



# National College of Education (NCE) Graduate ADMISSION REQUIREMENTS CHECKLIST

## GENERAL REQUIREMENTS

All applicants to a NCE graduate program must satisfy the following:

- Complete application, available at [www.nl.edu/applyonline](http://www.nl.edu/applyonline)
- Official transcripts:
  - o Applicants for programs leading to new licensure must submit official transcripts from all institutions attended
  - o Applicants for programs NOT leading to licensure must submit official transcripts from all institutions where a degree was earned
  - o Transcripts must arrive in envelopes sealed by the issuing institution. Official E-transcripts are acceptable and must be submitted directly from the issuing institution to [admissions@nl.edu](mailto:admissions@nl.edu)
- NCE Graduate Admission Essay  
Instructions: As a part of your application, we invite you to respond to three writing prompts as an opportunity to express your professional identity, community involvement, and advocacy interests in relation to the National College of Education's mission and core values at [www.nl.edu/about/missionandvalues](http://www.nl.edu/about/missionandvalues)  
Please respond to the three prompts below in a single word-processed file with a filename that follows this protocol: *Lastname Firstname NCE Admissions Responses month-day-year*. Please observe the word limits in each prompt. The word, rich text or pages document should be submitted as an attachment to [admissions@nl.edu](mailto:admissions@nl.edu)
  - o Prompt 1. Professional Interests (100-300 words): Please describe your professional interests and engagement in education, including your work or involvement in particular grade levels, subjects, or job roles, and why you choose education as a career.
  - o Prompt 2. Community Engagement (100-300 words). Please describe your own personal engagement in a community, which can be a cultural, religious, service-oriented, educational, or neighborhood group of people united by common values and a cause. Please describe the nature of your involvement in the community, including any leadership roles that you have played.
  - o Prompt 3. Advocacy or Passion (100-300 words). Please describe your understanding of the fundamental value of education for individuals, communities, and the broader society, and how you would advocate for the people you serve in a helping or educational capacity.
- List of 3 References, including name, title and contact information, waived for applicants with a 3.0 or higher GPA
- 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/elp](http://www.nl.edu/elp)
- Foreign transcripts must be translated and evaluated by one of the approved agencies listed at [www.nl.edu/foreigncredential](http://www.nl.edu/foreigncredential)

## ADDITIONAL PROGRAM SPECIFIC ADMISSION REQUIREMENTS

In addition to the NLU general admission requirements for NCE graduate programs, applicants must also satisfy specific requirements for each of the following programs:

- M.A.T. in Secondary Education**
  - o Applicants must pass the relevant Illinois state content test. Please visit [www.il.nesinc.com](http://www.il.nesinc.com) for test information
  - Applicants with a foreign language concentration must pass the ACTFL foreign language oral proficiency exam (scores may not be older than two years). Please contact your enrollment specialist for test information
  - Applicants with a social science concentration must pass the Praxis II Social Studies Content Knowledge examination (scores may not be older than five years). Please visit [www.ets.org/praxis](http://www.ets.org/praxis) for test information
- M.Ed. in Mathematics Education**
  - o Applicants must have an Illinois Professional Educator License
- M.Ed. in Reading**
  - o Applicants must have an Illinois Professional Educator License
- Ed.S. in School Psychology**
  - o Applicants must submit a personal statement describing their interest in school psychology as a profession and how the NLU School Psychology Program helps them accomplish their career goals.
  - o Applicants must submit a professional resume or curriculum vitae describing relevant background and work experiences
  - o Applicants must submit at least two signed and sealed letters of recommendation, which are academic in nature, regarding the applicant's capacity for graduate work. Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- M.Ed. in Special Education**
  - o Applicants must have an Illinois Professional Educator License
- M.Ed. in Curriculum and Instruction with Advanced Endorsements**
  - o Applicants who wish to apply for an Illinois endorsement must have a valid Illinois Professional Educator License
  - o Early Childhood Special Education Endorsement applicants must have an Illinois Professional Educator License with an Early Childhood Endorsement
- M.Ed./Ed.S. in Learning Sciences Education**  
**Learning Technologies for Coaches**
  - o Applicants must have an Illinois Professional Educator License
- M.Ed./Ed.S. in Teacher Leadership**
  - o Applicants who wish to apply for an Illinois endorsement must have an Illinois Professional Educator License
  - o Resume documenting two years of teaching experience
  - o Short written description of access to an appropriate educational setting for clinical experiences
  - o Applicants must submit one letter of recommendation and a

list of three references to include supervisors, employers, professors or others who have known the applicant in a professional or academic capacity

#### □ **M.Ed. in Urban Teaching**

- Applicants must have an Illinois Professional Educator License (Exceptions may be granted for private school or charter school teachers whose employers do not require certification)

#### □ **M.Ed./Ed.S. in Educational Leadership**

##### **Educational Leadership (licensure) track (IL):**

- Official letter of recommendation, from the principal or human resources verifying at least two years of teaching experience (four years teaching in a public or non public school recognized by ISBE is required prior to endorsement). Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- Faculty interview
- In addition to an on-site written response, candidates must also submit a portfolio during the interview that includes evidence in the following areas:
  - Support for all students achieving high standards of learning
  - Accomplished classroom instruction, which shall include data providing evidence of two years of student growth and learning within the last 5 years
  - Significant leadership roles in past positions
  - Strong oral and written communication skills
  - Analytic abilities needed to collect and analyze data for student improvement
  - Demonstrated respect for family and community
  - Strong interpersonal skills
  - Knowledge of curriculum and instructional practices

##### **Educational Leadership (licensure) track (FL):**

- Two years of teaching experience (FL)
- Copy of teaching license (FL)
- Official letter of recommendation, signed and sealed by the writer. Emailed letters are acceptable provided they are submitted directly by the writer to [admissions@nl.edu](mailto:admissions@nl.edu)
- Written Statement:
  - 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 licensure. Also describe what you hope to accomplish after you earn this licensure. 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 you?
- Faculty review

##### **General School Leadership (non-licensure) track (FL, IL):**

- Official letter of recommendation
- Signed Licensure Limitation Form
- Written Statement:
  - 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 a degree in leadership.
  - 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 you?
- Faculty review

#### □ **Non-degree Teacher Leader Endorsement**

- Applicants must have a Master's degree
- Applicants must have an Illinois Professional Educator License
- Applicants must have two years of teaching experience
- Applicants must submit one letter of recommendation and a list of three references to include supervisors, employers, professors or others who have known the applicant in a professional or academic capacity

#### □ **Subsequent Teaching Endorsement**

- Applicants must submit a professional resume
- Faculty Interview
- Secondary Education applicants must also pass the relevant Illinois state content test. Please visit [www.il.nesinc.com](http://www.il.nesinc.com) for test information
- Secondary Education applicants with a foreign language concentration must also pass the ACTFL foreign language oral proficiency exam (scores may not be older than two years). Please contact your enrollment specialist for test information

### **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 you wish to be eligible for aid
- Students must be fully admitted to be eligible for financial aid