

APPLICATION CHECKLIST

Master in Teaching

1. **Application Form and Fee.** Visit northwestu.edu/education/apply to apply online. Submit the \$30 application fee within the online application.
2. **Reflection Paper.** Use the prompts in this [writing guide](#) to compose your 2–3-page essay.
3. **Resumé.** Submit your most recent version.
4. **Test Scores.** Washington state requires two skills tests. Information about these tests is available on the [Washington Educator Skills Tests \(WEST\) website](#). The test code for Northwest University is **224**.
 1. **The WEST-B (or SAT/ACT scores):** Send official test scores directly to Northwest University as a part of your application. The test code for Northwest University is 224. Out of state applicants can submit official scores from Praxis I or CBEST to meet the WEST-B requirement.
 2. **The WEST-E/NES:** Send official passing scores or proof of registration directly to Northwest University as a part of your application.
5. **References.** Provide the names and contact information of **three** people who know you well. Ideally, references should be a combination of **academic, professional, and personal:**
 1. Academic: can be a professional reference if academic doesn't apply.
 2. Professional: someone who has supervised or observed you working with children.
 3. Personal: someone who knows you and can speak to your character.
6. **Official Transcripts.** A Baccalaureate degree of Arts or Science (or an equivalent degree) from an accredited college or university with a minimum GPA of 3.3 (3.0-3.29 GPAs may be considered for conditional admission). Request an official transcript of your record to be sent directly to Northwest University.
7. **Interview.** When all of the above materials are received, your application will be reviewed, and qualified applicants will be considered for a group interview. Following the interview, qualified applicants will be admitted into the program.

F-1 International Student Requirements:

1. **Copy of Passport** (biographical information only). Please upload into your online application.
2. **Official Bank Statement.** *Please upload into your online application.**

1. Must be current (within 6 months).
2. Must reflect a minimum fund availability of \$46,322USD.

*If the bank statement comes from someone other than the student, spouse, or their parents, they must have their sponsor fill out an [Affidavit of Support form](#). Please send the completed form to olivia.ragland@northwestu.edu.

3. **Copy of Current Visa/I-20** and [Completed Transfer Eligibility Form](#) (if applicable). Please send these documents to olivia.ragland@northwestu.edu.
4. **Transcript Evaluation.** Students who completed their degree(s) outside of the United States should provide a **transcript equivalency evaluation** in addition to the official transcript(s). * Any NACES approved organization can complete this equivalency process. Find a list of providers on the [NACES website](#). Please contact your enrollment counselor if you have questions about this evaluation.

*Students may request their undergraduate institution to send transcripts to the company they have chosen to do their evaluation, which can ensure that the evaluation also counts as official transcripts. Students should ensure that they have started the evaluation process with their chosen company so that the transcripts are processed within the company appropriately.

5. **Proof of English Proficiency.** Students for whom English is a non-native language must **provide proof of English proficiency**, such as a qualifying score on the TOEFL, IELTS, or other standardized English language exam. Students who earned their baccalaureate or post baccalaureate degree(s) from a regionally accredited (or equivalent) college or university in the U.S., Canada, Great Britain, Ireland, New Zealand, Australia, or other country where English is the primary language may not be required to submit English proficiency test scores. Please contact your enrollment counselor if you have questions about the proof of English proficiency requirement.