

Graduate Application Instructions

Before you apply

Please review the [application requirements](#) for the program to which you are applying or download our [graduate application procedures](#).

[Online graduate admissions application](#)

We recommend you apply online. The online application can be used for all graduate programs. Please note the following items should be uploaded into the online application:

- **Application fee.** The fee is \$50 and is required online prior to submission.
- **References.** You will be asked to list the names and email addresses of your references in the online application. References will then receive an email with instructions on how to submit their rankings and comments online. It is recommended references come in electronically as opposed to on our [paper reference form \[PDF\]](#). Please note appropriate references include educational references (from an instructor, administrator, etc.) or professional references (from a supervisor, coworker, etc.). Family members and friends are not appropriate sources of references.
- **Personal statement**
- **Resume** (if required)

Admissions tests (GRE, MAT, GMAT; MTEL; TOEFL, IELTS, etc.) should be sent to Salem State directly from the testing agency. Other required application materials that cannot be uploaded into the online application, such as official transcripts, should be mailed to the following address:

Salem State University
Graduate Admissions Processing Center
P.O. Box 875
Randolph, MA 02368-0875

If you prefer to apply with a paper application, please be advised that the application fee is \$100. To request a paper application, please email gradadmissions@salemstate.edu and include your mailing address.

After you've applied

Once your application is received by Salem State, you will receive [these instructions](#) on how to check the status of your application online via your Navigator account. Your Navigator account updates real-time and shows any missing items, when your file is being reviewed, and when a decision is made.

If you're not sure how to submit certain application materials, check out our [tips for submitting graduate admissions documents](#).

Once all required materials are received, your file will be reviewed. The turn-around time on decisions depends on each individual graduate program. Admissions decisions are available online and a copy of the decision is sent to you as well.