

Wittenberg University
Education Department
P. O. Box 720
Springfield, OH 45501

Master of Arts in Education

CHECKLIST FOR APPLICATION

- **Application Form**
- **Transcripts** from all colleges, universities and graduate schools previously attended (Be sure to request all transcripts, including programs for which no degree was awarded.) *Transcripts should be sent directly from the institution to the address above. If you attended a college or university outside the U. S., please check with the Education Department. Alert the Education Department if any transcript will be in a former name.*
- **Three References**
References should be from persons (colleague, instructor, employer) who are familiar with your personal, academic, and professional background; who understand your educational goals; and who can address your ability to pursue graduate study in your chosen field.
- **Two copies of your resume.**
The resume should include both educational and professional background and any volunteer or certificate training programs.
- **Application Fee**
A non-refundable fee of \$ 40.00 in U. S. funds, payable to Wittenberg University, should accompany all applications.
- **Professional Goals**
Describe on a separate piece of paper your professional goals using a story from your own teaching.

*Questions regarding your application may be directed to the
Education Department Office: 937-327-6417 or educ_mail@wittenberg.edu.*