

PENN STATE UNIVERSITY GRADUATE APPLICATION

HELPFUL TIPS

Before beginning the application, you may find it helpful to check application requirements for your specific program on the [Penn State Great Valley website](#).

EDUCATION HISTORY SECTION

*All applicants should have **official** transcripts from all institutions attended before beginning the application.

Note: If you earned credits at Penn State University, you must add Penn State University to your education history. Penn State University transcripts will automatically load to the transcript field.

- A document you have downloaded for free from your university's website is **not** official and should not be uploaded to your application. This includes documents labeled "unofficial", "advising report", and web summary records.
- Scan to a PDF file a copy of **official** transcripts from all institutions attended. *If you have an official electronic copy of your transcript, you cannot load it directly.* You must print a copy, scan it to a PDF file, and then upload it to the application.
- For institutions attended outside the United States, documents should include transcripts/marksheets **and** degree certificate/diploma, including an official English translation for original documents issued in a native language.

REFERENCE SECTION

- Professional or academic references are required.
- When your application is submitted, your reference is sent an email from Penn State University that will provide directions for completing a brief online recommendation in support of your application to the program. You will receive automatic email confirmation from Penn State University when the reference is submitted. The Admissions Office also receives this email confirmation.

STATEMENT

Most programs require a one-page written statement. Highlight your academic background, work experience, technical skills, strengths, academic interests, and professional goals. This document should be loaded to the Program-Specific Tab in the application.

APPLICATION STATUS

- You may check the status of your submitted application, including receipt of test scores, by logging into [your existing account in the Graduate School application](#). Once there, you will find a hyperlink labeled "Check Status" that will allow you access to this information. Your application status page will indicate when your application is "complete". This confirms that your application has been forwarded to the program review committee. The admission decision will be sent to your email address once the review process has been completed.
- You can also contact the Great Valley Admissions Office for application status updates. You received email communication from your admission counselor after you submitted your application.