

# Instructions for Submitting an Application

***Remember that the application MUST be submitted electronically!*** Please follow the information below to submit your ESS admission application electronically:

1. You will be provided with the link to Qualtrics to submit your application in the semester in which you apply. Once you access the application, there are fields to upload the materials of your application:
  - ***Personal essay highlighting your short- and long-term academic and professional goals, a brief story of how you became interested in the field, and a statement justifying why you are deserving to be accepted into the Exercise and Sports Science professional program.***
  - ***Professional resume***
  - ***Transcripts (from SCSU and any transferred institutions)***

***Please note that the 2 letters of recommendation are the only items you will not upload into Qualtrics. You must have them emailed directly to Dr. Lunn at [lunnw1@southernct.edu](mailto:lunnw1@southernct.edu).***

Remember to actually **upload** all of the materials above, and indicate your preferred interview times.

Be aware of the due dates and times: **typically, March 1, 5:00pm ET for spring applications, and October 1, 5:00pm ET for fall applications.** You will NOT be able to submit an application after that time!

Note that if March 1 or October 1 falls on a weekend, the due date will be extended to the following Monday.

***\*\*\* If you miss the application deadline, and there is not a legitimate, documented reason, you must wait until the next semester to apply. There are no exceptions.***