



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
 - 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 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

- _____ Complete background check and fingerprinting forms (only applies to MAT and license-only students).
 - 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.

_____ 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 two interviews: One with the Director of Graduate Studies and the other with another faculty member.

_____ Transcript Evaluation Form (for MAT and License-Only)

- Complete the transcript evaluation form and submit it to the Graduate Office. This evaluation will determine if there are other courses needed in order to meet the requirements of the licensure. *It is helpful to request this early in your application process.*

MAT and License-Only

- Application (Submitted)
- Official Transcripts Sent
- GRE or MAT Test
- Recommendations
- Writing Sample
- Background Check/Fingerprinting
- Applicant Waiver Form
- Transcript Evaluation
- Interviews

M.Ed, Higher Ed, Ed.S

- Application (Submitted)
- Official Transcripts Sent
- GRE or MAT Test
- Recommendations
- Writing Sample
- Interviews

