How to Apply to the Accelerated Admissions (AA) Programs in the Reich College of Education

Before You Apply

1. **Program of Study**: Meet with the program director of the program you would like to complete to determine a tentative plan of study. If you are unsure who the program director is, please contact Stephanie Moretz moretzsm1@appstate.edu

2. **Nomination Form**: When you meet with your AA program director, you will complete the online AA nomination form. (See instructions below.) Please be sure to meet with your undergraduate advisor to discuss the tentative plan of study.

3. **Resume**: You will need an up-to-date copy of your resume. Learn more for best practices of [developing a strong resume](#).

4. **References**: The AA application process is the graduate school application process. Part of this process includes three references. Because you are continuing your education, academic references (i.e. your professors) would be best; however, because you are an education major, your cooperating teacher/site coordinator from your field experience, employer, or academic mentor would be appropriate as well. The most important step when selecting someone to be a reference is to ASK! Ask if they have the time; Ask if they feel they know you well enough to be a reference and Ask if they have not been asked by everyone else.

*Please note that graduate coursework taken as an undergraduate student at Appalachian during the Accelerated Admissions program can only be applied to graduate programs here at Appalachian and may not be transferrable to another university. Other graduate schools do not generally accept any transfer courses that were already counted toward another degree. Only courses with a grade of B or better will be applied to the graduate program of study.*

Applications Open: [Click here for dates](#)
- December 1st for Spring semester
- April 15th for Summer I semester

After submitting your application:
- You will be notified via email if you have been cleared for a graduate-level course registration within 3 to 5 days of submitting the online graduate application, as long as
you have 90 earned hours and a 3.4 GPA or higher. Graduate program directors will be copied on the approval email. The GRE test scores requirement will be removed as an incomplete application element once you have registered for a graduate-level course.

**Submitting Your Application:**

Go to [graduate.appstate.edu](http://graduate.appstate.edu).

→ Click Prospective Student (top tab)
→ Click How to Apply (left side)
→ Click Applying – Accelerated Admissions (left side)
→ Click Starting the Application Process (lower left side)

Now you are ready to apply, click on (Apply Now) in the top left corner.

**Create an application:**

→ Select Create an Account under First Time Users
→ You will receive a PIN via email (the one you initially listed). Enter that PIN Number
→ Create a password
→ Click Start New Application
→ Click 2019-20 Graduate Applications and Accelerated Admissions
→ Click Open Application
→ Complete Personal Background information
→ Complete Program Information – REMEMBER! Select the Application term as the term after you student teach.
→ Complete Residency Information. If you claim to be a resident, you must complete the residency process with the Residency Determination Service (RDS) at [www.ncresidency.org](http://www.ncresidency.org).

You will receive a Residency Certification Number (RCN) which should either be entered onto your admissions application or provided directly to your Admissions Office, when available.

→ Complete Emergency Contact Information
→ Click “Add Institution” for each institution you have attended. Official transcripts from all colleges or universities from which you have earned a degree (other than Appalachian) and from any schools where you have completed non-degree graduate coursework during the past five years are required. (The Graduate School will pull your Appalachian transcript.)
→ Complete as applicable, i.e. if you changed your name or attended early college.
→ Complete your Employment Information – DO NOT LIST Student Employment here.
Complete other activities as applicable – LIST Student Employment and Internships HERE
Read and answer the following questions. For each YES response below, you are required to provide a statement outlining the circumstances.
Complete Military Tuition Benefit as applicable.
Upload your resume. Please contact Rebekah Saylor (saylor@appstate.edu) for the letter to upload for proof of licensure.
Select “Add Recommender” and complete the contact information for each reference you include. REMINDER: you need three (3) references!
Accelerated Admissions students will not be required to submit GRE scores; however, GRE scores are highly recommended if a student anticipates attaining an undergraduate GPA greater than 3.6 and wants to be considered for graduate fellowships, which do require test scores. GRE scores can be submitted at any time during the senior year prior to March 10th.
Type your name for the signature.
Review your application for any missing information.
After reviewing your application and correcting any missing information, click Submit Application.

There is a $65 application fee that cannot be waived.

Accelerated Admissions Nomination Form:
- You will complete the information:
- Then you will receive an email:
- Click the box for I agree to use electronic records and signatures:
- Click the yellow box with the red SIGN:
- Select your style and click Adopt and Sign:
- Click Finish:
- Then click No Thanks:

Both your undergraduate and a graduate advisor will receive a copy of this form to sign as well: Students will receive an email once all signatures are received.