

APPLICATION CHECKLIST

Your application packet **MUST** contain all completed documents. Incomplete application packets will **NOT** be considered.

Use this checklist to help you complete the requirements for the admission packet. If you have questions regarding the application, please contact MGA Department of Teacher Education and Social Work at (478) 757-2544. The packet should be returned in the following order:

- 1. Student Information Sheet
- 2. GACE Programs Admission scores
- 3. For SAT score reports dated July 1, 2019 or after 1080 on Evidenced-based Reading/Writing and Math. Not applicable to non-certification students.
- 4. Completed Background Check (Provide a copy of the sheet faxed to HRTru✓ (Database Systems International)* **(Not to be processed until directed to do so by the Department of Teacher Education and Social Work.)**)
- 5. Recommendation Forms
- 6. Certificate of Completion of GACE 350 Ethics Entry Assessment
- 7. Georgia Professional Standards Commission (GaPSC) Pre-Service Certificate Application
- 8. O.C.G.A.
- 9. Copy of document used to verify lawful presence

NOTE: Student information sheet is due by March 1 for Fall cohort. Application packets will be reviewed upon completion. Students who submit application by November 15, and are admitted to the program, will qualify for a textbook stipend raffle for the first semester.

Signature

Date

Please put your completed information packet together in the order listed above with this **checklist on top**. Mail or hand-deliver your packet by the priority deadline to:

Middle Georgia State University
Department of Education and Social Work
Bobbie Wynne
100 University Parkway
Macon, GA 31206