1. Submit application.

2. Order official transcript from each college or university attended. (If you graduated from SNU, you need not request the SNU transcript.)

3. Submit proof of two years teaching experience. Or obtain approval for application based on experience in the field, as approved by the director.

4. Complete Part I of the recommendation forms and give (with a return envelope) to individuals of your choice.

5. All applications for financial aid must be submitted on-line. Go to http://www.fafsa.ed.gov.

6. If your cumulative undergraduate GPA is below 3.0, you must arrange to take the Miller Analogies Test (MAT) or submit score if previously taken. The MAT fee is the responsibility of the student. The test can be taken at a national testing center (SNU – 495.491.6323, OCU, UCO, OU, UCT, or Tulsa Community College). This admission test must be completed for full standing with Graduate Studies, and must be taken by the completion of the first 3 credit hours.

7. Demonstration of English proficiency is required of all students before full candidacy. English Communication (both written and spoken) will be evaluated for those not having a “B” or better in Freshman English on their undergraduate transcript. In those cases where proficiency is weak, additional remedial work may be required. International students (personal born in countries where English is not the language of the home) must have a minimum TOEFL score of 550.

8. Attend the orientation meeting. A $150 non-refundable registration fee is due at this meeting. NOTE: If you graduated from SNU, you will not have to pay this fee.