Master’s in Education - Application Materials Checklist

In your application materials, it is very important that you demonstrate your experience and understanding of meeting the educational needs of learners and describe your commitment, motivation, and potential for graduate work. Applications will be considered when all of the materials below are received in our office by the application due date.

Apply to Graduate School: [http://oregonstate.edu/admissions/graduate/requirements.html](http://oregonstate.edu/admissions/graduate/requirements.html)

In addition, submit the following materials:

1. **A Letter of Application** that includes:
   - Your personal and professional goals and reasons for applying to the program; explain how your goals align with the online Master’s program outcomes
   - Personal skills and experiences that you bring to the master’s program
   - A statement attesting to your ability to function successfully in an online environment, include prior distance learning or computer experience

2. **Resume/Vita** – A current resume/vita which includes: education (indicate major and minor) & degree and institution, employment history, teaching experience both in formal classroom settings and non-formal settings, leadership experiences, and organizational affiliations.

3. **(Optional) Teaching Validation** – if applicable, please include a copy of a current teaching license or verification of completion of a teacher preparation program (from coursework on transcripts or letter from institution). Submitting this validation is recommended for K-12 teachers.

4. **Transcripts** – Official transcripts from each university attended. Required 3.00 GPA

5. **Letters of Recommendation** – Three letters from individuals written within the last year.
   - Professional recommendation (principal or supervisor) – addresses your teaching or informal educator qualities: skills, dispositions, ability to work with learners and colleagues
   - Colleague – addresses your teaching or informal educator skills, dispositions, and ability to work with learners and colleagues
   - College/university faculty or another school administrator/supervisor recommendation – addresses the applicant's academic qualities and ability to function in a master’s program

6. **Writing Sample** – A 5-7 page essay on a current topic in education to demonstrate your professional writing proficiency and your ability to articulate a perspective with supporting logic and arguments. This may be a description of a situation or issue, a position paper advocating for or against an issue, or a summary of a problem and solution(s). Use APA (6th ed.) format and include references.

7. **Diversity Statement** – A 1-2 page statement of your understanding and/or experience with diversity using the following as a guide: "graduates of the Online Masters embrace diversity and are able to navigate and thrive in diverse settings and cultures (e.g., social, economic, political, religious, geographical, generational, linguistic, ethnic, racial, gender)."

8. **TOEFL score** (international applicants only) – A Test of English as a Foreign Language (TOEFL) score must be 575 or higher and be from up to 5 years from the date of admission.