

Thank you for your interest in the Regent University School of Education. Please give the completion of these items prayerful and thoughtful consideration. Return completed materials to: Central Enrollment Management, Regent University, 1000 Regent University Drive, Virginia Beach, VA 23464-9800.

### **Admission Application Checklist**

- Application (pages 3 - 6)
- Writing Sample (page 7)
- Signed Community Life Form (page 9)
- Recommendation Forms (pages 11-16) are provided for recommendations: Faculty, Clergy and Employer/Professional Associate. Two of the three recommendations are required for admission, one of which is required from your current or most recent employer if applicable.
- Interview: The School of Education Admissions Office may contact you to schedule an admissions interview once all other application pieces have been received. In-person interviews are preferred, but telephone interviews may be arranged. During the admissions interview you will have the opportunity to speak with an admissions representative or faculty member and ask any questions you may have about your program choice.
- Master's-Level Paper and/or copies of any published work (required for CAGS, Specialist and Doctoral applicants only)
- \$50 Nonrefundable Admissions Application Fee
- Qualifying Official Praxis I Test Scores or proof of current professional teaching license (for Elementary Education initial licensure and K-12 Special Education Program programs only). Qualifying official SAT or ACT scores can be used as a substitute for the Praxis I assessment.
- Qualifying Official Virginia Communication and Literacy Assessment Test Scores (for Career Switcher program only)
- Qualifying Official Praxis II Specialty Area Test Scores (for Career Switcher program only)
- Qualifying Official TOEFL Test Scores (only for applicants who are not U.S. citizens or whose first language is not English)
- Official Transcripts: Official transcripts are required from all previous colleges or universities attended at either the undergraduate or graduate level regardless of the number of courses or the nature of the work. Transcripts are considered unofficial unless received in a sealed envelope from the institution's registrar's office.
- Official MAT Test Scores—required for Student Affairs (M.Ed.) applicants
- Official GRE Test Scores—verbal, quantitative and analytical writing portions (required for all CAGS and Doctoral applicants)
- Official GRE or MAT Test Scores—Specialist (Ed.S.) applicants may take either the GRE (verbal, quantitative and analytical writing) or the MAT for program entrance.
- Résumé
- Virginia Department of Education Career Switcher Application and Report on Experience Forms (for Career Switcher program only). Application may be downloaded from <http://www.pen.k12.va.us/VDOE/newvdoe/csapplication.doc>

### **Additional Program Requirements**

- Bachelor's degree required for all applicants to master's-level programs
- Master's degree required for all applicants to the CAGS, Specialist and Doctoral programs
- Current professional teaching license is required for those applicants seeking add-on endorsements in Administration and Supervision PreK-12, English as a second language PreK-12 and Reading Specialist
- Three years of professional PreK-12 teaching experience in which reading was of primary importance (for Reading Specialist program applicants only)
- Ten hours per week of classroom access (for Master Teacher program applicants only)
- Two or more years of professional PreK-12 teaching experience (for those seeking endorsement in Administration and Supervision PreK-12)
- Six credit hours of foreign language at the graduate or undergraduate level recorded on an official transcript (for TESOL applicants seeking endorsement in ESL PreK-12)

### **Important Information**

It is the applicant's responsibility to follow up on the completion of his or her file. The admissions staff and the dean of the School of Education will review your application for admission only after all of the admissions materials have been received. Please keep in mind that once any document is submitted to Central Enrollment Management or the School of Education Admissions Office, it can neither be returned to the applicant nor forwarded to a third party.

### **Contact Information**

If questions arise regarding the admissions process, please call the School of Education Admissions Office at 757.352.4479 or 888.713.1595, or email [education@regent.edu](mailto:education@regent.edu). For information or questions pertaining to the status of your application or other programs offered at Regent University, please contact Central Enrollment at 800.373.5504 or visit [www.regent.edu](http://www.regent.edu).

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