

MASTER OF EDUCATION IN READING & LITERACY

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 Reading & Literacy 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.

2) Admission Application

Complete the application for admission to City University of Seattle (online at www.cityu.edu/forms or by contacting an advisor at 888.422.4898 or 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 READING & LITERACY

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

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