Domestic Applicant Instructions

☐ **Step 1:** Complete the on-line application form and submit it electronically (including the non-refundable $45.00 application fee).

To complete the online application

1. Go to [Admissions Login page](#)
2. On the Admissions Login page, choose “First Time User Account Creation”
3. Create a Login ID and PIN
4. Follow the instructions to complete application
5. Once all items have been submitted, select the “Application is Complete” button
6. Pay the non-refundable application fee. The application fee may be paid when the application is submitted or by clicking here

☐ **Step 2:** Collect the additional materials listed below and send them to the School of Graduate Studies at School of Graduate Studies

PO Box 70720

Johnson City, TN 37614

A. **University Requirements**

- An official transcript from every college or university where you have previously taken courses, even if courses from one school appear as transfer courses on another. Transcripts must be placed in official sealed envelopes.

- [Residency Inquiry Form](#), if claiming Tennessee residency. Fill in the information and either send it by email to your program specialist or mail to the Graduate School.

- (If not submitted on application) A brief, typewritten essay of approximately 150 – 300 words written in proper English. The essay should address your areas of interest in graduate school, especially your proposed field of study, abilities or strengths you bring to the program, and your career objectives.

B. **Departmental/Program Requirements**

Check the [Graduate Catalog](#) to determine the admissions criteria and deadlines of the program of your choice

- Official [GRE or GMAT](#) test score reports must be sent directly to us from the [Educational Testing Service (ETS)](#). ETSU’s institution code is 1198.
• Letters of Recommendation, if required, may be completed online through the Online Letters of Recommendation System.