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

Admission Checklist

☐ 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 Learning & Leadership/K-State Olathe 22201 W. Innovation Dr. Olathe KS 66061 or via secure etranscript to dibartel@ksu.edu

☐ 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 your goals and aspirations
   • Educational background
   • Indicators of competence and effectiveness in professional work
   • Future professional plans

☐ 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)

☐ 6. Credit card for application fee. ($65 US Resident; $75 International)

☐ 7. TOEFL Scores – (if English is not first language)