



# 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** of the application packet via the **on-line application**.

Collect all documents required for **Step 2** of the application packet. Send **ONE** email containing all of the following required documents to [education@mga.edu](mailto:education@mga.edu); the subject line should read: First Last Name\_Application Packet (ex: Jane Doe\_Application Packet).

- GACE Requirements** (follow the directions in this [video](#) on how to create a MyPSC account and register for GACE PAA and Ethics.)

- 1. Create a MyPSC account at <https://mypsc.gapsc.org/> to be granted eligibility to take ANY of the GACE assessments

3.

**Georgia Educator Ethics Exit (code 360) Assessment (NO EXEMPTIONS ALLOWED)**

- 1. Attach the Certificate of Completion

4.

**Program Admissions Assessments** (Exemption Evidence, GACE Scores, OR Date(s) of Scheduled

**Tests)**

- 1. Copy of official ACT Test Score Results **documenting exemption**.
- 2. Copy of official SAT Test Score Results **documenting exemption**.

**Program Admissions Assessments (minimum passing score of 250)**

- 3. Reading Score (code 210) **Score or Date of Test:** \_\_\_\_\_
- 4. Math Score (code 211) **Score or Date of Test:** \_\_\_\_\_
- 5. Writing Score (code 212) **Score or Date of Test:** \_\_\_\_\_

- Three Recommendation Forms** –email the following Google Form link to the persons providing your references <https://forms.gle/TsekvdriNWYj95DR6>. 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.

- 6. \_\_\_ Academic \_\_\_ Professional Name of Reference: \_\_\_\_\_
- 7. \_\_\_ Academic \_\_\_ Professional Name of Reference: \_\_\_\_\_
- 8. \_\_\_ Academic \_\_\_ Professional Name of Reference: \_\_\_\_\_

- 5. [GaPSC Pre-Service Certificate](#) – Complete top in ALL Caps; read all questions carefully and fill in the bubbles and sign. Second page must be notarized. Include an unexpired copy of your driver’s license.

- 6. **Transfer Students Only:** Copy of Official Transcripts from ALL previous higher education institutions (technical schools, colleges, or universities).

- 7. 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. 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