



CONCORDIA  
UNIVERSITY

-PORTLAND, OREGON-

GRADUATE APPLICATION  
Master of Education

# Graduate-Level Degree and Licensure Programs:

The graduate degree and licensure programs offered by Concordia University are designed to meet the continuing education needs of in-service, licensed, and non-licensed educators. The Oregon Teacher Standards and Practices Commission (TSPC) has given approval for Concordia to offer the following programs for graduate education, licensure requirements, and endorsements and authorizations that apply to P-12 educators.

- » Master of Education: Curriculum & Instruction\*
- » Master of Education: Special Education
- » Master of Education: Educational Leadership\*
- » Master of Education: Administration\*
- » Master of Education: Teaching English as a Second Language (TESL)
- » Master in Career & Technical Education
- » Initial Administrator License (post-Master's)\*
- » Continuing Administrator License (CAL)\*
- » Continuing Teaching License (CTL)
- » Adding Endorsements and Authorization Levels

\* Indicates programs that are available online.

## Admission Requirements for M.Ed., Licensure, & Endorsement/Authorization Programs

All applicants to any of the M.Ed., licensure, and endorsement/authorization programs offered by Concordia University must complete the following items:

- Completed CU graduate application form (may be completed online at [www.applytocu.com](http://www.applytocu.com)) and \$50 application fee
- Letter of intent outlining goals and professional objectives as a teacher/administrator
- Professional résumé which lists your education and teaching experience
- Complete TSPC Character Questionnaire
- Interview with the Director of Graduate Studies
- A minimum 2.8 GPA for undergraduate coursework (3.0 GPA for any graduate coursework) is preferred for admission
- 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

Note: Graduate credit at CU will only be awarded for courses receiving a grade of B or higher.

In addition to the above requirements, the following additional materials are required for these programs:

	M.Ed.: C&I M.Ed.: SPED	M.Ed.: Ed Lead.	M.Ed.: Admin	M.Ed.: TESL	(M) CTE	Initial Admin (post-Master's)	Cont. Admin	CTL (6 hours)	Adding Endor. or Auth. Level
Letter(s) of reference verifying work with children or youth - dated within one year of application (if applicable)	2	2	2	2	2	1	1	2	2
One successful year of full or part-time licensed teaching in a public or regionally-accredited private school*	X	X <sup>†</sup>							
Three years of successful licensed teaching or personal experience in a public or regionally accredited private school is highly recommended			X			X			
Copy of current license as appropriate	Teacher License	Teacher License <sup>†</sup>	Teacher License			Teacher License	Admin. License	Teacher License	Teacher License
Proof of degree from an accredited institution via official transcripts (Bachelor's and/or Master's)	Bacc.	Bacc.	Bacc.	Bacc.	Bacc.	Master's	Master's	Master's	Bacc. or Master's

\* For licensed educators we require one year of experience = 8 consecutive months of contracted teaching. Some programs allow substitute teaching to count. Please inquire. In some cases, it may be possible to accrue some of this required time while taking courses in the program. Contact your Admission Counselor for more information.

<sup>†</sup> Only if P-12 licensed teacher

# Concordia University Graduate Application: Master of Education (M.Ed.)

(for admission)

**Please attach payment for \$50.00 non-refundable application fee.**

**Make check payable to Concordia University.** Note the name of the applicant on the check memo line.

Return all application materials to: **CONCORDIA UNIVERSITY**  
 2811 NE Holman Street  
 Portland OR 97211-6099

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

*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.*

List below all universities, colleges, and community colleges you have attended, beginning with the most recent. If you have not yet completed your bachelor's degree, please indicate your anticipated date of graduation and degree (A.A., B.A., etc).

Institution	City	State	Dates Attended (Month/Year)	Degrees/ Major	Completed	In Progress

**ACADEMIC BACKGROUND**

Type of License Held: \_\_\_\_\_      State: \_\_\_\_\_      Expiration Date: \_\_\_\_\_

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: \_\_\_\_\_

**OPTIONAL INFO**

- 
1. Are you currently enrolled at CU?  No  Yes
  2. Have you previously applied for graduate admission at Concordia University?  No  Yes Semester: \_\_\_\_\_ Year: \_\_\_\_\_
  3. I plan to apply for student loans through Concordia:  No  Yes
  4. Please indicate the semester and year for which you are applying:  Fall  Spring  Summer Year: \_\_\_\_\_
  5. Please indicate the program for which you are seeking admission, as well as any strand, endorsement, or authorization (where applicable):
    - MEd: Curriculum & Instruction  
Strand (Select one of the following):
      - Reading Specialist ( Online or  On Campus)  Early Childhood Education (ECE)  Methods & Curriculum
      - Leadership ( Online or  On Campus)  Health & Physical Education (HPE)  Business
      - English to Speakers of Other Languages (ESOL)
    - MEd: Special Education - Authorization Level Focus (select one)
      - Early Childhood/Elementary
      - Middle Level/High School
    - MEd: Educational Leadership ( Online or  On Campus)
    - MEd: Administration - Initial licensing for candidates without a Master's degree ( Online or  On Campus)
    - MEd: Teaching English as a Second Language - TESL; non P-12 licensure
    - Master's in Career & Technical Education
    - Initial Administrator License - post-Master's degree ( Online or  On Campus)
    - Continuing Administrator License (online)
    - Strand/Authorization/Endorsement - For Continuing Teaching License - applicant has an initial teaching license and a Master's degree.  
Specify: \_\_\_\_\_
    - Strand/Authorization/Endorsement - Not for Continuing Teaching License.  
Specify: \_\_\_\_\_
- 

In addition to providing this information, please include a current résumé with your completed application.

1. Current Employer: \_\_\_\_\_
2. Mailing Address: \_\_\_\_\_
3. Position or Title: \_\_\_\_\_
4. Total Number of Years with Current Employer: \_\_\_\_\_
5. Total Number of Years Teaching (if applicable): \_\_\_\_\_

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.*

**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