To apply to the online Master of Public Administration, follow the steps below:

**REQUIRED APPLICATION MATERIALS:**
The following application documents may be submitted incrementally and will be digitally filed in your centralized portfolio.

- **Application Form:** Start the Kent State Public Administration application online here:
  [http://www.kent.edu/admissions/apply/online](http://www.kent.edu/admissions/apply/online)

- **Three (3) Letters of Recommendation:** These letters must be from professors and/or employers who are familiar with your work. To complete the letters of recommendation:
  1. Enter your recommenders’ contact information on the online application form
  2. Download the letter of recommendation form
  3. Complete your portion of the recommendation form
  4. Email or send the completed form to your recommender

  Once you complete and send the form, your recommenders will receive an email with instructions on how to submit their recommendation.

  **Helpful Hint:** You can also collect the letters of recommendation directly and email them to: gradapps@kent.edu

- **Application Fee:** Submit the $45 application process fee. This fee may be paid online at the end of the application form.

- **Official Transcripts:** Submit your official undergraduate transcripts, plus any graduate coursework or degree(s) you may have earned. Send your transcripts via postal mail to the address below:
  
  - Kent State University
  - Division of Graduate Studies
  - Cartwright Hall
  - 650 Hilltop Drive
  - Kent, OH 44242

  **Helpful Hint:** You can email your official electronic transcripts (if offered by your institution) directly to: gradapps@kent.edu

- **Graduate Record Examination (GRE):** We require all applicants to take the GRE exam regardless of whether or not you hold another graduate degree. Register to take your GRE exam or order your GRE scores here: [http://www.ets.org/gre](http://www.ets.org/gre)

  **Helpful Hint:** You will need to identify the academic institution you wish your GRE scores to be sent. The GRE Institution Code for Kent State University is 1367.

- **Writing Sample:** A research paper or report written by you either during your university education or at your place of employment. The paper selected should be a demonstration of your analytical abilities and writing skills and should include full citations.
  
  Submit to: gradapps@kent.edu

- **Goal Statement:** In two pages or less, explain why you are seeking a Master's of Public Administration degree and why you chose Kent State University.
  
  Submit to: gradapps@kent.edu

- **Resume/CV:** Professional resume listing education and progressive professional responsibilities.
  
  Submit to: gradapps@kent.edu

  **Helpful Hint:** Check the status of your application at: [http://www.kent.edu/graduatestudies/submit-documents](http://www.kent.edu/graduatestudies/submit-documents)