



CONCORDIA  
UNIVERSITY

-PORTLAND, OREGON-

**GRADUATE APPLICATION**  
Master of Arts in Teaching (MAT & MATE)

# Master of Arts in Teaching (MAT) or Master of Arts in Teaching Evening (MATE)

The Master of Arts in Teaching (MAT) and Master of Arts in Teaching Evening (MATE) programs are designed for people who have already earned a baccalaureate degree and wish to pursue a teaching license while obtaining a master's degree. The Teacher Standards and Practices Commission (TSPC) of the state of Oregon has given approval for Concordia University to train teachers at the following authorization levels:

Grade Levels	Authorization Level	Admission Code
Pre-Kindergarten through Grade 4	Early Childhood Education	ECE
Grades 3 through 8	Elementary Education	ELE
Grades 5 through 9	Middle Level	ML
Grades 9 through 12	High School	HS

Concordia University will prepare you for two authorization level combinations: Elementary (ECE/ELE) or Secondary (ML/HS).

## MAT/MATE Admission Requirements and Checklist

Admission requirements are the same for both the MAT and MATE (based on authorization level). Please submit all application materials together in one envelope. Letters of recommendation and official transcripts must be sealed. Test scores may be sent electronically to CU from the testing institution. You may also submit a photocopy or fax of your official test scores.

- Completed CU graduate application form (also available online) and \$50 application fee (make checks payable to Concordia University).
- One - two page Letter of Intent that explains why you want to be a teacher, why you are choosing Concordia, and where you see yourself in five years (both personally and professionally).
- Official transcripts verifying a baccalaureate degree from an accredited post-secondary institution. (In-progress transcripts must document current coursework.)
- A minimum 2.8 GPA for undergraduate work (3.0 GPA for any graduate coursework) is preferred for admission. NOTE: Graduate credit at CU will only be awarded for courses receiving a B- grade or higher.
- Résumé that lists education, recent work experience, and any experiences in educational settings or with youth.
- Two letters of reference dated within the last six months. We ask that your references state how they know you, how they have seen you interact with youth or in an educational setting, and how they feel you will be as a teacher. Please have your reference seal the letter and sign over the seal. Letters of recommendation are confidential and not available to students.
- Complete TSPC character questionnaire.
- Passing scores at the state required level on **one** of the following basic skills tests: NES-EAS, CBEST, PPST, C-PPST, or WEST-B (REQUIRED FOR ADMISSION).
- Passing scores at the state required level on the ORELA Multiple Subjects Exam (required prior to student teaching).\*
- Passing scores at the state level on Subject Specific Tests (required prior to student teaching). These tests are required for students pursuing the Middle Level or High School Authorizations.\*
- Interview with the Director of the Master of Arts in Teaching Programs. (This is the final phase of the admission process. If your completed file meets all requirements, you may be contacted to schedule an interview.)
- International students must report a passing score on an English proficiency test and other pertinent forms (please see our website).  
TOEFL: computer-based = 213    paper-based = 550  
internet-based = 80    IELTS: 6.5

*\*If you have not yet passed these tests, please read and initial the testing requirements statement on page 3.*

### Make \$50.00 application payment:

Check or Money Order payable to **CONCORDIA UNIVERSITY** (Note the name of the applicant on the check memo line.)

**PLEASE BE SURE YOUR FIRST AND LAST NAMES ARE ON ALL APPLICATION MATERIALS.**

**Please Attach \$50 Non-Refundable Application Fee To Form!**

### Mail, email, or fax all application materials to:

mail: Office of Admission  
**CONCORDIA UNIVERSITY** 2811 NE Holman Street Portland OR 97211  
email: admission@cu-portland.edu  
fax: 503-280-8531

### For more information contact us at:

phone: 503-280-8501  
toll-free: 800-321-9371  
email: admission@cu-portland.edu  
web: www.cu-portland.edu

**Please Attach \$50 Application Fee Here!**

## Concordia University Graduate Application: Master of Arts in Teaching (MAT) & Master of Arts in Teaching Evening (MATE)

**PRIORITY APPLICATION DEADLINES:**    **FULL-TIME = January 10th**    **PART-TIME = June 1st**

We will review completed files on a first-come, first-served basis. Quality applicants will continue to be accepted until the programs are full. Concordia University will consider all of the application requirements, including a possible interview, in making its admission decision.

