



**Online Degree Programs**  
**Admissions Checklist**  
**Master of Science in Emergency Management**

Use Checklist to complete Admissions file and submit to address/fax number below:

<input type="checkbox"/>	<b>Completed Application</b>
<input type="checkbox"/>	<b>\$40 Application Fee (non-refundable, payable to Anna Maria College).</b>
<input type="checkbox"/>	<p><b>Order Official Transcripts from ALL Previously Attended Colleges. Also include official transcripts for any graduate degree or coursework previously completed.</b></p> <ul style="list-style-type: none"> <li>Order official/sealed copies of transcripts from <b>ALL</b> previously attended colleges. Have each transcript sent to the Online Processing Center (address below). Anna Maria requires an official transcript from EACH school you have earned academic credit as well as transcripts for CLEP and Dantes exams.</li> </ul> <p>Example, if you attended “A” School, transferred to “B” school and graduated from B, you will need transcripts from both A and B schools. If you transferred from B school to C school, you will need A, B, and C transcripts.</p>
<input type="checkbox"/>	<b>Resume</b>
<input type="checkbox"/>	<b>Two references from people acquainted with the applicant’s ability, aptitude for graduate study, and professional experience (name, contact information, relationship).</b>
<input type="checkbox"/>	<b>Financial aid application, if applicable</b>
<input type="checkbox"/>	<p><b>Program Tracks Option:</b></p> <ul style="list-style-type: none"> <li>Direct Entry (36 graduate credits - 12 course curriculum)</li> <li>Advanced Standing (30 graduate credits - 10 course curriculum. <i>Requires 5 years of relevant experience</i>)</li> </ul>

**Send ALL documents to the Online Admissions Processing Center in Maitland, FL**  
 Do NOT mail application materials to Anna Maria College address in Paxton, MA.

***Anna Maria College Online Processing Center***

851 Trafalgar Court – Suite 420  
 Maitland, FL 32751

Toll Free: 877-265-3201  
 Email: [onlineprograms@annamaria.edu](mailto:onlineprograms@annamaria.edu)

Toll Free Fax 877-265-3202  
[www.annamariacollegeonline.com](http://www.annamariacollegeonline.com)

*Applicants for admission must possess a bachelor’s degree from an accredited institution and give evidence of the ability and preparation necessary for the satisfactory completion of graduate work. Specific requirements differ among the programs and students are advised to consult the appropriate program descriptions in the Anna Maria College Graduate/ Continuing Education Catalog. All documents submitted become the property of the College and cannot be returned or transferred.*