

## Application Checklist

### Transfer Application for Fall 2013 Admission to Project STEPP at East Carolina University

Thank you for your interest in applying to Project STEPP. Before you begin your application, **please carefully review this checklist and ensure that you will be able to submit all of the following materials before the application deadline.** We suggest using this checklist to keep track of which materials you have already completed and which you still need to finish. If you have any questions or need clarification about these materials, please contact Emily Johnson at 252.737.2275 or johnsonem@ecu.edu.

Project STEPP Student Information Form – Transfer Version (3 pages)

- Please be sure to *legibly* complete all sections of the form in ink (no pencil). Please print or type all responses.

Personal Essay / Writing Sample

- Use the following prompts to develop a personal essay / writing sample. Be sure to address each of the prompts.
  - Why are you interested in transferring to ECU?
  - What are your goals for the future?
  - Describe the impact you feel your learning disability has had on your school experiences so far.
  - Describe the impact you feel your learning disability may have on your goals for the future.
  - How do you believe that participating in Project STEPP will help you achieve your goals and overcome the challenges related to your learning disability?
  - What other information would you like to share with the Project STEPP Advisory Board that you believe will assist them in considering your application? (e.g., achievements, awards, training, personal statements, etc.)
- Please note: Although the Advisory Board is primarily concerned with the content of your essay and how you organize your thoughts, your final draft should also demonstrate your writing skills.
- You may get help from other people in revising, proofreading, and editing your essay. However, it should be clear on your drafts whether the changes made were your own or someone else's. You must send in any outlines, rough drafts, and/or other developmental materials you used to create your essay.
- The final draft must be typed, not handwritten.

Two professor recommendation forms

- Professor recommendations must use the forms included in this application packet. Give each professor both the "Professor Recommendation Form" and the "Instructions for Professor Recommendations." Be sure to fill out Section I of each recommendation form before giving it to your professor.
- The professors whom you select must have taught you in a college course within the past 3 years and should be very familiar with your academic abilities. We strongly prefer recommendations from professors in core academic subjects (e.g., math, science, English, foreign language, history, social sciences, etc.). If you cannot submit recommendations from professors in these areas please contact us for further instructions, as we may require supplemental information.
- You may submit additional recommendations from other individuals (e.g., advisor, high school teacher, coach, tutor, employer, etc.). If you choose to submit additional recommendations, these individuals may either use a copy of the professor recommendation form or submit a letter of recommendation. However, your initial two professor recommendations *must* include the form provided.

- Official transcripts from high school and college
  - You may include your transcripts in your application packet or have them sent directly from your schools.
  - If you attended more than one high school, please ensure that the transcript from your last school reflects your complete academic record from 9<sup>th</sup> through 12<sup>th</sup> grade. If it does not, you will need to request a separate transcript from each previous high school you have attended.
  - Please submit a current transcript from each college you have attended.
  
- Most recent psychological or psychoeducational evaluation or re-evaluation
  - The report must contain an estimate of both aptitude and achievement.
  - A full description of the criteria for an acceptable evaluation can be found on the ECU Disability Support Services website at [www.ecu.edu/cs-studentlife/dss/Guidelines\\_Id.cfm](http://www.ecu.edu/cs-studentlife/dss/Guidelines_Id.cfm). In general, the evaluation must have been conducted within the past three years, and the testing must be on an adult scale. The report must also clearly state the name, title, and credentials (including license or certification information) of the evaluator.
  - If you have an evaluation that does not meet these criteria, please send in the most recent evaluation you do have, with the understanding that you may be required to submit updated testing before a final admissions decision can be made.
  
- Copy of your current (or most recent) accommodation letter from your college's office for disability support
  - If you attend a school that does not use accommodation letters, please submit documentation of the accommodations, modifications, and/or assistance that you use at school.
  
- Optional - Copy of ACT or SAT score report(s)
  - Although submitting ACT or SAT scores is not required for students who are transferring in at least 30 credit hours, if you have taken the ACT or SAT within the past five years, we strongly recommend submitting your scores to Project STEPP.
  - At this time, we cannot accept score reports directly from the SAT or ACT testing services. Please send a photocopy or printout of your score report. Write on the score report whether you took this test with or without accommodations.

**Please do not staple your application materials.**

**Once you have compiled all of these materials, mail them to the following address.** We do not accept faxed application materials, but you may submit materials via email to [johnsonem@ecu.edu](mailto:johnsonem@ecu.edu). Any items postmarked or emailed after May 15, 2012 will be considered late. We strongly recommend keeping a copy of all your application materials for your own records.

**Mailing Address**

Project STEPP, Attn: Emily Johnson  
East Carolina University  
Joyner Library  
1000 East Fifth Street  
Mail Stop #516  
Greenville, NC 27858-4353