

# MASTER OF EDUCATION IN CURRICULUM & INSTRUCTION

## ADMISSION REQUIREMENTS / CHECKLIST

### All applicants to graduate level degree programs must:

1. Hold a Bachelor's degree from a regionally accredited institution (United States) or institution recognized by the Ministry of Education (International).
2. In addition to the general City University of Seattle admissions requirements, applicants to a Master of Education (M.Ed.) in Curriculum & Instruction program must submit the following:

### 1) Transcripts

- Have your official transcripts sent to:

**Registrar's Office**  
11900 NE First Street  
Bellevue, WA 98005

Transcript request form available online at [www.cityu.edu/forms](http://www.cityu.edu/forms).

### 2) Admission Application

Complete the application for admission to City University of Seattle (online at [www.cityu.edu/forms](http://www.cityu.edu/forms) or by contacting an advisor at 888.422.4898 or [info@cityu.edu](mailto:info@cityu.edu)) and submit the application and application fee to the **Office of Admissions**.

City University of Seattle  
Office of Admissions  
11900 NE First Street  
Bellevue, WA 98005

### 3) Requirements Checklist

- Resume:** A resume of your professional experiences.
- Letters of Recommendation:** Provide three references using City University of Seattle Recommendation for Admission Forms. Have the forms filled out by a principal or supervisor, colleague and one other person of your choice.
- Goal Statement:** A statement of your career goals and how this Master of Education program will help you attain your goals. The Goal Statement should be no more than one page in length.
- Reflection on Collaborative Effort:** A personal statement that speaks to your experience working in collaboration with colleagues. This statement should be no longer than one page in length.
- Master of Education Admissions Questionnaire:** A brief, self-explanatory questionnaire.
- Writing Sample:** Dispositions are the attitudes, habits of mind, or character traits, which influence/affect the work that we do as students or educators.
  1. Describe the dispositions which you believe are essential to the success of students in your classroom, or in the classroom or program you envision working as an educator.
  2. What dispositions would you bring to your work at City University of Seattle as a student in this program?

Submit your completed portfolio to the **Office of Admissions** (see #2 above).

# MASTER OF EDUCATION IN CURRICULUM & INSTRUCTION

## ADMISSIONS QUESTIONNAIRE

Applicant Name *(please print)*: \_\_\_\_\_

1) Do you hold a current education certificate?  Yes  No

What type of certification do you hold? \_\_\_\_\_

**Teaching:**

Initial  Continuing  Residency  Professional

**Educational Staff Associate:**

School Counselor  School Psychologist  
 School Social Worker  School Nurse  
 School Occupational Therapist  Career and Technical Education  
 School Speech-Language Pathologist or Audiologist  Other

2) At what level do you work?

Elementary  High School  
 Middle School  College/University  
 Other

3) How many years have you been in a certificated position in education?

0 – 2  6 – 10  
 3 – 5  10 +

Not certificated. Explain: \_\_\_\_\_

# ALBRIGHT SCHOOL OF EDUCATION

## RECOMMENDATION FOR ADMISSION

**A copy of this form should be sent to each of your references.  
This form may be replicated or is available online at [www.cityu.edu/forms](http://www.cityu.edu/forms).**

Applicant Name (*please print*): \_\_\_\_\_

Address: \_\_\_\_\_

City

State/Province

Country

Postal Code

Intended Major: \_\_\_\_\_

**The following questions are to be completed by the person providing reference.**

The applicant is seeking admission to the Master of Education Program at City University of Seattle. Your thoughtful appraisal of the candidate's abilities and potential is helpful in reaching a decision regarding admission. We are interested in learning about the candidate's professional promise.

Please describe the candidate's performance by checking the appropriate box opposite each characteristic.

Characteristic Judgment	Upper 10%	Upper 25%	Upper 50%	Lower 50%	No Basis For
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Potential for graduate level study	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Working relations with students, parents, and colleagues	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Participation in professional development opportunities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to plan, deliver and assess instruction for all learners	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Willingness to implement new ideas and techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

***Recommendation for Admissions Form continues***

**Please use this space, or attach a separate letter, to provide comments about the applicant's qualifications for graduate study.**

# ALBRIGHT SCHOOL OF EDUCATION

## RECOMMENDATION FOR ADMISSION

**Please use this space, or attach a separate letter, to provide comments about the applicant's qualifications.**

- If the applicant is planning to pursue Professional Certificate, please speak to his/her readiness to enter that program.
- If the applicant is planning to pursue a Master of Education degree in Educational Leadership or Guidance and Counseling, please speak to his/her ability as a school leader or counselor.

How long have you known the candidate and in what capacity?

What is your overall assessment of the applicant's ability to complete graduate level study?

- Highly recommend     Recommend with reservation     Do not recommend

Name of Respondent: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

City	State/Province	Country	Postal Code
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Position/Title: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Include Recommendation for Admission Forms in your portfolio or return to:

City University of Seattle  
Office of Admissions  
11900 NE First Street  
Bellevue, WA 98005  
800.426.5596