 5. Employment Information.** (Current and up to 2 prior positions)
a. Name of institution or company and nature of position
b. Dates of employment
- 6. Credit card** for application fee. (\$50 US Resident; \$75 International)
- 7. TOEFL Scores** – (if English is not first language)