Our application is self-managed. Application materials must be received by the Office of Admission by the stated deadline for the program you are applying to. We encourage you to submit all required materials together. Only completed applications are reviewed by the Admissions Committee.

Applying Online
The following items will be submitted electronically as part of your online application:

- Completed and signed application form
- Personal statement
- Current résumé
- Letters of Recommendation
- Application fee (payable by credit card or checking account routing number)

Keep a printout of your online application for your records only, do not mail it to the Office of Admission.

This Document Cover Sheet should only be used for documents that must be sent separately in hard copy, such as transcripts or recommendation letters not submitted online. If you need to submit paper items to our office, please compile all materials and mail together in one envelope. Include a completed Document Cover Sheet.

Helpful Hints
- Use this page as a cover sheet each time you send us documents by mail.
- Make sure all fields above are completed; print clearly.
- We understand that some institutions will only send transcripts directly to our office. We encourage you to provide a completed copy of this form to your registrar and ask that they enclose it with your academic transcripts.
- Do not send this form to your recommenders.
- We do not accept faxed or e-mailed documents.
- Sending items separately or without a cover sheet may cause serious delays that can disqualify you from consideration.

Application Materials Enclosed In This Mailing:

- Official Transcripts – in sealed envelopes from each postsecondary institution attended (list below)

- Letter of Recommendation – if not submitted online (list below)

- Academic Writing Sample (if required for your program)

- Supplemental materials (please specify)

Applications materials should be mailed to:

For standard postal service:
Office of Admission
Teachers College, Columbia University
Box 302
525 West 120th Street
New York, NY 10027-6696

For Fed Ex, DHL, or UPS only:
Office of Admission
Teachers College, Columbia University
3rd Floor Thromdike Hall
525 West 120th Street
New York, NY 10027-6696