

**CHECKLIST FOR
INITIAL ADMINISTRATIVE LICENSE/MASTER OF EDUCATION
APPLICATION PACKET**

The following items must be a part of your application. Please READ carefully and check off each item as you include it in our application.

SECTION A: SUBMIT TO SOU ADMISSIONS

1. A completed Application for Graduate Admission* (available at http://www.sou.edu/admissions/admission_graduate.shtml , as a form to print or for processing online) must be submitted to Admissions. Enclose \$50 application fee* and mail these items to:
Admissions Office
Southern Oregon University
Ashland OR 97520
2. As indicated on the Graduate Application, **request to have one set of official transcripts for all college or university coursework you have attended or are currently attending sent to Admissions.** You cannot be admitted to the University without official transcripts. The official transcript must show degrees earned.

***Note for Applicants who have received a Master of Arts in Teaching (MAT) or Master of Education (M.Ed.) degree from Southern Oregon University:**

Submit a completed Application for Enrollment of Non-Admitted and Returning Students form (available at <http://www.sou.edu/registrar/blueform.htm> as a form to print) instead of the Graduate Admission Application above, to:

Admissions Office
Southern Oregon University
Ashland OR 97520

Please note that the Admissions Office will bill your account \$15 to process this application.

As indicated on the above form, request to have an official transcript for any college or university coursework completed since you left SOU sent to the Registrar's Office.

SECTION B: SUBMIT TO THE SCHOOL OF EDUCATION

1. *Application for Admission to IAL or IAL/M.Ed Program* (included in packet.)
2. Copy of your current teaching license (Oregon or another state).
3. Current resume
4. Goal statement
5. *Character Questions* form (included in packet.)
6. *TWO Recommendation for Admission Forms* (included in packet). Can be submitted separately.
7. Checklist (this form)

If also applying for admission to Master's of Education program:

8. Copy of score report for Graduate Entrance Exam as listed on IAL application form.

This packet includes a blank M.Ed. "Planned Program of Studies" form for your reference. The program form needs to be filed with your M.Ed. Advisor before you have completed the first 15 hours of M.Ed. coursework.