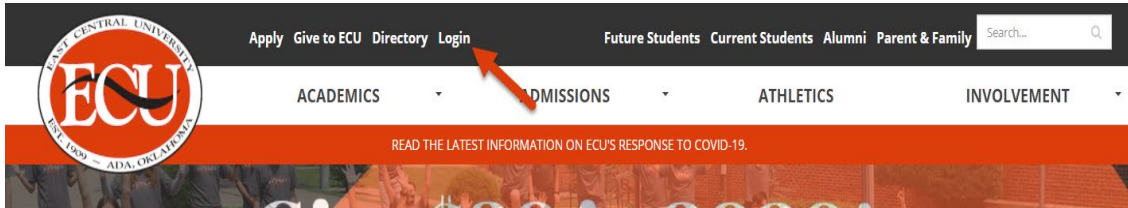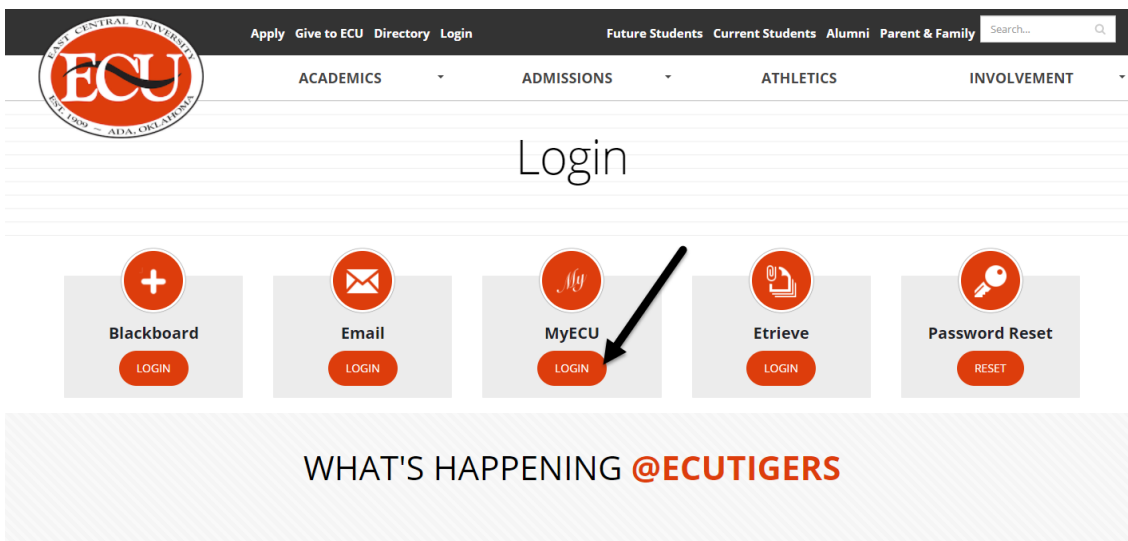# How do I apply to a Graduate Program?
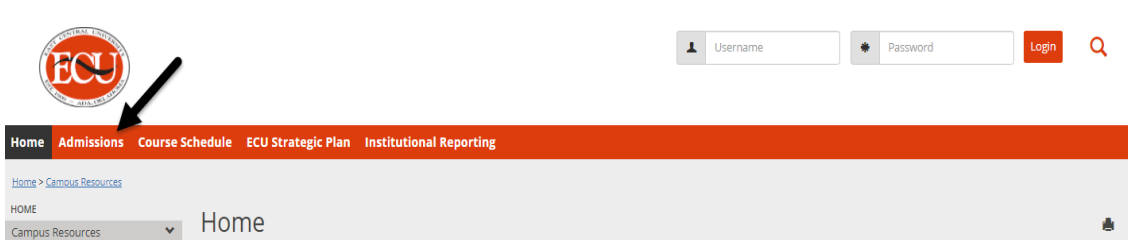
Program Application

