### Lipscomb University Application Checklist

#### Educational Leadership

#### Starting Your Application
- Complete the following online at our Self-Service Center*:
  - Application
  - Application fee of $50
  - Personal statement detailing why you would like to become part of this program (350 words or less)
  - Application Essay (see prompt for details)
  - Resume (2 page maximum)
  - Teaching Verification Form
  - Summative Observation Report
  - Three recommendations:
    - Administrative Supervisor
    - Academic or Professional colleague
    - Personal reference of integrity and/or faith (non-family member)
      
      Enter the names and emails of the recommenders into the Self-Service Center. These recommenders will be automatically notified via email to submit an online recommendation on your behalf
  - Official transcripts from all schools attended
  - Official GRE or MAT score

After a review of application materials, select applicants will be invited to participate in an admissions visit and interview.

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#### During Your Admissions Visit
- Oral interview with admissions committee
- On site writing sample
- FERPA form
- Consent to background check (state requirement)
- Copy of Photo ID

#### After Admissions
- Acceptance of Invitation to Program
- Lipscomb University health form due prior to the first day of class. This can be sent directly to the health center.

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*To log-in to the Self-Service Center:
1. Visit: www.lipscomb.edu/gradstudies/Apply-Online.
2. Select “Education” and the semester of application.
3. Select “Create New Account” and follow directions for beginning your application.

Note: This username and password will be used to access the Self-Service Center and will allow you to monitor your application documents as they are received.

Submit paper documents (transcripts, test scores, etc.) by mail to:

Lipscomb University College of Education
Attn: Outreach and Enrollment
One University Park Drive
Nashville, TN 37204-3951

education.lipscomb.edu