February 13, 2012



«FirstName» «LastName»

«Address1»

«Address2»

«City»

Dear «FirstName»,

Thank you for your application to the Master of Environmental Studies Program at Evergreen! As of this date your file is incomplete. Please see that the items listed below are sent to us as by February 15, the priority application deadline. If received by this date, the MES Graduate Admission Committee will review your file. If received after this date, your file may not be reviewed, depending on whether or not the program has filled.

1. ***One copy*** of Official transcripts from the following colleges/universities (even if you have withdrawn or no credit has been granted). An official transcript bears the official seal and signature of the school and is sent directly from the school to this office. (NOTE: **Do not exclude or omit any colleges, regardless of how many credits you earned there or the nature of the program in which you were enrolled. Failure to submit complete official transcripts from all schools, colleges, or universities attended may result in the denial of this application or subsequent dismissal from this institution**.)\*

*«School1»*

*«School2»*

*«School3»*

*«School4»*

*«School5»*

*«School6»*

1. Official GRE Test Scores\* are required for the MES Program.
2. Essay on why you are interested in pursuing the MES Program at Evergreen.
3. Three letters of recommendation are required for the MES application. As of this date, we have **received** letters from the following individuals:

«Ref1»

«Ref2»

* Resume listing key experiences relevant to your interest in environmental studies; include any significant public and community service activities.
* Official TOEFL test scores\*. (Official TOEFL test scores are sent from TOEFL directly to this institution in a sealed envelope.)
* Financial Statement. Please complete and return the enclosed financial statement.

1. Please provide the required residency information by completing the enclosed photocopy of your application and returning it to Registration and Records immediately. For *all* questions pertaining to residency please contact Rafael Lozano at [lozanor@evergreen.edu](mailto:lozanor@evergreen.edu) or (360) 867-5189.

\*Official transcripts and test scores bear the seal of the issuing institution and are sent directly to the Office of Admissions in a sealed envelope.

If you have any questions regarding the application process, contact the Admissions Office at (360) 867-6170. If you have questions regarding program curricula, please contact Gail Wootan, Assistant Director of the MES program at (360) 867-6225.

Sincerely,

Kath Major

Credentials Evaluator

Office of Admissions

*Sending application materials to any department other than the Office of Admissions may seriously impede the processing of your application for admissions to TESC Graduate Programs. Feel free to check the status of your file by contacting the Admissions Office at (360) 867-6170. Please remember to state the graduate program and year for which you are applying.*

