GRADUATE EDUCATION
ADMISSION REQUIREMENTS
& CHECKLIST

For Master of Arts in Teaching (MAT)
or Master of Arts in Teaching
Evening (MAT-E)

ADMISSION REQUIREMENTS ARE THE SAME FOR
BOTH THE MAT AND MAT-E.

☐ Free online application. WWW.APPLYTOCU.COM (After this is submitted, candidates may begin to turn in the rest of their materials.)

☐ 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). This may be addressed to the Review Committee. Please double space the letter and limit it to two pages.*

☐ Official TRANSCRIPTS verifying a baccalaureate degree from a regionally accredited institution. (In-progress transcripts must document current coursework.) For your convenience, please submit the Transcript Release Form if you would like Concordia to request official transcripts on your behalf.

A minimum 2.8 GPA for undergraduate work (3.0 GPA for any graduate coursework) is preferred for admission.

NOTE: A grade of B- or higher is considered passing once in the MAT program.

☐ RÉSUMÉ that lists education, recent work experience, and any experiences in educational settings or with youth.*

☐ Two LETTERS OF REFERENCE dated within the last year. We ask that your references state how they know you, how/if they have seen you interact with youth or in an educational setting, and how they feel you will be as a teacher. Letters of recommendation are confidential and not available to students. They should be delivered to Concordia in a sealed envelope or emailed directly to your admission counselor, or the email listed to the left. You should not be copied on the email.

☐ Complete Teacher Standards & Practice Commission (TSPC) CHARACTER QUESTIONNAIRE.*

☐ INTERVIEW with representatives from the College of Education. (This is one of the final phases of the admission process. If your completed file meets all requirements, you may be contacted to schedule an interview.)

*MAY BE SUBMITTED DIRECTLY TO YOUR ADMISSION COUNSELOR VIA EMAIL OR TO THE ADDRESS LISTED TO THE LEFT.

PRIORITY APPLICATION DEADLINES
(for some scholarship deadlines)

SPRING (JANUARY START) NOVEMBER 1
SUMMER (JUNE START) MARCH 1
FALL (AUGUST START) MAY 1

MAIL, EMAIL, OR FAX ALL APPLICATION MATERIALS TO:

MAIL: Office of Admission CONCORDIA UNIVERSITY 2811 NE Holman Street Portland OR 97211
EMAIL: applicationmaterials@cu-portland.edu
FAX: 503-280-8531

PLEASE BE SURE YOUR FIRST AND LAST NAMES ARE ON ALL APPLICATION MATERIALS.
After submitting the online application, you may submit the remaining items all at once or individually. Completed applications are reviewed as they are received. Quality candidates will continue to be accepted until the program or endorsement subject is full, at which time a waitlist will be created. (See Testing Requirements section for detailed information on the review/admission process for secondary candidates.)

**IF ADMITTED — TESTING REQUIREMENTS**

**ELEMENTARY CANDIDATES:**
Passing scores on all required tests must be received prior to beginning the practicum/student teaching experiences, unless otherwise noted.

**SECONDARY CANDIDATES:**
Those who do NOT have a degree in the subject area they wish to teach must pass the NES content exam (or exams if seeking dual endorsement) PRIOR to admission.

Those who hold a degree in the content area must pass the required exams before their practicum/student teaching experiences begin.

**IMPORTANT:** Secondary candidates applying for Social Studies or Language Arts: Because these subjects have many interested candidates and limited placements for student teaching and practicum experiences, complete applications will be reviewed as they are received, and admission decisions will be made beginning November 1 for both the summer and fall starts. Preference will be given to those who have submitted passing scores on their required tests. A waitlist will be created once the placement assignments for these subjects have been filled.

If other secondary subject areas reach their placement capacity, a waitlist will be created.

**ADDITIONAL TESTING:**
The state of Oregon is requiring an additional standardized test for teacher preparation programs. Students beginning in the spring of 2019 will be required to submit one of the following tests:

- SAT
- ACT
- GRE
- Praxis Core

Students who submit these tests for cohorts that begin in 2018 will be eligible for a $300 Testing Award.

**TECHNOLOGY NOTE**
Students should have either a laptop or tablet to use in class. Professors utilize various websites, apps, and other resources in the lessons to prepare you to use technology in your teaching and classrooms.