



TEP Submission Checklist

Minimum Criteria to Submit:

Undergraduate Criteria	Graduate Criteria
<input type="checkbox"/> GPA of at least 2.75	<input type="checkbox"/> GPA of at least 3.0
<input type="checkbox"/> C- or better in TEP Prerequisites/Co-Requisites (see packet for complete list)	<input type="checkbox"/> B- or better in TEP Prerequisites (see packet for complete list)
<input type="checkbox"/> Enrolled in last of 60 credit hours and enrolled in last of prerequisites/corequisites	<input type="checkbox"/> Enrolled in last of prerequisites/ corequisites
<input type="checkbox"/> Degree Check completed	<input type="checkbox"/> Program of Study completed

- Google Account
- Resume saved as PDF
- Letter of Intent saved as PDF
- PDF of Transcripts
- Degree Check (Undergraduate) or Program of Study (Graduate) saved as PDF
- Recommender #1 (HEST) notified that online request for recommendation will be emailed
- Recommender #1 (HEST) name, email, and title correctly identified
- Recommender #2 (HEST) notified that online request for recommendation will be emailed
- Recommender #2 (HEST) name, email, and title correctly identified
- Recommender #3 (outside of HEST) notified that online request for recommendation will be emailed
- Recommender #3 (outside of HEST) name, email, and title correctly identified
- Recommender #4 (outside of HEST) notified that online request for recommendation will be emailed
- Recommender #4 (outside of HEST) name, email, and title correctly identified

If you have checked all boxes, you are ready to submit!!! Good luck!!