Dear «FirstName»,

Thank you for your application to the Master of Environmental Studies degree at Evergreen! As of this date your file is incomplete. Please see that the items listed below are sent to us as soon as possible so that we may review your application for Fall 2015 admission. Gail Wootan, Assistant Director of the Graduate Program on the Environment, will notify you by email when your application is complete.

1. **One copy of official transcripts** from the following colleges/universities. A transcript is official if it bears the official seal and signature of the issuing institution and is sent directly by the institution to the Graduate Admissions Office; OR is enclosed in a sealed envelope from the issuing institution and delivered by the applicant to the Graduate Admissions Office. If the envelope is opened prior to receipt in the Graduate Admissions Office, the transcript is no longer official. Evergreen accepts e-transcripts from other colleges that are registered members with Docufide, National Student Clearinghouse, Naviance, Parchment, and Scrip-Safe International. If the e-transcript system asks for an email address, please use graduateadmissions@evergreen.edu. Students with non-English transcripts must have them translated into English and certified by a [translation agency](http://www.evergreen.edu/mes/translation.htm).

*«School1»*

*«School2»*

*«School3»*

*«School4»*

*«School5»*

*«School6»*

Please mail transcripts to:

The Evergreen State CollegeGraduate AdmissionsSeminar 2, A2117
2700 Evergreen Parkway NW
Olympia, WA 98505
Attention: MES Admissions

1. Official GRE Test Scores
2. Three letters of recommendation are required for the MES application. As of this date, we have **received** letters from the following individuals:

«Ref1»

«Ref2»

* Official TOEFL or IELTS test scores

<<In addition, your residency status is in question based on the information in your application. Please see the attached PDF for more information.>>

If you have any questions regarding the application process, please contact to me. If you have questions regarding program curriculum, please contact Gail Wootan, Assistant Director of the Graduate Program on the Environment at (360) 867-6225 or wootang@evergreen.edu.

Sincerely,

Sandi Gruver

Graduate Programs Admissions Coordinator

360-867-6856