

**CHECKLIST FOR  
INITIAL ADMINISTRATIVE LICENSE/MASTER IN EDUCATION  
APPLICATION PACKET**

The following items must be a part of your application. Please READ carefully and check off each item as you include it in our application.

**SECTION A: SUBMIT TO SOU ADMISSIONS**

- 1. Complete the SOU Graduate Application form online at: [www.sou.edu/admissions/application/](http://www.sou.edu/admissions/application/).  
\*\*A \$60 non-refundable fee will be required at the time you submit your application.
- 2. As indicated on the Graduate Application, **request to have one set of official transcripts for all college or university coursework you have attended or are currently attending sent to Admissions.** You cannot be admitted to the University without official transcripts. The official transcript must show degrees earned.

**\*Note for Applicants who have received a Master of Arts in Teaching (MAT) or Master in Education (MSEd) degree from Southern Oregon University:**

If you have attended other institutions since leaving SOU, you must submit official transcripts to the SOU Admissions Office. Otherwise, you only need to complete section B.

**SECTION B: SUBMIT TO THE SCHOOL OF EDUCATION**

- 1. *Application for Admission to IAL or IAL/MSEd Program* (included in packet.)
- 2. Copy of your current teaching license (Oregon or another state)
- 3. Current resume
- 4. Goal statement
- 5. *Character Questions* form (included in packet)
- 6. TWO Letters of Recommendation. Can be submitted separately.
- 7. Copy of your Professional Educational Experience Report (PEER) Form(s) completed by your school district showing a minimum of three years teaching experience.