

Graduate Education Application Checklist

Master of Education & Education Specialist 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
- Official GRE or MAT scores
- 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