
MASTER in TEACHING

Application Procedures

- 1. Application Form and Fee.** Please remit the completed application form and the \$75 application fee to the address below.
- 2. Autobiographical Letter of Interest.** The biographical letter of interest is a 3-4 page typed response on why you desire to obtain a Master in Teaching from Northwest University. Address the following areas relative to your decision to pursue a teaching career:
 - Your personal strengths
 - Your knowledge of the subjects being taught
 - Your interest and experience in teaching
 - Your ability to be a positive role model for students
 - Your leadership skillsIncorporate any previous experience working with children and/or adolescents in a school or other setting.
- 3. Resumé or Curriculum Vitae.** Please submit your most recent version.
- 4. Test Scores.** Washington State requires two skills tests for all teacher education applicants: the WEST-B and the WEST-E exams. Information about the WEST-B and West-E is available at www.west.nesinc.com. Out of state applicants can submit official scores from Praxis I or CBEST to meet the WEST-B requirement. Test scores are valid for up to five years. Please contact the testing agency and request that scores be sent directly to Northwest University Graduate and Professional Studies Office. The test code for Northwest University is 224.
- 5. References.** Deliver the enclosed *Character Reference Form* to three persons who know you well. Preferably, at least two of the references should be from persons who can address your work with young people. Be sure to include a stamped envelope addressed to Northwest University Graduate and Professional Studies Enrollment with each Character Reference Form as a courtesy to your references.
- 6. OSPI Character and Fitness Supplement.** This form is required by Washington State for teacher certification. Please complete and submit the form with your application. This form can be downloaded from the Office of the Superintendent of Public Instruction's web site at www.k12.wa.us/certification/certapp/Common%20Pages/4020b.pdf.
- 7. Transcripts.**
 - A. A Baccalaureate degree of Arts or Science (or an equivalent degree) from an accredited college or university is required to qualify for admission to the program.
 - B. Send a *Transcript Request Form* to all colleges or universities you have previously attended, requesting an official transcript of your record to be sent directly to Northwest University. Colleges charge a transcript request fee, so please enclose this to ensure timely processing.
- 8. Prerequisite Form.** Please submit this form with your application packet and obtain the appropriate Elementary Content Review or Endorsement Form (for Secondary Education applicants) from www.northwestu.edu/education/mit/documents/mit_prerequisite.pdf. Include the completed form with your application packet.
- 9. Interview.** When all of the above materials are received, your application will be reviewed, and qualified applicants will be considered for an interview. Contact the School of Education in order to determine if anything is still pending from your application. Following the interview and the application deadline, qualified applications will be submitted for admissions consideration and the results will be mailed shortly thereafter.

If you have any questions regarding the application process, please contact the Graduate and Professional Studies Enrollment Office. All Application materials should be directed to the following address:

**GRADUATE & PROFESSIONAL STUDIES ENROLLMENT
NORTHWEST UNIVERSITY
P.O. BOX 579 ■ KIRKLAND, WA 98083-0579
PHONE: 425.889.7799 ■ TOLL FREE: 877.453.5327**

