



Checklist for Eastern Suffolk BOCES and Empire State University DOL Grant

Transcript Review Process

1. Submission: TAs interested in a transcript review can send their unofficial transcripts via email to grad@sunyempire.edu.
2. Review Time: Expect a transcript review within 7-10 days.
3. Feedback and Assistance: Work directly with our staff members if there are course deficiencies.

Application Requirements

1. Fee Information: Application/Orientation fee: \$50 (waived for this partnership). Email gradpartners@sunyempire.edu after initiating the application for Summer 2024.
2. Application Deadline: April 1st.
3. Online Application: Access the GradCAS application via [GradCAS Portal](#). Use this specific link for SUNY Empire programs and select Eastern Suffolk BOCES ONLY/M.A.T. in Adolescent Special Education (grades 7-12) (Summer 2024).
4. Transcript Submission: Send official undergraduate and graduate transcripts from regionally accredited institutions directly to GradCAS either electronically or by mail: GradCAS Transcript Processing Center PO Box 9217 Watertown, MA 02471
5. Personal Statement: Address the provided prompt within a 600-800 word essay (typed and double-spaced).
6. Prerequisites: 6 credits in each: ELA, social studies, math, science (must meet this requirement for application to proceed to faculty review).
7. Recommendation: Submit one professional/academic recommendation electronically through the online application.
8. Resume : Include your current resume.
9. GPA Requirement: M.A.T. Programs require a minimum 3.0 GPA.

Additional Resources

- Further detailed application steps can be found on the [GradCAS website](#).
- A short video clip explaining the application process is available on the GradCAS website as well.