Document Submission Instructions

Please note: all documents must arrive by close of business on the program deadline. If the deadline falls on a weekend, documents will be considered if they arrive by close of business on the first business day after a deadline. Applications, however, must be submitted through the online portal by midnight on the deadline, even if it falls on a weekend. Please consult the [program information page](#) for deadlines.

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Recommendations

Our application system offers an online recommendation system. Please enter the name and information of your recommenders, and upon submission of the application, they should receive an email inviting them to complete the recommendation on your behalf. You can keep track of the status in your application checklist and resend reminders as needed. To re-send notification emails to your recommenders, re-visit the recommendations page by clicking the link at the bottom of your checklist, click "Edit", and then click "Send Reminder."

If your recommenders report that they haven't received the email, the first thing we recommend is checking the junk/spam folders. If they still don't see it, recommendations and attached letters may be submitted as scanned .pdfs or email attachments to gradschool@valdosta.edu. We strongly recommend submitting both the form and a short written assessment or letter.
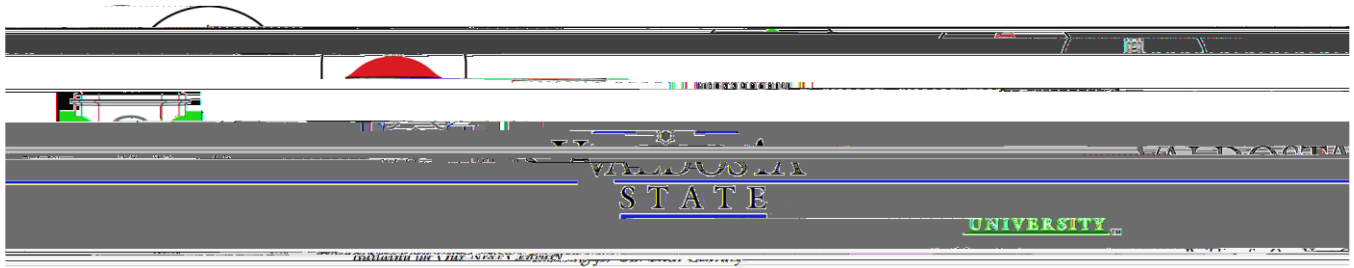
Test scores

GRE - We receive GRE scores electronically if you list VSU as a score recipient (our GRE score code is 5855). ETS submits the scores to VSU 7-10 business days after testing. Once they arrive, we download the scores and attach them to your record, which takes additional time. You may submit an unofficial score report (i.e., a printout from your MyETS account) for review by email, but the official must follow.

MAT - We receive official MAT scores by mail if you list VSU as a score recipient (our MAT score code is 1117). It can take 4-6 weeks for official MAT scores to arrive. You may submit the unofficial score printout that you receive immediately after testing for review by email, but the official must follow.

GMAT - We receive GMAT scores electronically if you list VSU as a score recipient. It can take 4-6 weeks for official GMAT scores to arrive. You may submit the unofficial score printout that you receive immediately after testing for review by email, but the official must follow.
If another test is required for your program, please feel free to contact our office for submission options.

Some programs (Adult and Career Education, for example) require test scores be from the last 5 years. If that is the case for your program, it is noted on the program information page. If you tested over 5 years ago and your program does not have a time limit on scores, you may submit documentation of the scores from your prior graduate school, or a submit a copy of a score report you have in your records. This can be sent as an attachment to gradschool@valdosta.edu.

Students who attended college/university outside the US
Additional documents may be required (such as a course