1. Once you have been accepted to the School of Graduate Studies you must begin the program application. This application will be different for every department and is found on your MyECU. To begin click on Login at the top of the ECU website.
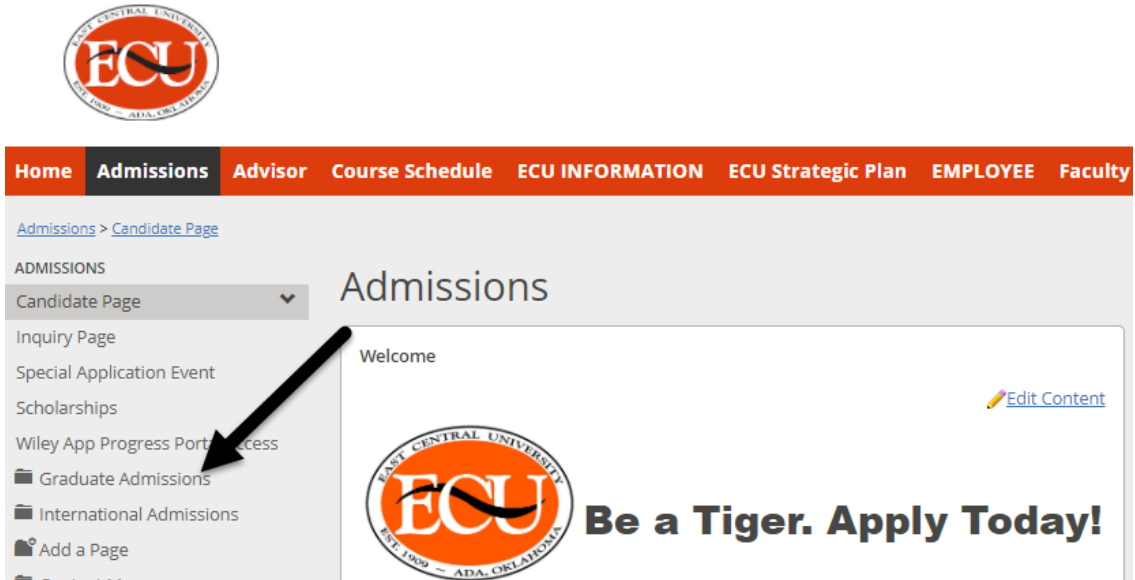

2. Select MyECU.
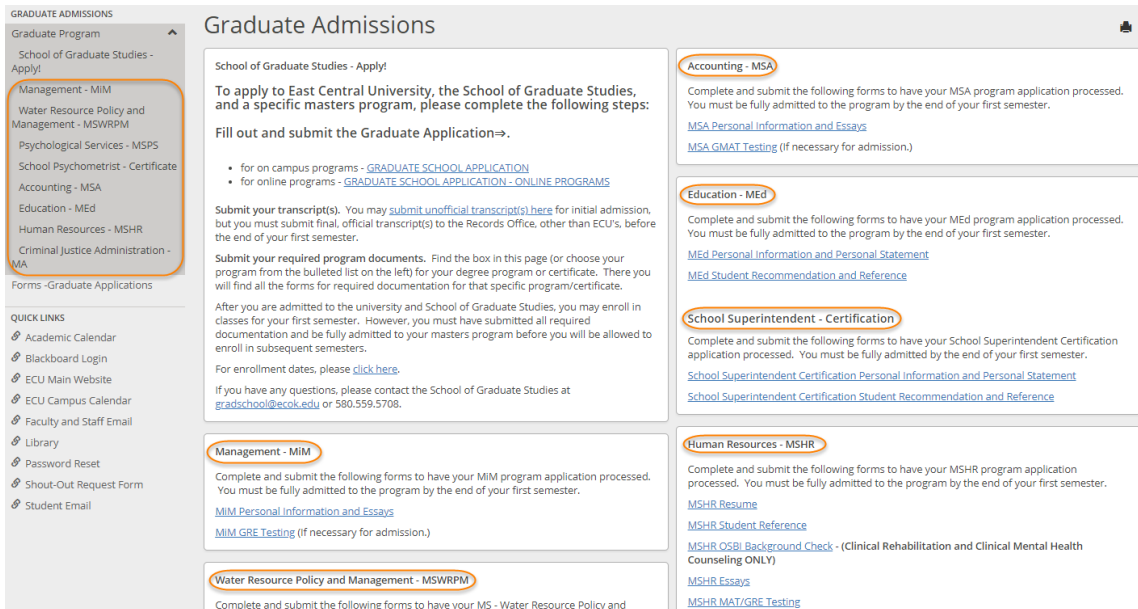

3. Select Admissions Tab.
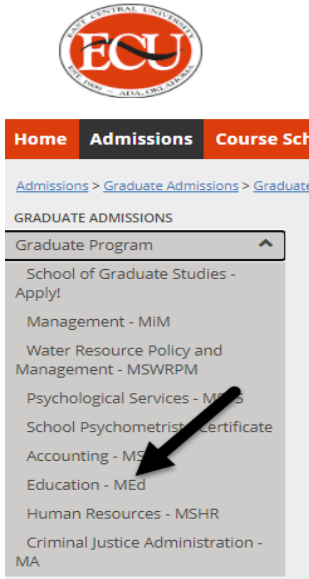
4. Select Graduate Admissions.

5. The Graduate Admissions page will have every departmental program application listed in boxes, but you can limit the options by clicking on your specific program on the left side of the screen. (See items circled.)

