

**KENT STATE UNIVERSITY**  
**COLLEGE AND GRADUATE SCHOOL OF EDUCATION, HEALTH, AND HUMAN SERVICES**  
OFFICE OF GRADUATE STUDENT SERVICES  
ROOM 418 WHITE HALL  
KENT, OH 44242-0001

Telephone: 330-672-2576

Web: <http://www.ehhs.kent.edu/offices/OGS/>

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**INSTRUCTIONS FOR COMPLETING THE ATTACHED FORMS**

The attached application forms are for persons seeking admission to the COLLEGE OF EDUCATION, HEALTH, and HUMAN SERVICES. Application, transcripts, test scores, and letters of recommendation should be filed **AT LEAST SIX TO EIGHT WEEKS PRIOR TO REGISTRATION** for the term you plan to begin graduate study in the College of Education, Health, and Human Services, Kent State University. Please refer to the Graduate Catalog for application deadlines for specific programs.

1. Complete, date and sign the copy of the application form.
2. Send a copy of the application, any attached supplemental materials, and a \$30.00 check or money order for the non-refundable application fee made out to Kent State University, directly to the Kent State University, College of Education, Health, and Human Services, Office of Graduate Student Services, Room 418 White Hall, Kent, Ohio 44242-0001. The application fee is required of all applicants including those who have received a degree from Kent State University.
3. Request that 2 letters of recommendation be prepared on the forms provided and sent to the Office of Graduate Student Services in the College of Education, Health, and Human Services. **Please note: Applicants applying to Family & Consumer Studies must provide 3 letters of recommendations.** Letters of recommendation are not required for non-degree applicants. If at all possible, one of the letters should be completed by a faculty member familiar with your academic work, and the other should be supplied by individuals familiar with your professional achievements. Sets of credentials and letters of recommendation from credential files will be accepted in lieu of one letter of recommendation.
4. Have **ONE** official transcript from each college or university in which at least 8 semester hours (12 quarter hours) were earned sent directly to the College of Education, Health, and Human Services, even though credits may have been transferred to another institution. The transcript may be issued to the student, but must have been issued within the last six (6) months and be submitted to Kent State University in a sealed envelope. Otherwise, the transcript should be sent directly from the originating institution to Kent State University, College of Education, Health, and Human Services, Office of Graduate Student Services, Room 418 White Hall, Kent, Ohio 44242-0001. The College of Education, Health, and Human Services will secure a transcript of those credits which were earned at Kent State University.
5. A written statement of Personal Goals and Professional Objectives is required of all Educational Specialist, Master of Arts, Master of Education, and Master of Science applicants. Master of Arts in Teaching applicants must complete the supplemental information form and essay. Applications will not be considered complete, nor be processed for admission, without the submission of the appropriate forms.
6. The Graduate Record Examination (GRE) General Test is required for admission to **all** educational specialist and doctoral programs. It is also required for admission to some master's programs. Please refer to the attached Graduate Record Examination information sheet to determine the requirements of the various master's programs.
7. Applicants seeking certification must complete the enclosed verification of moral character statement.

**GRADUATE APPOINTMENTS**

A limited number of Graduate Assistantships are available to Master's, Educational Specialist, and Ph.D. degree students. Teaching Fellowships are also available for Ph.D., and occasionally Ed.S. students. Graduate Assistantships and Teaching Fellowships are usually made for the academic year (September - June) for full-time students only. It is suggested that students seeking assistantships may wish to contact their program coordinators and school directors in addition to completing the application form. Applications are to be submitted to the department in which you are seeking an assistantship.

**KENT STATE UNIVERSITY SUPPORTS EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT.**