

Executive Master of Sustainability Leadership (EMSL) Application Checklist

As you prepare your application for admission to the ASU School of Sustainability EMSL program, please use the following application checklist to ensure that you have all of the necessary information to complete the [Online Graduate Admissions Application](#). You may begin an application and return at any time to complete it; however, please note that applicants have 90 days to submit an application before the application is deleted from the system.

APPLICATION DEADLINES:

For admission consideration for spring 2018, complete applications, including official transcripts (and translations when necessary), English proficiency scores (when necessary), letters of recommendation, personal statement, resume, and any other required documentation, should be received by **November 30, 2017**. Applications submitted after **November 30, 2017** will be considered, but will incur an additional \$50 late application fee.

STEP 1 OF 3: PRE-APPLICATION STAGE

- ❑ **Admission Requirements** – Review the [Admission Requirements](#)
- ❑ **References** – Decide on two professional or academic individuals who can answer questions about your personal qualities, professional success, career aspirations and ability to succeed in the EMSL program. Contact them and let them know that you will be providing their names, affiliation and email addresses for the online application. They will receive an email notification from ASU within 48 hours of submitting your application with a unique link to submit their recommendation. References will have a choice to either upload a letter saved in Microsoft Word or Adobe PDF or to answer several questions. They can also choose to submit a letter and answer the questions.
- ❑ **Personal Statement** – All EMSL applicants are required to complete a personal statement that includes the answers to the first three questions below. Please draft your personal statement and save it in Microsoft Word or Adobe PDF format. Your statement should address the following in no more than 300 words per question:
 1. At this stage in your career, what are you passionate about?
 2. What unique experiences and qualities will you bring to the EMSL program?
 3. What are your intended objectives for the EMSL program and how will completion of the EMSL program support your long-term career goals?
 4. Please provide any additional information you would like to bring to the

attention of the Admissions Committee. (Optional)

- ❑ **Resume** – Update your resume and save the document in Microsoft Word or Adobe PDF format. Resumes should include:
 - Job titles and positions held, key responsibilities and accomplishments for each position
 - Honors, awards, certificates, professional organizations, volunteer activities and community involvement
 - Unique skills, multilingual abilities and overseas travel or work experience
 - Academic background, including schools attended and degrees earned

- ❑ **Transcripts** – Request your official transcripts from all academic institutions where an undergraduate or graduate degree was conferred. You can request that your transcripts be sent directly from each institution or you may collect them and forward them to ASU at one time. If you choose to collect them and mail them to ASU, the transcripts must remain in the original envelope from the institution where you have received them to be considered “official”. A Supplemental Document Cover Sheet is provided at the end of this checklist for your convenience but not required. Using the Supplemental Document Cover Sheet will ensure that documents are properly associated with your online application. Please inquire if your previous institutions can include your Application Reference Number on each transcript. This information is not required but helpful in matching your transcripts to your application. International transcript requirements are more detailed and may require official translations. See [international transcript requirements](#) for more details. *****Please note: ASU only accepts the following electronic transcript services: E-Scrip, Parchment, National Student Clearinghouse, and Credentials, Inc.** Transcripts must be sent directly to gradtranscripts@asu.edu from those transcript services or from the institutions that use those services. ***

- ❑ **Proof of English Proficiency** – If you are from a country whose native language is not English (regardless of where you may now reside), you must provide proof of English proficiency. See the [English Proficiency Requirements](#) for more details or to determine if you qualify for an exemption. If you have already taken one of the approved English proficiency exams, please request that your scores be sent to ASU. ASU’s institutional code is 4007. Please note that ASU only accepts electronic copies of the TOEFL score report. Your application will NOT be processed without valid proof of English proficiency.

STEP 2 OF 3: ONLINE APPLICATION

Go to the [Online Graduate Admissions Application](#), click “Apply Now” and then “Create ID” to create an application reference number and password. The application process requires completion of two major sections—General Information Section and Degree Section. You may begin an application and return at any time to complete it; however, please note that applicants have 90 days to submit an application before the application is deleted from the system.

- ❑ **General Information Section** - This section requests information common to all graduate programs including your name, address, and other demographics. It also includes information on your grade averages (GPA), test scores, previous higher education attendance, and Arizona Residency questions. You should expect the General Information Section to take 15-30 minutes to complete. Please refer to the following helpful tips as you complete this section of your online application.

PERSONAL INFO

- **Citizenship Information** – If you are not a U.S. citizen or Permanent Resident of the United States, please select “JN” and contact Jennifer Griffin at 480-727-3097 for further guidance.
- **Personal Identification Number** – If you do not have a U.S. Social Security Number (SSN), leave the field blank.

