

## MONTESSORI INSTITUTE OF ATLANTA APPLICATION CHECKLIST

Use this checklist to track your application progress.

Submit hard copies to:  
Montessori Institute Atlanta  
PMB312 Woodstock Road, Suite 430  
Roswell, GA 30075  
Or email to: [info@montessori-mia.org](mailto:info@montessori-mia.org).

- Application Section A and Section B questions 1, 1a, and 3—submitted online.
- Application Section B, question 2 (Resume) may be mailed or emailed.
- Application Section B, question 4 (Personal Essay) may be mailed or emailed.
- Application Section B, question 5 (Answers to Questions) may be mailed or emailed.
- Application fee: \$100US if before March 1st; \$150 after March 1st. This application fee is Nonrefundable. Mail check to: Montessori Institute Atlanta / PMB312 Woodstock Road, Suite 430 / Roswell, GA 30075
- Recommendations: Fill out your part of the recommendation forms, and forward them to your three references with directions to complete them and write letters of recommendation in a timely manner. These need to be sent directly to Montessori Institute of Atlanta. It is helpful if you provide pre-addressed, stamped envelopes to expedite the process.
- Transcripts: One original transcript from each college or graduate school attended. Have original transcripts sent directly to: Montessori Institute of Atlanta, PMB 312, 884 Woodstock Road, Suite 430, Roswell, GA 30075.
- Medical form: After acceptance, you will receive a health form and an emergency contact form that need to be on file with us before the course begins. Send to: Montessori Institute of Atlanta, PMB 312, 884 Woodstock Road, Suite 430, Roswell, GA 30075.

***Additional information for applicants with transcripts from countries other than the USA and for international (and non-US resident) applicants:***

- Foreign transcripts must be translated and evaluated. Official transcripts must be translated into English and certified as equivalent to a United States bachelor's degree. Both the original language transcript and the translated transcript must be submitted. Certification of the applicant's documentation can be obtained from (WES) World Education Service, P.O. Box 745, Old Chelsea Station, New York, NY 10113 (212-966-6311) or [www.wes.org](http://www.wes.org).
- TOEFL (Test of English as a Foreign Language) scores (non-native speakers of English only)