6. Select your degree program. (Example: Master of Education)

7. Each program will have different requirements. Make sure that you read each form completely before submitting them. MEd you need the top 2 forms.
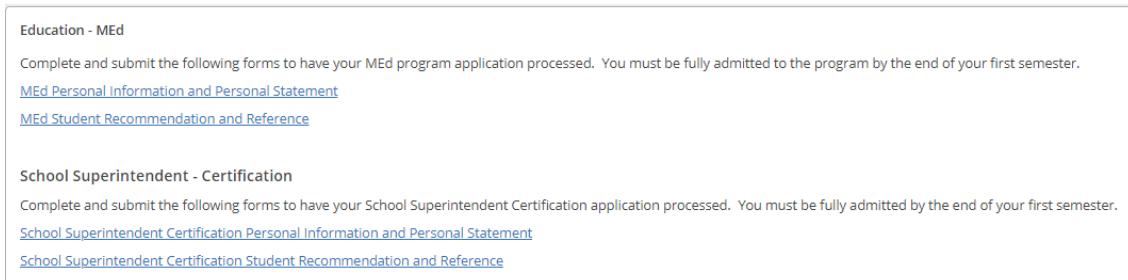
8. At any time, you can login to your MyECU portal and check your admission status on the Admission Tab by clicking on View Admissions Status. You will find it on the right-hand side of your screen. Make sure that you have your Student ID #, you will need it on the next screen. You will enter your ID # and hit GO. If you do not have a drop down box you will need to contact the School of Graduate Studies, but if you have the drop down box you will pick what degree program you applied for and it will give you the status of your application.
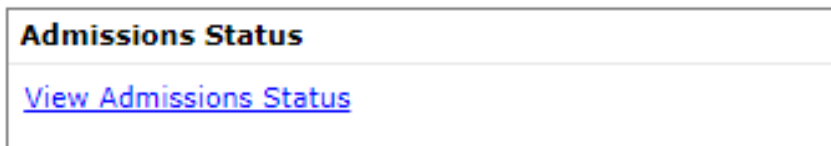
9. Once you have sent in all required program documents, your application will be sent to your specific department's application committee. You will receive an email that all of your program documents have been received.

10. Watch the deadlines for when the departmental application is due.

<div style="border:1px solid #000; background:#ccc; padding:10px;">

DEPARTMENT PROGRAM APPLICATION DEADLINES (during first semester of courses)

MEd - Education Application: Fall/Summer - March 1
    Spring - October 1

MiM - Management Application: None

MSA - Accounting Application: None

MSHR - Human Resources Application: Fall/Summer - March 1
    Spring - October 1

MSPS - Psychology Application: Fall/Summer - March 1
    Spring - October 1

MSWRPM - Water Resource Policy and Management Application: None

</div>

11. You will receive the admissions decision by your student email. If you have a hold, it will be removed at this time. This process can take up to 6 weeks. Applications are processed by departments on a first-come, first-serve basis regardless of holds.

12. Students may be admitted as:

> **Non-Degree Seeking** – Seeking admission for graduate credit.
> **Concurrent** – Finishing their bachelor's degree.
> **Provisional** – Not yet meeting the program admission standards.
> **Conditional** – Meeting standards but lacking specific program requirements.
> **Unconditional** – Fully admitted to degree programs.

13. If more documents or testing are required of the student in order to receive unconditional admission, the subsequent documents must be presented within the next semester in order to avoid a hold being placed on their account.

IMPORTANT: If you have a hold placed on your account for the program application, this hold will **NOT** be removed until you have completed the departmental application and have been processed by the department. This is why it is important to turn in program application within department deadlines to ensure that enrollment for the next semester will be possible when it opens.

Troubleshooting

The Office of Graduate Studies is here for you, if you need any assistance, please call: 580-559-5708.

There is a lot of overlap between the departments, here are some general tips.

- **Resume:** You do not upload a resume for this. Simply fill out the requested information and hit submit.

- **Student Recommendation and Reference:** Enter the name and email addresses of your references and submit. Note that there are different requirements for different programs. You may need to submit this form twice, three times, or not at all. In the Master of Education and the Master of Science in Psychological Services your reference is also required to attach a reference letter to the recommendation form.

  - **Follow up with your references to ensure that they have received them and have submitted them back to us.** The references will receive an email from gradschool@ecok.edu and it often goes to spam. So tell your references to check their spam folders. Just because you have submitted the Student Recommendation and Reference does not mean that we have received your references back.

- **Personal Statement or Essays:** These are a series of questions that you write out the answers to on a word document and upload to this portal. The questions and lengths are different for each program. **This is not a test like the GRE or MAT.**

  - Make sure to read the instructions given on the form before starting.

- **GRE, MAT, GMAT or LSAT Testing:** Upload the test score report to this portal. When you take the test, select ECU to receive your scores.

  - A preliminary report for the MAT does not count as a score report, but can be helpful and can be uploaded to ensure our knowledge that you have taken the test.

  - MEd and MSPS: The GRE is only required in the event that the department asks you to do so.

  - MSHR: The MAT or GRE is only required in the event that the department asks you to do so.

  - MSWRPM: The LSAT or MAT is only required in the event that the department asks you to do so.

  - MSA: The GMAT is only required in the event that the department asks you to do so.