

MSCJ Application Process for In-Residence and Distance Education Students:
Check List for ECU's Graduate School

Name: _____
Email: _____
Cell: _____

- [] 1. Complete the online application: <http://www.ecu.edu/cs-acad/gradschool/applicationinfo.cfm>
- [] 2. Obtain an official copy of your undergraduate transcript from ECU. This will not take much time, but you should begin the process of collecting this information as soon as possible. Your cumulative GPA should be at least 2.7 to meet the minimum requirements for ECU's Graduate School (see #3 below if your degree is from a school other than ECU).
- [] 3. Obtain an official copy of your undergraduate transcripts from other universities and colleges (this includes community colleges). This can take a few weeks of time because some colleges and universities are slow at sending out transcripts. Thus, you should begin the process of collecting this information as soon as possible.
- [] 4. Set aside the money for ECU's application fee.
- [] 5. Identify three individuals who are willing to write letters of recommendation for your application (it is suggested that you obtain two academic references and one professional reference). You should talk with them as soon as possible and make sure that they are (a) willing to write the letters, and (b) able to write them by the fall or spring due date. Give them a copy of the required form for recommendations. *Remember to fill in Section 1 of this form.* You can also help your recommenders by providing them with a copy of your resume, an unofficial copy of your transcripts, and a copy of your statement or purpose (SOP) - - see below.
- [] 6. Write a statement of purpose (SOP). Your statement of purpose should describe your relevant work experience, your short- and long-term goals, and your specific interests in the master's of criminal justice program. Your statement of purpose should be 500 to 750 words long, single spaced, and typewritten.
- [] 7. Show your SOP to a professor for feedback regarding both the content and structure (grammar). Because this is a writing sample, it should be grammatically correct.
- [] 8. Prepare for the GRE. Consider buying a GRE Prep Book for this exam so that you can take practice tests and complete refresher modules to increase your scores on the verbal and math sections. Try to complete one or two practice tests a month for two or three months and then take the GRE at a local test center. It would be best if your verbal and math scores were over 1,000 when combined for the old version of the GRE's General Test. Please check with the graduate school for "acceptable scores" after August 1st of 2011, which is when the Revised General GRE Test will be required (the new scoring system will range between 100 and 170).
- [] 9. Identify a target date for taking the GRE (e.g., February 15th). Remember that it is important to take the test *at least six (6) weeks before your application due date at ECU* (e.g., six weeks prior to April 1st). Thus, you should take the GRE no later than February 15th. Score reports (ECU's GRE reporting code is 5180) from computer-based tests will be mailed within six (6) weeks after the test date (it takes this long due to the grading of essays). Most students take the electronic version of the GRE at a local testing center in Greenville. If you want to take it at the local testing center (150 dollars for the regular fee or 75 dollars through the ETS fee reduction program), you will need to reserve a date for your test by calling the local center:

Prometric Testing Center	Prometric Testing Center
1925 A Turnbury Drive	2428 Charles Boulevard
Greenville, North Carolina 27858	Greenville, North Carolina 27858
(252)756-0342	252-756-1084
- [] 10. For Distance Education (DE) applicants, all requirements noted above for resident admissions apply to DE admissions. DE applicants must also be employed as a criminal justice practitioner or practitioner in a closely related field and have a minimum of five years of full-time (paid) employment experience in such positions. Written employment verification is required on official agency letterhead and it must be signed by an agency administrator. If you want to pursue a DE admission, you must send verification of paid employment at the time of your application.
- [] 11. If you have questions or concerns about the MSCJ application process, please contact one of the following:
Department of Criminal Justice
Graduate Program Office
East Carolina University
245 Rivers Building
Greenville, NC 27858-4353
Email: MSCJ@ecu.edu (Website: <http://ecu.edu/che/just/graduate.html>)
Phone: 252-328-4192
Fax: 252-737-1769