

Towson University Graduate School

ADMISSIONS PROCESS CHECKLIST

Graduate School Admission Process

To Apply:

- Review admission requirements for your program online at the Graduate School Web site, <http://grad.towson.edu>. If you have questions, call the Graduate School at 410-704-2501 or e-mail grads@towson.edu. Be sure to check on specific program admission deadlines and requirements.
- If you would like to visit campus, call the Graduate School, 410-704-4359, to set up a personal tour.
- Request your OFFICIAL transcripts be sent to Towson University from ALL schools you previously attended. If you plan to apply before completing your undergraduate program or degree, your transcripts should include grades up to your last semester. (For example, if you are graduating in May your transcripts should include fall grades.)

If you have already earned a graduate degree, you need to request a transcript only from your last degree-granting institution.
- If your program requires a standardized test, schedule your test in plenty of time to receive your results before the program application deadline. Be sure to request that your scores be sent directly to Towson University by choosing Towson as a school option on the test application.
- If your program requires a letter of recommendation, consider choosing an individual who can provide a detailed description of your character, experience, drive and work ethic. In many cases, the individual who writes your letter of recommendation also needs to complete a recommendation form. Recommendation forms are found in the admission packet or can be printed from the Graduate School Web site at <http://grad.towson.edu>.
- Complete the application online at <http://grad.towson.edu> or request a printed copy from the Graduate School. A \$40 non-refundable application fee is required. You can apply and pay online with a credit card or mail your application with a check to: Graduate School, Towson University, 8000 York Rd., Towson, MD 21252-0001, Attn: Fran Musotto.
- If you are interested in financial aid or a graduate assistantship, you will need to apply and complete the necessary paperwork before you are formally admitted to the Graduate School. The graduate assistantship application can be found at <http://grad.towson.edu/>. You can learn more about financial aid at <http://onestop.towson.edu/finaid>. Information about the Free Application for Federal Student Aid (FAFSA) can be found at <http://www.fafsa.ed.gov/>
- Upon receipt of your application, the Graduate School will respond within four to six weeks with a formal letter and admission decision. If your program has a specific deadline for applications, your letter will be sent four to six weeks after that application date.



*College of Graduate Studies
and Research*