



Admissions Checklist

Master of Science in Education



Application and Related Materials

- Application for Admission
- 2 Academic Recommendations
- 1 Professional Recommendation

Documentation of Prerequisites

- Official Transcripts
 - o Evidence of an accredited baccalaureate degree
 - o Minimum grade point average of 3.0 on a scale of 4.0
 - o Proof of completion of the education prerequisites
- Photocopy of Score Report for the NY State Teacher Certification Exam: Liberal Arts and Sciences Test (LAST)
- Additional Certificate Programs only: Proof of Certification/Eligibility for Certification

Interview and Related Materials

- Autobiography and Purpose Statement
- Interview
- 30-Minute Writing Sample

Registration and Aid Related Forms

- Proof of Immunizations
- Institutional Financial Aid Application
- Free Application for Federal Student Aid (FAFSA)

International Student Additional Submissions

(All foreign language documents must be accompanied by an official translation into English.)

- Applicants whose native language is not English must prove facility in the language; scores must be official score reports and no more than two years old:
 - o *Test of English as a Foreign Language (TOEFL)* with minimum score of 550
 - o *Test of Written English (TWE)* with minimum score of 4.
- Declaration of Finance Form (required before *Immigration Form I-20* will be issued)
- Affidavit of Support (required before *Immigration Form I-20* will be issued)

Childhood Education Prerequisites and Childhood Special Education Prerequisites

1. Proof of sufficient Liberal Arts/Sciences background through one of the following bullets:
 - BA/BS in English, Foreign Language, History, Mathematics, Social Studies, or one of the sciences
 - 30 credits of C or better in one of the previously listed fields
 - 30 credit hours at a grade of C or better in the liberal arts and sciences, which must include coursework as lettered below:
 - a. 9 credits in Artistic Expression, Humanities, Communication, Written Expression, Information Retrieval
 - b. 6 credits or more of Historical & Social Science Concepts
 - c. 6 credits or more of Scientific Processes
 - d. 6 credits or more of Mathematical Processes totaling 30 credits of grade C or better.
2. 6 credits of a language other than English (or the college level equivalent).
3. An introductory course in Psychology.
4. Passing score on the Liberal Arts and Sciences Test (220 or better)
5. Evidence of computer literacy.

Inclusive Education Prerequisites

1. Proof of valid certification (NY State, other state, or ACSI) or completion of prerequisites for certificate eligibility
2. Passing score on the Liberal Arts and Sciences Test (220 or better)
3. Middle School Extension only:
 - Valid certificate in Adolescent or Childhood Education
 - 30 credits of grade C or better in the subject area for which middle level certification is sought