

**Stevenson Center for Community and Economic Development  
at Illinois State University**

**Applied Community & Economic Development  
(ACED) Fellows Program Task List**

*Important: Please read all instructions carefully before completing each of these steps, in order to prevent delays in processing your application. Apply by March 1st for Fall admission and October 15th for Spring admission for fullest consideration. Later applications will be considered on a case-by-case basis. International applicants must apply by October 1st for Spring admission. If you are unable to apply online, fill out the Request for Information Form (<http://www.stevensoncenter.org/requestinfo.shtml>) or contact us at: Stevenson Center, Illinois State University, Campus Box 4200, Normal, IL 61790-4200, Phone 309-438-7090, Fax 309-438-5228, E-mail [StevensonCenter@ilstu.edu](mailto:StevensonCenter@ilstu.edu).*

✓ **Graduate School Application** (<http://www.admissions.ilstu.edu/Apply/>)

*Use program code 14202 for Applied Economics/ACED, 4402 for Political Science/ACD, or 4501 for Sociology/ACED to indicate the appropriate master's degree program sequence.*

✓ **Graduate School Application - Additional Requirements:**

- One official transcript sent to the Illinois State University Graduate Admissions Office directly from all previously attended colleges and universities:

Graduate Admissions Office  
Illinois State University  
Campus Box 2200  
Normal, IL 61790-2200

- Graduate Record Examination (GRE) General Test official scores. Use code R1319 for transmission of scores to Illinois State University.

*Your academic department and the Stevenson Center can access these items once all are received.*

✓ **Graduate Assistantship Application** (<http://www.stevensoncenter.org/admissions.htm>).

*You must first complete the Graduate School Application, which will provide you with a University ID number. Your academic department will access your completed graduate assistantship application.*

✓ **Required Attachments for Graduate School Application AND Graduate Assistantship Application:**

- Résumé.
- A two-page statement of purpose describing why you would like to be in the Master's International Program in your chosen department at Illinois State University.
- Sample of academic writing (five pages minimum).

✓ **Letters of Recommendation** ([http://www.stevensoncenter.org/pdfs/recommendation\\_form.pdf](http://www.stevensoncenter.org/pdfs/recommendation_form.pdf))

Three letters of recommendation – AT LEAST one of these letters should be from a person familiar with your academic work, if possible. Reference letters may supplement the standard reference form provided, but they should not substitute for the form except in special circumstances. *Applicants may send Letters of Recommendation to the Stevenson Center as a packet or as separate items.*

- ✓ **Letter of Service** A letter from an organization(s) confirming that you have had at least one year of full-time experience in community development or social services or the equivalent (1,700 hours)—as either a paid professional or a volunteer.

*Letters of Recommendation and Letter of Service will be copied to your academic department as received.*

**Direct letters to:** Beverly Beyer, Assistant Director  
Stevenson Center for Community and Economic Development  
Illinois State University  
Campus Box 4200  
Normal, IL 61790-4200