

INSTRUCTIONS FOR SUBMITTING COLLEGE OF APPLIED STUDIES  
SUPPORTING DOCUMENTS

[Graduate Applicants](#)

You will need the following documents (required) for application to the College of Applied Studies graduate programs. Please have these ready to be uploaded during the FSU online application process.

1) Document #1 Applicant Statement,

Please include in your statement:

- a) What are your short and long-term goals? What do you plan to be doing in 10 years?
- b) Why have you chosen to apply to our master's program?
- c) What experiences and competencies make you a strong candidate for our program (internships, work experience, awards, research skills, teaching experience, etc.?)

Upload Process: Before logging into the online application system, save your applicant statement in an electronic format (Word, PDF, etc.). In the online application, please click on the Supporting Documents section and upload your Applicant Statement as Document #1. Please follow the upload directions.

2) Document #2 Three Letters of Recommendation

Letters should provide an accurate assessment of the applicant's accomplishments and ability to succeed in graduate school and in the workplace. Recommendations from former professors and employers are preferred. Letters should be on organization letterhead. Personal recommendations will not be accepted.

Upload Process: Before logging into the online application system, collect the names, email addresses and postal addresses of your three recommendation providers. In the online application system click on the Recommendation link and upload your recommendation information as directed. The application system will email your recommendation providers and request that they submit

a recommendation online. It is important that you have the correct email addresses for your recommendation providers.

3) Document #3 Resume

A one-page resume including job history.

Upload Process: Before logging into the online application system, save your resume in an electronic format (Word, PDF, etc.). In the online application, please click on the Supporting Documents section and upload your Resume as Document #3. Please follow the upload directions.