# Lipscomb University Application Checklist

## Starting Your Application

- Complete the following online through the Self-Service Center:*  
  - Application  
  - Application fee of $50  
  - Personal statement  
- Two recommendations:  
  - Academic: must be completed by a professor or instructor  
  - Professional: must be completed by your current or previous administrator or supervisor  
  - 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/MAT scores

*To log-in to the Self-Service Center:  
1. Visit: [www.lipscomb.edu/gradstudies/Apply-Online](http://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.

## During Your Admissions Visit

- Admissions Interview  
- Writing Sample  
- FERPA form  
- Consent to background check (state requirement)  
- Copy of Photo ID

## After Admissions

- Lipscomb University health form due prior to the first day of class. This can be sent directly to the health center.  
- Content Knowledge Praxis II test (to be completed within the first 6 credit hours if this is your first teaching license)

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