

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. If your prior school is able to use 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 submitted 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](#).

Some programs require original forms be submitted (e.g., MAT in Special Education – General or Adapted Curriculum tracks) by mail to the physical mailing address above. If that is the case for your program, our office will confirm this in your checklist, acknowledgement email and/or decision letter.

Documents that may be emailed can be faxed instead if email is unavailable: 229.245.3853. Email is recommended because documents can be more easily tracked using that method. 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

Recommendations and attached letters may be submitted as scanned .pdfs or email attachments to gradschool@valdosta.edu. If mailing is preferred, they may be submitted to the physical mailing address above. The recommendation form itself is the most critical part of the process; if your recommender does not wish to submit both a letter and form, please ask them to submit the form. Forms without letters can be considered for review, but letters without forms cannot be considered for review.

Please note: the MFT and MSW programs have their own recommendation forms. Other programs that require recommendations use the General Recommendation Form.

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, our IT office has to decrypt the scores, 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 by mail 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.

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.

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