Graduate Studies in Education

Application Checklist – Master of Education Programs and Licensures

Step 1: University Admission - Graduate Studies

- **Application Online** (The application fee can be paid at the time of application or later using the link below)
- **Application Fee** $25 (non-refundable) Online [Application Fee Payment]
- **Transcripts**
  - **Master of Education Program Applicants**
    Please submit official transcripts documenting receipt of a bachelor’s degree from a regionally accredited college or university and **from each school where graduate credit was earned**.
  - **Licensure Applicants**
    Please submit official transcripts documenting receipt of a master's degree from a regionally accredited college or university. Visit the school website or use one of the following online transcript request services: [Student Clearinghouse] [Parchment]

Email transcripts to: admissions@newmanu.edu

*Note: If your undergraduate degree is from Newman University, you do not need to request transcripts.*

*If you completed the ESOL Endorsement through your school district with Newman, you will need to request official transcripts documenting receipt of a bachelor’s degree and complete both applications.*

Step 2: Program Admission

Using the link, provide the following program specific application materials listed below:

To access the program application, [CLICK HERE!]

- **Online Survey**: The online survey is a self-assessment of the qualities we want in our graduates known as our Conceptual Framework. You will complete this same survey upon completion of the program to gauge our success in helping you develop these attributes.

- **Name, Title and Email addresses for (2) References**: An online evaluation will be emailed to (2) references you select. Encourage your references to complete the survey quickly. Both references must be received for your application to be reviewed for admission.

- **Writing Sample**: Within the survey is a section to provide a writing sample (up to 300 words). We recommend you formulate your response before you begin the survey.
  - **MSED Organizational Leadership, District Leadership Licensure or Building Leadership applicants** provide a writing sample with the title “My Philosophy of Leadership”.
  - **MSED Reading Specialist or ESOL Curriculum and Instruction applicants** provide a writing sample with the title “My Philosophy of Education”.

- **Cumulative GPA**: Self report your cumulative GPA from your Bachelor's or Master's Degree.
  - Minimum GPA by Program: ESOL and Building Leadership 3.0, Reading Specialist 3.25, 2.75 Organizational Leadership
  - District Leadership Licensure 3.25 (graduate)

- **Recent Photo**: Instructions are included to email a recent headshot photo.

*Questions? Please contact Graduate Admissions at 942.4291 x2437*

*Thank you for applying for admission to the Graduate Education Program!*