# Graduate Education Application Checklist

## Endorsement & Certificate Programs

### Starting Your Application

- Complete the application online at lipscomb.edu/education/apply-now.
- Application fee of $50
- Personal statement (prompt provided)
- Official transcripts from all schools attended

- Two recommendations: either academic or professional as defined below
  - Academic: completed by a professor or adviser
  - Professional: completed by your current or previous administrator or supervisor

  *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.*

### During Your Admissions Visit

- Admissions interview
- 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

- If this is your first teaching license:
  - Content Knowledge Praxis II test—completed within the first 6 credit hours

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

Graduate Studies in Education • Attn: Outreach and Enrollment
Lipscomb University • One University Park Drive • Nashville, TN 37204-3951