

LEE § UNIVERSITY

Application Check List for Degree Seeking Students In the Helen DeVos College of Education*

Your application will be considered complete when the following boxes are all checked “yes”:

- Yes No Complete application and submit to Graduate Office
- Yes No Submit \$25 application fee (non-refundable)
- Yes No Request two copies of official transcripts from all colleges attended, undergraduate and graduate (if applicable)
- Yes No Schedule the *Graduate Record Examination* (GRE) **OR** *Miller Analogies Test* (MAT) and have the scores sent to Lee University (Lee Institutional Codes: GRE-1401, MAT-2540)
- Yes No 3 professional recommendations (electronic forms will be sent automatically via the online application).
1. _____
2. _____
3. _____
- Yes No Complete writing sample (specific prompts are included in the Application Supplement)
- Yes No Graduate Interview – call the graduate secretary at 423- 614-8544 to set up an appointment
- Yes No Complete the Background Check and Fingerprinting forms (see the Application Supplement for step-by-step directions)
- Yes No Sign the Applicant Waiver form (included with the Application Supplements) and return to the Graduate Office

*This form has been included to assist you in the application process and should not be returned to our office. If you have questions, please contact the Graduate Education Office.

- Yes No For MAT/License programs only: complete the transcript evaluation form and submit to the Graduate Office. ***It is helpful to request this early in your application process.***