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Matriculated Application Process

1. Online application form (select "matriculated" under "type of application")
2. Four essay questions (included on the online application form). Applicants must answer all four questions.
3. Official transcripts from all undergraduate and graduate institutions you've attended, even if you did not earn a degree from that institution
 - Only unopened envelopes are considered official.
 - If your name is different from the name that appears on your transcript (due to marriage or other reasons), please notify our admissions coordinator via e-mail at msedapply@northwestern.edu to ensure that your transcripts are filed with your application.
 - All transcripts should be sent to:
Master of Science in Education
Attention: Admissions
618 Garrett Place
Evanston, IL 60208
4. A resume indicating past work history and experience (can be uploaded into the application form. Please use PDF format.)
 - Applicants to the Teacher Leadership concentration must have at least three years of teaching experience.
 - Previous education course work or experience is not required for applicants to the Elementary or Secondary Teaching concentrations, but it will be considered.
5. \$100 nonrefundable application fee
 - Fee must be paid by credit card through the online application system before the application is submitted.
 - Applicants may request to waive the application fee on the basis of significant financial hardship. To request the fee waiver, send a message detailing the reason(s) you need to request the waiver to our admissions coordinator at msedapply@northwestern.edu
6. Two letters of recommendation
 - One letter must be an academic recommendation from an instructor at the college level or above whose course you took.
 - The second letter of recommendation may either be academic or professional. A professional letter should come from someone who has supervised you in a workplace setting (co-workers are not acceptable).
 - Applicants to the Teacher Leadership concentration should submit at least one letter of recommendation from a principal or department chair.
 - Letters of recommendation are submitted through the online application system. When you start your application, you will need to enter the names and contact information for your recommenders. We will then contact the recommenders with instructions for submitting the letter of recommendation and supplementary materials.

- It is generally a good idea to contact your recommenders in advance to tell them about your career aspirations and why you are applying to the program.

7. Official report of scores from the Graduate Record Exam (GRE)

- You can learn about and register for the GRE at www.takethegre.com.
- Be sure to submit scores to code **3115 Northwestern U MS PROG EDUC** (not 1565 NORTHWESTERN UNIVERSITY).
- Applicants who hold a doctoral degree (MD, JD, PhD, EdD) may petition to waive the GRE requirement. To submit a petition, please e-mail our admissions coordinator at msedapply@northwestern.edu.

8. Elementary and Secondary Teaching only: A passing score for the Illinois Licensure Testing System (ILTS) Test of Academic Proficiency (TAP)

- You can find test dates and register for the test on the [ILTS website](#).
- If you live out of state and are unable to take the Test of Academic Proficiency prior to the application deadline, we will review your file and make a provisional decision without the test. However, we will require that you take and pass the TAP as soon as possible upon relocation to Illinois. You must have a passing score on the TAP by the end of your first quarter in the Master of Science in Education Program.
- The TAP replaced the Basic Skills Test in early 2012. If you previously took and passed the Basic Skills Test, you may submit that score report in lieu of taking the TAP.
- If you have taken the SAT or the ACT with Writing within the past 10 years, you may be able to submit those scores in lieu of the TAP. If you are admitted to the Master of Science in Education Program, we will assist you with the procedure necessary to file your SAT or ACT with Writing scores with the Illinois State Board of Education.

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Application Process

Master of Science in Education
School of Education & Social Policy

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