

APPLICATION PACKET CHECKLIST (Undergraduate)

Use this checklist to help you complete the requirements for the application packet. If you have questions regarding the application, please contact the Department of Teacher Education & Social Work at (478) 757-2544.

1. Acceptance to **Middle Georgia State University**. MGA Student ID #: 983-_____

☐ 2. Apply to the Department of Teacher Education & Social Work by submitting **Step 1** - the application checklist. **Step 2** - complete the [Student Information sheet](#).

Collect all documents required for **Step 3** of the application packet. Send **ONE** email containing all of the following required documents to education@mga.edu; the subject line should read: First Last Name_Application Packet (ex: Jane Doe_Application Packet).

☐ 3. **GACE Ethics for Teachers (Test code- 351)** - Attach the Certificate of Completion

☐ 4. **Three Recommendation Forms** –email the following Google Form link to the persons providing your references <https://forms.gle/Naqww22mFKCSHHBt8>. Current students must have at least two of the forms completed by professors from MGA or previous institutions. If you have not attended school in more than 2-years, these recommendations may come from professional references.

1. Academic Professional Name of Reference: _____

2. Academic Professional Name of Reference: _____

3. Academic Professional Name of Reference: _____

☐ 5. A copy of this signed Application Packet Checklist should be included in the packet.

***Note: For SECT Applicants Only:** In addition to submitting your application packet, you must meet with your content primary advisor and the SECT Education Program Coordinator. You must be core complete before applying to the SECT program. The Education department will only register you for your education courses. **Once the application is processed, the potential candidate will be notified via email of acceptance status and next steps.**

Print Name

Signature

Date