

**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 fullest consideration. Later applications may be considered on a case-by-case basis. If you are unable to apply online, fill out the Request for Information Form on our website Admissions page 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.*

- ✓ **Graduate School Application** (<http://admissions.illinoisstate.edu/apply/>)  
*Select Applied Economics/ACED, Political Science/ACD, or Sociology/ACED to indicate the appropriate master's degree program sequence. Choose only one: you may not apply to more than one program at a time.*
- ✓ **Graduate School Application - Additional Requirements:**
  - Required attachments:
    - Résumé.
    - A two-page statement of purpose describing why you would like to be in the Applied Community & Economic Development Fellows Program in your chosen department at Illinois State University.
    - Sample of academic writing (five pages minimum).
  - 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.

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

- ✓ **Letters of Recommendation** ([http://stevensoncenter.org/downloads/recommendation\\_form.pdf](http://stevensoncenter.org/downloads/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.*

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