

APPLICATION CHECKLIST

Why an MPS Degree Works for You

Increase your opportunities for future job placement and promotion by earning an online Master's degree or certificate in Professional Studies from Tennessee Tech. The MPS degree gives you the chance to master your chosen career path as it encompasses business, technology, and human development strategies, while teaching the leadership skills and capabilities, stimulate curiosity, and create the adaptive background necessary for shaping the direction and future of organizations making you the "top choice" with hiring professionals.

Choose from these exciting MPS degrees:

Healthcare Administration	Project Management
Strategic Leadership	Public Safety
Human Resources Leadership	Training & Development
Corporate Communication	TESOL
Media & Strategic Communication	

For more information, contact Dr. Dennis Tennant at DTennant@tntech.edu or Kandy B. Smith at KBSmith@tntech.edu.



How to Apply

1. Go to the Graduate Studies Website <https://www.tntech.edu/graduatestudies/how-apply.php> and scroll down to Entry Terms (Domestic or International). Click on the appropriate semester and you will be taken to an Application Sign-In Page.
2. On the right-hand side under New Applicants, begin filling in your user information.
3. When you select Create Account, you will receive an email with a link to verify your email which will take you to the application portal.

4. From the Welcome Screen, begin filling in your student information, emergency contacts, etc. Select Next in the bottom right corner.

5. From the Student Information tab, your Academic Level is Master's.

6. From the Program of Study tab, you can select Master's, Certificate, or Graduate Readmission depending on what you are wanting to do. For degree level, select Master's. Then pick your intended program/major from the MPS (Master's of Professional Studies) options.

7. From the Recommenders tab, please enter the names and emails for two recommenders who can speak to your ability to complete a master's degree program. Once you enter their information, the system will automatically send them an email requesting a recommendation on your behalf. They can do this completely online from the link that is provided in their email.

8. When you get to the Charges and Additional items tab, you can select to pay online or pay later. Remember if you select pay later, your application will NOT be processed until payment is made.

9. Now that you have successfully submitted your application and will be in the Admissions Self-Service Portal where you can upload your documentation. Click on the Summary button on the left.

10. By selecting each of the Upload buttons on the right-hand side, you can upload your proof of citizenship or driver's license, transcripts, letter of intent/statement of purpose, and your resume/CV. From here you can also make your application payment if you have not already done so.

11. Note: the MPS program does NOT require the GRE; however, it will be listed on your screen. That is part of the programming software for the entire Graduate School and cannot be removed. When you have submitted everything else, the Graduate Office will process your application and notify you (and the MPS department) when you have been accepted.

Accredited Graduate Degrees and Certificates
conferred by Tennessee Tech University.