

Document Submission Instructions

Please note: all documents must arrive by close of business on the program deadline. If the deadline falls on a weekend, documents will be considered if they arrive by close of business on the first business day after a deadline. Applications, however, must be submitted through the online portal by midnight on the deadline, even if it falls on a weekend. Please consult the [program information page](#) for deadlines. Our deadlines are not “postmark by” deadlines. All documents must be received by the Graduate School on the deadline in order to be considered for review.

Transcripts

To be considered official, transcripts must come through an official electronic transcript delivery service or by mail in a sealed envelope from the issuing school’s registrar. Official electronic delivery is recommended (if available) because it typically does not cost any more than mailing it, takes less time, and is easier to track.

If your prior school offers electronic transcript delivery, you may be able to select “VSU” or “VSU Graduate School” from a drop down menu. If the service requires an email address to send the document, please use gradschool@valdosta.edu.

If official electronic delivery is not an option that your prior school offers, the transcript should be mailed to:

VSU Graduate School
1500 North Patterson St
Valdosta, GA 31698

Supplemental Materials

Supplemental materials such as goal statements, essays, resumes, supplemental applications, letters of exception, etc. may be uploaded to the online application checklist (log back in to <https://apply.valdosta.edu/apply>). If there is a problem with uploading, you may email them as scanned .pdfs or email attachments to gradschool@valdosta.edu. If a form is required or instructions are provided, they are linked on the [program information page](#).

We cannot accept documents that are sent to us using a shared drive (e.g. Google Docs Shared Drive, Microsoft Cloud Shared Drive, etc.).

The Graduate School

Address 1500 N. Patterson St. • Valdosta, GA 31698–0005
Phone 229.333.5694 • **Toll Free** 800.618.1878 • **Ext.** 5 • **Fax** 229.245.3853 • **Web** www.valdosta.edu/gradschool

Recommendations

Our application system offers an online recommendation system. Please enter the name and information of your recommenders, and upon submission of the application, they should receive an email inviting them to complete the recommendation on your behalf. You can keep track of the status in your application checklist and resend reminders as needed. To re-send notification emails to your recommenders, re-visit the recommendations page by clicking the link at the bottom of your checklist, click "Edit", and then click "Send Reminder."

If your recommenders report that they haven't received the email, the first thing we recommend is checking the junk/spam folders. If they still don't see it, recommendations and attached letters may be submitted as scanned .pdfs or email attachments to gradschool@valdosta.edu. We strongly recommend submitting both the form and a short written assessment or letter.

Test scores

GRE - We receive GRE scores electronically if you list VSU as a score recipient (our GRE score code is 5855). ETS submits the scores to VSU 7-10 business days after testing. Once they arrive, we download the scores and attach them to your record, which takes additional time. You may submit an unofficial score report (i.e., a printout from your MyETS account) for review by email, but the official must follow.

MAT - We receive official MAT scores by mail if you list VSU as a score recipient (our MAT score code is 1117). It can take 4-6 weeks for official MAT scores to arrive. You may submit the unofficial score printout that you receive immediately after testing for review by email, but the official must follow.

GMAT - We receive GMAT scores electronically if you list VSU as a score recipient. It can take 4-6 weeks for official GMAT scores to arrive. You may submit the unofficial score printout that you receive immediately after testing for review by email, but the official must follow. If another test is required for your program, please feel free to contact our office for submission options.

Some programs (Adult and Career Education, for example) require test scores be from the last 5 years. If that is the case for your program, it is noted on the program information page. If you tested over 5 years ago and your program does not have a time limit on scores, you may submit documentation of the scores from your prior graduate school, or a submit a copy of a score report you have in your records. This can be sent as an attachment to gradschool@valdosta.edu.

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Students who attended college/university outside the US

Additional documents may be required (such as a course-by-course evaluation of transcripts). Please contact our office for specifics on required documents.

Students who require a visa

A certificate of finance is required for anyone who will be seeking an I-20 visa:

<https://www.valdosta.edu/academics/international-programs/student-information/forms/graduatecof.pdf>.

A language proficiency test (such as the TOEFL) may be required depending on your country of origin and/or where you have received degrees. Please contact our office for guidance on this requirement or information on whether the IELTS or TOEFL is considered for your program. We receive the TOEFL electronically, 7-10 days after testing, and download the scores for processing.

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