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Application Information

Admission to the Master of Archival Studies (MAS) program is separate from and in addition to admission to Clayton State University's graduate program. Enrollment in the MAS degree program is limited, and students must meet certain eligibility standards to be considered for admission.

- [Graduate Admission to Clayton State University](#)
- [Application for Admission to the Master of Archival Studies](#)
- [Letter of Recommendation Form](#)

Application Deadlines

Completed applications should be submitted by May 1 for guaranteed consideration for admission for the Fall Semester. Applications received after July 1 will be considered for the Spring Semester. Completed applications should be submitted by November 1 for Spring (January) Semester, and March 1 for Summer Term.

Provisional Admission: A student failing to meet one or more of the standards required for admission as a regular student may be eligible for provisional admission, if space in the program is available, of up to one semester under conditions specified at the time of admission by the Admissions' Committee. Students who fail to make progress under provisional admission will be withdrawn from the program.

How to Apply

Complete applications for admission into the Clayton State University Master of Arts in Teaching Mathematics Program include the following:

1. Completed Clayton State University [Graduate Studies application](#) form and a \$50 application fee. The fee is non-refundable and may not be applied to any other university fees.
2. Baccalaureate degree from an accredited college or university with a minimum 3.0 grade point average (on a 4.0 scale) on all previous college work.
3. **Official Scores from the Graduate Record Exam (GRE).** Official scores should be mailed directly from the Educational Testing Service (ETS). A minimum total GRE score of 950 (verbal and quantitative) is required; a minimum score of 3.5 in analytic writing is required. The GRE requirement may be waived for applicants who have earned an advanced degree. The GRE code assignment for Clayton State University is 5145.
4. **TOEFL scores for international applicants** whose native language is not English. International applicants whose native language is not English must have earned a minimum score of 550 on the written Test of English as a Foreign Language (TOEFL) or 213 on the computer based TOEFL test. International applicants must submit completed applications by March 1 for Fall Semester, and July 1 for Spring Semester.
5. Completion and submission of [immunization form](#). For more information, please contact University Health Services at 678-466-4940.

The above items (1-5) should be mailed to:
 Dr. Thomas Eaves, Associate Provost
 Clayton State University

Graduate Studies Office
215 University Center
2000 Clayton State Boulevard
Morrow, GA 30260-0285

6. A [completed MAS application form](#) and a \$25 non-refundable application fee, payable to MAS—Clayton State University.
7. **Three letters of recommendation** . Three letters of recommendation which comment on the potential for success in an academic program must accompany the application. Letters should be placed in sealed envelopes and contain the signature of the person writing the recommendation across the seal.
8. A **statement of purpose** for seeking a Master of Archival Studies degree. This brief essay, no more than two double spaced pages, should describe the applicant's interests and goals in pursuing the MAS degree.

For the MAS Program, the above items (6-8) should be mailed to:

Graduate Program Director
Master of Archival Studies
College of Information and Mathematical Sciences
Clayton State University
2000 Clayton State Blvd
Morrow, GA 30260

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Master of Archival Studies

James M. Baker University Center

Phone: (678) 466-4400