

LEE UNIVERSITY

Application Check List for Degree Seeking Students for the Master of Science in Higher Education Administration *

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

- | | | |
|------------------------------|-----------------------------|--|
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Complete application online at www.leeuniversity.edu/apply |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Submit \$25 application fee (non-refundable) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Request copies of official transcripts from all colleges attended, undergraduate and graduate (if applicable) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Schedule the <i>Graduate Record Examination</i> (GRE) OR <i>Miller Analogies Test</i> (MAT) and have the scores sent to Lee University (Lee Institutional Codes: GRE-1401, MAT-2540) |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | 1 higher education professional recommendation and 2 other professional recommendations (this is part of the online application process - you will add their information and our system will send out recommendation emails to each person). |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Complete writing sample |
| <input type="checkbox"/> Yes | <input type="checkbox"/> No | Graduate Interview – you will be contacted by the Graduate Education Office to schedule your interview |

*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.