

## APPLICATION CHECKLIST

Applicants are to:

- \_\_\_\_\_ Complete and submit *Application for Graduate Admission* at Radford University and pay application fee.
- \_\_\_\_\_ Provide Recommendation Forms to three appropriate references.
- \_\_\_\_\_ Request references to attach letters to recommendation forms addressing specific areas as indicated in #3 on *Instructions for Filing Application* (page 14). Forms and attached letters are returned to you.
- \_\_\_\_\_ Submit recommendations to the office of the Graduate College, Radford University.
- \_\_\_\_\_ Submit official, sealed transcripts (two copies) from all institution(s) of prior or current enrollment to the office of the Graduate College, Radford University.
- \_\_\_\_\_ Arrange for official copies of standardized test scores to be sent to the office of the Graduate College, Radford University. GRE scores are good for five years from test date; after five years, test scores are no longer valid and you must retake the GRE or MAT.

**Send the items above to:**

**The Graduate College  
P.O. Box 6928  
Radford University  
Radford, VA 24142**

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- \_\_\_\_\_ Check-off the *Curriculum Option/Degree Path Form* indicating your preferred enrollment status (page 2 of this booklet).
  - \_\_\_\_\_ Write a *Personal Essay* according to guidelines provided (pgs. 18 and 19 of this booklet).
  - \_\_\_\_\_ Complete the *Experience in Human Services Form* (page 20 of this booklet).
  - \_\_\_\_\_ Complete the *Field Practicum Application* (pages 23 and 24 of this booklet).
  - \_\_\_\_\_ Provide two copies of your current resume.
  - \_\_\_\_\_ Complete the Legal/Military History form (page 25 of this book).

**Send these five items  
in one envelope to:**

**The School of Social Work  
ATTN: Admissions Committee  
P.O. Box 6958  
Radford University  
Radford, VA 24142**

**ALL materials should be received by:**

Advanced Standing: Sept. 1 – Jan. 15  
Standard Program: Sept. 1 – Feb. 15