



## { Next Steps }

» USE OUR HELPFUL STEP-BY-STEP GUIDE ALONG WITH THE APPLICATION CHECKLIST TO ENSURE A SMOOTH APPLICATION PROCESS.

### {1} Test Registration

If you are not registered to take a Basic Skills Test (either the EAS, CBEST, Praxis I, or the WEST-B), completing one of these tests is your first priority. See the testing brochure or visit [concordiateacher.com](http://concordiateacher.com) for information about test dates, deadlines, and registration procedures.

### {2} Study

To prepare for the test, take the practice test on the test's website. You may also purchase a study guide from most large bookstores or from Concordia's bookstore. (Present this flyer at the CU bookstore and receive 20% off any test preparation materials we carry.)

### {3} Transcripts

Request that the official transcript from the university at which you received your bachelor's degree be sent to you. Remember, the transcript needs to remain sealed in order to be "official."

### {4} FAFSA

Apply for financial aid by completing the Free Application for Federal Student Aid (FAFSA) form, available at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Submit the FAFSA after January 1st of the year in which the MAT program begins. List Concordia University as a recipient (our code number is 003191). You may contact our financial aid office at 503-280-8514 regarding any questions you may have.

### {5} Letters of Recommendation


Contact the people you would like to write your letters of recommendation. Have them send the letters to you and include them with the rest of your application materials. Remember to have your references seal their letters and sign over the seal. They may also opt to email the letter as an attachment directly to your admission counselor.

### {6} Letter of Intent

Write the required letter of intent using the instructions included in the application checklist.

### {7} Complete & Submit

Submit the remaining application materials in the envelope provided. We strongly encourage you to submit your completed application in time to arrive on or before the priority application deadline. [Sept. 15 for the full-time program that begins in spring (Jan.), January 10 for the full-time program that begins in summer (June), and June 1 for the part-time program that begins in fall (Aug).] Quality applications will continue to be accepted until the programs are full. We advise that you include your first and last name on your materials and make copies of all your items (except your transcripts and letters of recommendation).



{ If you have not received a letter regarding your application materials within two weeks after applying, call the Office of Admission at 503-280-8501. }



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