

Application Checklist for: Summer 2020 deadline of April 15, 2020. Fall 2020 deadline of August 15, 2020.

1. To complete your online admission application, including the career goals statement and application fee, click on <http://www.grad.illinois.edu/admissions/apply>
2. Submit your official transcript from your bachelor degree school. Once the transcript arrives, we will calculate your GPA based on the last 60 hours/two years of your degree. If your GPA is below the 3.0 required, we will need all official transcripts from all college-level coursework. If you did not have at least 60 hours from your degree school, we will need the official transcript from your transfer school as well.

NOTE: The online application requires applicants to scan and upload their transcript to the application. This means that you will have to submit one official transcript sent directly from your institution in a sealed envelope and one official or unofficial transcript to scan and upload directly to the application. Please contact us if you have any questions about this requirement. Once I receive your transcript(s) I can scan and e-mail you a copy to upload to satisfy the requirement.

Official transcripts must be sent to the following address:

Attn: Timothy Tiger  
University of Illinois  
Department of Recreation, Sport and Tourism  
219 Huff Hall  
1206 South Fourth Street  
Champaign, Il 61820

3. Have three letters of recommendation submitted on your behalf. On the application there will be a section to enter your reference writers information, they will be notified by e-mail and given instructions on how to upload their letter. We do not have templates or specific guidelines for the letters of recommendation, but author's should include their full name, institution/organization, position/title and contact information. In terms of content, they should try to address:
  - a. To what extent they recommend you for admission as a graduate student in this field of study
  - b. How long they have known you and under what circumstances
  - c. How they would evaluate your academic potential and aptitude for graduate education in comparison with others they've known in the same capacity
  - d. As applicable, address your ability to pursue graduate studies and research; to work with peers, supervisors and subordinates; your oral and written communication skills; teaching ability; and any outstanding knowledge, skills and abilities/talents that are applicable.
  - e. We do require a letter from an instructor if you have been out of college one year or less.

4. A personal statement. This can be attached to the online application.

“Listed below are specific questions for applicants to address, but not limit themselves to, within their personal statement. These questions could be addressed in one whole essay, or as itemized responses to the questions:

1. What are your goals for graduate study and a professional career? If appropriate, describe your professional experience as it relates to parks, recreation, sport or tourism.
2. Why do you feel the University of Illinois is appropriate for you? Why do you think the online program offered by the Department of Recreation, Sport and Tourism is a good match for your interests?
3. Why are you pursuing an online graduate degree? In what ways would your degree contribute to your future and/or career?

5. Submit a copy of your current resume. This can also be attached to the application.

If you have any questions, please feel free to contact me directly via email or phone at 217-333-3629 [ttiger@illinois.edu](mailto:ttiger@illinois.edu). Our office is open Monday - Friday from 8:00 a.m. to 5:00 p.m. CST.

Thank you again for your interest in the graduate Recreation, Sport and Tourism program. I look forward to working with you.

Timothy Tiger, Program Coordinator  
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