*please type or print*

**PERSONAL INFORMATION**

Name: \_\_\_\_\_  
Last                      Legal First                      Middle                      Preferred First                      Other name(s) on Academic Records

Mailing Address: \_\_\_\_\_  
Street                      City                      State    Zip

Permanent Address: \_\_\_\_\_  
Street                      City                      State    Zip

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_    Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

Primary Email: \_\_\_\_\_    Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Date of Birth: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Country of Citizenship: \_\_\_\_\_    U.S. Military Veteran?:     Yes     No

Citizen Type:     U.S. Citizen     Resident Alien     Refugee/Immigrant     Other    Immigration Visa Type: \_\_\_\_\_

*Resident aliens and immigrants must provide documentation verifying resident or immigrant status – contact your admission counselor for details. If you are neither a citizen nor a resident alien/immigrant, please request and complete the international application for admission.*

Concordia University Alumnus?     Yes     No    Degree(s)/Graduation Year(s): \_\_\_\_\_

**ACADEMIC BACKGROUND**

List below all universities, colleges, and community colleges you have attended (no exceptions). If you have not yet completed your bachelor's degree, please indicate your anticipated date of graduation and degree. Please make your first listing the school from which you received / will receive your bachelor's degree.

Institution	City	State	From:	To:	Degrees/ Major	Completed Y/N	In Progress Y/N

**OPTIONAL INFO**

Gender:                       Male                       Female                      Marital Status:                       Married                       Single

Ethnic Origin:                       American Indian or Alaskan Native                       African American                       Caucasian                       Multi-racial  
 Asian American or Pacific Islander                       Hispanic/Latino                       Other: \_\_\_\_\_

Religious Preference: \_\_\_\_\_    If Lutheran, which Synod? \_\_\_\_\_

Congregation and City: \_\_\_\_\_    Pastor's Name: \_\_\_\_\_

1. Are you currently enrolled at CU?  Yes  No
2. Have you previously applied for graduate admission at Concordia University?  Yes  No Semester: \_\_\_\_\_ Year: \_\_\_\_\_
3. I plan to apply for student loans through Concordia:  Yes  No
4. I plan to start my enrollment at CU:
  - 11 month full-time MAT program, summer start date: 20\_\_\_\_\_
  - 22 month part-time MATE program, fall start date: 20\_\_\_\_\_
  - Location:  Portland  Medford (part-time only)

Concordia University will prepare you for two authorization levels in either the elementary or secondary levels. Please indicate which authorization levels in which you want to be licensed to teach.

- ELEMENTARY**  ECE/ELE Early Childhood / Elementary (Grades Pre-K – Grade 8)  
**SECONDARY**  ML/HS Middle Level/High School (Grades 5-12)

The ECE and ELE authorization levels allow you to teach all subject areas within an elementary school.

The ML and HS authorization levels are subject-specific. You will need to choose an endorsement area in which to be licensed. You may be licensed in two endorsement areas. One of your endorsements must be able to be taught in a middle school, and one must be able to be taught at a high school. [Example: You could choose Integrated Science & Advanced Math, but not Physics & Advanced Math.]

