
APPLICATION CHECKLIST

for

Master of Education

Application Procedures

- 1. Application Form and Fee.** Please visit www.northwestu.edu/education/apply/med to apply online or to download application materials. Please submit the \$30 application fee within the online application or with your paper application to the address below.
- 2. Letter of Interest.** The letter of interest is a 500-750 word (2-3 pages) typed response describing your desire to obtain a Master of Education degree from Northwest University. Address the following areas as they relate to your decision to pursue this degree:
 - 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 skills
- 3. Resumé.** Please submit your most recent version.
- 4. References.** Send the reference form to **three** persons who know you well and should be from persons who can address your work as a future teacher. (The online application includes three electronic reference forms. Please check reference email before submitting.)
- 5. Transcripts.**
 - A. A Baccalaureate degree of Arts or Science (or an equivalent degree) from an accredited college or university, with a minimum of 3.3 GPA (3.0-3.29 GPAs may be considered for conditional admission).
 - 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. Most institutions charge a transcript request fee, so be sure to include payment to ensure timely processing.