INSTITUTION INFO

- **First or Second Degree Earned** – Only use the Second Degree Earned option when you have obtained more than one degree from the same institution.
Official Transcripts – If you have not already done so, please request official transcripts from every college or university from which a bachelor’s degree or higher was earned. Be sure to write your application reference number or ASU ID # on all documents and envelopes submitted to the Graduate College. International transcript requirements are more detailed and may require official translations. See [international transcript requirements](#) for more details.

ACADEMIC INFO

- **Grade/Mark Average or GPA** – The School requires the equivalent of a minimum GPA of 3.0 in the last sixty semester hours or ninety quarter hours of undergraduate work. Given that this is an Executive Master's degree for experienced professionals, work and life experience may be taken into account in lieu of the minimum GPA requirement. Applicants whose GPA is below 3.0 may be admitted on a provisional status.
- **Test Scores** – This program does not require GRE, GMAT, LSAT, TSE, SPEAK or Miller Analogy test scores. Please leave those fields blank. The only test score this program requires is an English proficiency score if you are from a country whose native language is not English (regardless of where you may now reside). See the [English Proficiency Requirements](#) for more details or to determine if you qualify for an exemption. If you have already taken one of the approved English proficiency tests, please request that your scores be sent to ASU. ASU's institutional code is 4007. *** **Please note: ASU only accepts electronic copies of the TOEFL score report.*****

- ☐ **Degree Section** - This section requests information that is specific to the EMSL program. The estimated time required to complete this section is 15 minutes or less if you have prepared your required documents in Microsoft Word or Adobe PDF format in advance. All items are required for your application to be considered complete and for an admissions decision to be rendered. Please refer to the following helpful tips as you complete this section of your online application.

PROGRAM INFO

- **Degree/Certificate Selection** – Click on "Find your Degree/Certificate Program" and enter "sustainability leadership" in the keyword section. Please note that the EMSL program is assigned to the "ASU at Tempe" location.
- **Scholarship Program** – This section is not required if you have no affiliation with a scholarship program.

SUPPLEMENTAL

- **Letters of Recommendation & Recommenders** – Please enter the names, affiliation and work email addresses of recommenders. Your contacts will receive a notification from ASU with specific guidance on how to submit their letter of recommendation and/or answer questions about you.
- **Personal Statement** – Please upload your Personal Statement in either Microsoft Word or Adobe PDF format.

ADDITIONAL INFO

- **Resume** – Please upload your Resume in either Microsoft Word or Adobe PDF format.

STEP 3 OF 3: POST-APPLICATION

APPLICATION FEE

Once your online application is complete (General Information and Degree Sections), you will be required to pay a non-refundable application fee. Your application will NOT be processed until the application fee is received. Please see the [how and when to apply for graduate admission](#) for more details.

STATUS OF YOUR APPLICATION

Once you submit the online application and pay the application fee, you will receive instructions on how to login to [MyASU](#) to view the status of your application and track receipt of all application materials.

APPLICATION MATERIALS

Applications are considered complete when the online application has been submitted, the application fee has been paid and all supplemental documents have been processed by the ASU Graduate College. Applications must be complete before any admission committee review can take place. A complete application includes:

- Complete ASU Graduate Admissions Application, including:
 - Personal Statement
 - Resume
- Official Transcripts (& translations if necessary)
- English Proficiency Scores (if necessary)
- Letters of Recommendation
- Application Fee

IMMUNIZATIONS

You are required to have proof of measles immunizations on file with [ASU Health Services](#) prior to registering for your first on-campus workshop session.

Should you have additional questions, please contact Jennifer Griffin at 480-727-3097, or email her at Jennifer.L.Griffin@asu.edu. We will gladly provide individual assistance throughout the application process.

**EXECUTIVE MASTER OF SUSTAINABILITY LEADERSHIP
SUPPLEMENTAL DOCUMENT COVER SHEET**

Fill in the boxes below and enclose this document cover sheet with your supplemental materials to ensure they are properly associated with your online application.

PERSONAL INFORMATION

Last Name

First Name

Date of Birth

Application Reference Number or ASU ID number

ENCLOSED DOCUMENTS

SUPPLEMENTAL MATERIAL MAILING ADDRESS

Please use the address provided below to mail all supplemental documents in one package, including the supplemental document cover sheet. Documents should be submitted in original sealed envelopes from the institutions attended.

If sending by US Mail:

Arizona State University
Graduate Admission Services
PO Box 870112
Tempe, Arizona 85287-0112

If sending by FedEx, DHL or UPS:

Graduate Admission Services
Arizona State University
1151 S. Forest Avenue, #SSV112
Tempe, AZ 85287-0112
480-965-6113