**AREAS OF ENDORSEMENT FOR ML (choose one):**

**AREAS OF ENDORSEMENT FOR HS (choose one):**

- Art
- Drama\*
- Health
- Integrated Science
- Language Arts
- Mathematics (Basic)
- Music
- Physical Education
- Social Studies
- Spanish
- Technology Education

- Art
- Biology
- Business
- Chemistry
- Drama\*
- Health
- Language Arts
- Marketing
- Mathematics (Advanced)
- Music
- Physical Education
- Physics
- Social Studies
- Spanish
- Speech (based on availability)
- Technology Education

\* The Drama endorsement requires a major or minor in theatre/drama, or the equivalent to one of these degrees.

Applicant, please complete this section of the form so we can keep your family informed of activities at Concordia University. We do not share this information with any outside organizations.

- Father  Mother  Step-Father  Step-Mother  Guardian

Circle one: Dr. Mr. Ms. Mrs. Miss.

Name: \_\_\_\_\_  
Last Legal First Middle Preferred First

Mailing Address: \_\_\_\_\_  
Street City State Zip

Home Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Cell Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Work Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_

E-mail: \_\_\_\_\_ College, if any: \_\_\_\_\_

Company: \_\_\_\_\_ Occupation/Title: \_\_\_\_\_

Church Membership: \_\_\_\_\_

In order to be admitted, **one** of the following Basic Skills Tests must be taken and passed at levels established by the Oregon Teacher Standards and Practices Commission (TSPC). Please indicate when you passed, or when you plan to take an exam.

NES-EAS     CBEST     PPST     C-PPST     WEST-B \*    Test Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*\*TSPC also accepts the WEST-B which is the Washington equivalent of the CBEST.*

The following test(s) must be passed at levels established by the Oregon TSPC prior to your student teaching experience. Indicate when the examination was passed or when you plan to take it.

All Applicants:

**ORELA Multiple Subject Exam (Subtests I & II) and Civil Rights Test**

Subtests I & II Test taken:     Yes     No    Test Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Passed:     Yes     No

Civil Rights Test taken:     Yes     No    Test Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Passed:     Yes     No

Applicants that will be receiving a ML or HS authorization level:

**Subject Specific Tests**

Test taken:     Yes     No    Test Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Passed:     Yes     No

**TESTING REQUIREMENTS STATEMENT**

If you have not yet taken and passed the ORELA Exam and Civil Rights Test, and if applicable, the Subject Specific Tests, please read and initial the following statement so that we may review your materials without the scores.

I have been informed of the requirements for admission to the Master of Arts in Teaching program (full & part-time) and am aware that without passing scores on these exams I can be conditionally accepted into the MAT program. If I am conditionally accepted and begin the program, I understand I will not be able to begin my student teaching until all passing scores have been presented to the College of Education.

Please print name: \_\_\_\_\_ Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

*Please Note: Fingerprinting will be required for admitted students prior to classroom experiences. TSPC requires a current first aid card for licensure.*

1. Current Employer: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Position or Title: \_\_\_\_\_
4. Total Number of Years with Current Employer: \_\_\_\_\_

**YES!** I was referred to Concordia University's MAT program by:

Name: \_\_\_\_\_  
Last Legal First

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Are they a Concordia University Alumnus?     Yes     No    Degree(s)/Graduation Year(s): \_\_\_\_\_

By signing this application, I hereby certify that all the information I have provided is accurate. Furthermore, if I am accepted and subsequently attend Concordia University, I agree to abide by all policies and procedures stated in the Concordia University catalog and student handbook and any subsequent updates or revisions to such policies that are communicated to me during my tenure as a Concordia University student.

Date: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_    Applicant's signature: \_\_\_\_\_

*Concordia University admits students of any religion, race, color, national and ethnic origin, sex, age, sexual orientation, and disability to all the rights, privileges, programs, and activities generally accorded or made available to students at the University. It does not discriminate on the basis of religion, race, color, national and ethnic origin, sex, age, sexual orientation, or disability in administration of its educational policies and programs, admission policies, merit scholarships and loan programs, and athletic or other university-administered programs. Complaints or charges should be filed with the University's Title IX coordinator.*