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

Starting Your Application

• 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

education.lipscomb.edu