



## Application Check List for Degree Seeking Students in the Helen DeVos College of Education:

**Your application will be considered complete when the following items are all checked complete:**

\_\_\_\_\_ Complete online application

- Upload **Writing Sample**
  - Respond to the following two goals in 500 words or less:
    - Describe your philosophy of teaching
    - Describe your goals in completing the Graduate Program
- Enter information for **three recommendations**:
  - Name
  - Email address
  - Phone number
- Pay \$25 application fee or use grad referral code to waive
- Submit application

\_\_\_\_\_ Request **Official transcripts** from all colleges attended, undergraduate and graduate (if applicable).

- Send these either electronically to Lee University or mailed to:  
Lee University Graduate Admissions  
P.O. 3450  
Cleveland, TN 37320-3450

\_\_\_\_\_ Schedule Interviews

- Once all of the above items have been received the Graduate Office will reach out to you via email to schedule your interviews.
- MAT and License-Only will have one interview with the Director of Teacher Education.

Background check and fingerprinting forms (only applies to MAT and license-only students) may be required.

- Please return forms to Graduate Office either in person, via mail, or scanned. If scanned, please make sure it is legible and includes an official signature.
- Once received the instructions for proceeding will be emailed to you.
- If you are job-embedded, please ask the coordinator of admissions about this as it may not be required.

### **MAT and License-Only**

- Application (Submitted)
- Official Transcripts Sent
- Recommendations
- Writing Sample
- Background Check/Fingerprinting
- Applicant Waiver Form
- Interviews

### **M.Ed, Higher Ed, Ed.S**

- Application (Submitted)
- Official Transcripts Sent
- Recommendations
- Writing Sample
- Interviews



Lee University Graduate Studies in Education  
P.O. Box 3450  
Cleveland, TN 37320  
423-614-8544