



# NCE GRADUATE ADMISSION REQUIREMENTS CHECKLIST

- Complete application, available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline); incomplete applications remain valid for one year from application date
- \$40 application fee (non refundable)
- Official transcripts
  - Applicants for programs leading to initial or subsequent certification must submit official transcripts in original envelopes from all undergraduate and graduate institutions attended
  - Applicants for programs not leading to initial or subsequent certification must submit official transcripts in original envelopes from all institutions where a degree was earned
  - Official E-transcripts are acceptable and must be sent directly from the issuing institution to [admissions@nl.edu](mailto:admissions@nl.edu)
- Illinois Test of Basic Skills (taken within the last ten years). Please visit [www.icts.nesinc.com](http://www.icts.nesinc.com) for more information.
  - Required for all applicants seeking initial certification and teachers certified before July 1, 1988 who are seeking new certification
  - **M.Ed./Ed.S. in Administration and Supervision** Basic skills test as required by the state in which the applicant is seeking certification
- Copy of teaching certificate where applicable
- Professional Resume required for **M.Ed./C.A.S. in Mathematics Education, M.Ed./Ed.S. in School Psychology** and **Early Childhood Practicing Professional** applicants
- List of 3 References, including name, title and contact information
  - **M.Ed./Ed.S. in Administration and Supervision** applicants are required to submit official letter of reference, signed and sealed by the writer
  - **M.Ed. in Educational Psychology** applicants are required to submit three official letters of reference, signed and sealed by the writers
  - **Ed.S. in School Psychology** applicants are required to submit four official letters of reference, signed and sealed by the writers
- Written Statement of academic and professional goals
  - **M.Ed./Ed.S. in Administration and Supervision** applicants must respond to the following essay prompts:
    - Leadership Experience and Aspirations: Briefly describe your most significant experience as a leader (formally or informally) and elaborate on how this experience inspired you to pursue formal school leadership certification. Also describe what you hope to accomplish after you earn this certification. What sort of leadership mark do you want to make on a school?
    - Social Justice, Diversity, and Equity: Briefly describe a social issue about which you feel deeply committed or passionate. How have you been actively involved with this issue?
    - Instruction: Briefly describe a significant instructional learning experience you have had in the past year. What data or information drove that learning experience? How did you change? What impact did that change have on students?
- Additional Requirements
  - **M.Ed. in Technology in Education** applicants must complete the NETS-T Pre-Admission Self Assessment ([www.nl.edu/nce/departments/tie/admissions.cfm](http://www.nl.edu/nce/departments/tie/admissions.cfm))
  - **M.Ed./Ed.S. in Administration and Supervision** applicants must have two years of successful school supervisory or administrative experience, as documented in a statement from someone under contract as an administrator in the applicant's school district
  - **ECPP** applicants must have a minimum of 3 academic years experience as a lead teacher, assistant teacher or program administrator serving children age birth to eight within the 5 years prior to enrollment in ECPP
  - **School Nurse** applicants must submit a copy of Nurse Certification

- ❑ Official Test Scores (taken within the last five years)
  - Official Miller Analogies Test Score Report (taken within the last five years; waived for applicants who hold a master's degree). Please visit [www.nl.edu/cad](http://www.nl.edu/cad) for more information.
    - The General Aptitude section of the Graduate Record Examination (GRE) ([www.gre.org](http://www.gre.org)) may be substituted in lieu of the Miller Analogies Test
    - Admission test is waived if applicant holds a graduate degree from a regionally accredited institution
  - **M.A.T. in Secondary Education** applicants must also pass the relevant Illinois state content test. Please visit [www.icts.nesinc.com](http://www.icts.nesinc.com) for test information.
    - Applicants with a foreign language concentration must also pass the ACTFL foreign language oral proficiency exam. Please contact your enrollment representative for test information.
    - Applicants with a social science concentration must also pass the Praxis II Social Studies Content Knowledge examination. Please visit [www.ets.org](http://www.ets.org) for test information.
  - **M.Ed. in Educational Psychology** and **Ed.S. in School Psychology** applicants must take the Graduate Record Examination (GRE). Please visit [www.gre.org](http://www.gre.org) for test information.
- ❑ Faculty Review or Interview may be required
- ❑ International Students
  - Proof of English language proficiency is required if English is not the applicant's native language and/or high school degree was earned outside of the United States. Please submit official scores from one of the University-approved examinations listed at [www.nl.edu/oar/admissions/epl.cfm](http://www.nl.edu/oar/admissions/epl.cfm)
  - Foreign transcripts must be translated and evaluated by one of the approved agencies listed at: [www.nl.edu/oar/admissions/foreign-credential.cfm](http://www.nl.edu/oar/admissions/foreign-credential.cfm)

## FINANCIAL AID (optional)

- ❑ Fill out FAFSA form (school code 001733)
- ❑ Paper application takes 4–6 weeks to process
- ❑ Online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) application takes 2–3 weeks to process
- ❑ The financial aid year is July 1–June 30. You **MUST** complete a new application for each year to wish to be eligible for aid
- ❑ Students must be fully admitted to be eligible for financial aid

Additional requirements may be necessary. Also, specific programs may have additional requirements prior to registration. The decision to deny admission cannot be appealed. Please contact your NLU Enrollment Representative for complete details.