

# **CHECKLIST FOR SUBMITTING APPLICATIONS**

## **YOU NEED TO BRING THE FOLLOWING DOCUMENTS WHEN SUBMITTING YOUR COMPLETED APPLICATION:**

1. Five (5) double sided copies of your application
2. Two (2) copies of the Special Considerations/CLEAR essay Sheet (front to back)
3. Understanding of Policies Form
4. Legal Statement for Certification
5. Application for International placement (two copies) if applicable, along with the OIE international application (one copy)
6. Letter of Recommendation for International Program (2 copies)
7. Transcripts for any transferred professional education classes (except 107)

## **YOU NEED TO TURN IN THE FOLLOWING DOCUMENTS TO EACH DEPARTMENT FOR WHICH YOU HAVE DECLARED A MAJOR AND/OR MINOR:**

1. Worksheet for Departmental Approval Form (typed)
2. Course Change Approval Forms(s) – if applicable
3. Copy of signed authorization for your Major/Minor
4. Personalized printout from Portal printed in designator order or unofficial CMU transcripts

## **AND, if you transferred coursework to CMU from another college or university:**

5. Unofficial transcripts from each college or university for which a class is included in your requirements for your major or minor
6. CMU Transfer Credit Evaluation