Graduate Education Application Checklist

Educational Leadership Programs
(M.Ed., Ed.S., & License–only)

Starting Your Application

- Complete the application online at lipscomb.edu/education/apply-now.
- Application fee of $50
- Personal statement – 350 words or less detailing why you would like to become part of the program
- Application essay (prompt provided)
- Resume (two page maximum)
- Experience 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 your application. They will automatically be notified via email to submit an online recommendation on your behalf.

- Official transcripts from all schools attended
- Official GRE or MAT scores

During Your Admissions Visit

- Admissions interview
- On-site writing sample
- Copy of photo ID

After Admission

- Advising Session (required attendance before registration)
  - FERPA form
  - Consent to background check
  - Review program details and requirements
  - Receive your PIN number for registration
- Lipscomb University health form due prior to the first day of class. This can be sent directly to the health center: Lipscomb University Health Center, One University Park Dr., Nashville, TN 37204

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