

CNU Checklist for the **Traditional MAT** and Initial Licensure Graduate Program Applicants

➤ Please use this web site to apply: <http://cnu.edu/admission/graduate/traditional/>

All applicants must provide **all** of the following listed below, no later than:

October 15 for **Spring** admission or **December 1** for **Summer** admission

___ [Reviewed prerequisite course\(s\)](#) needed with MAT Graduate Program Coordinator prior to submitting application

___ [Online Application](#) for Admission to Graduate Study

___ **2 Essays** - sent electronically as part of the online application

The essays are a critical component of the application. (MAT Admission Requirements: Number 5 *Graduate Catalog*)
An inadequate essay may result in denial of admission, request for an interview, or remediation.

___ **3 Recommendation Forms** - sent electronically as part of the online application after submitting the application

These must be from professional educators who have observed the applicant's teaching or from professors who can attest that the applicant is likely to be successful in graduate level academic work.

At least one must be from a full time professor in your major. Please allow at least 2 weeks for their responses.

The Recommendation Form with dispositions is required. A reference letter alone is not adequate for admission decisions.

If your professor or reference requests a printed Recommendation Form, please contact: gradques@cnu.edu

___ **Application fee** (non- refundable) **with form** or sent electronically as you complete the online application

___ [Application for In-State Tuition Rates](#), if seeking entitlement to in-state tuition rate privileges

___ [Official Transcript\(s\)](#) from the institution(s) awarding the baccalaureate degree(s)

A minimum **3.0** cumulative undergraduate GPA is required for admission to the **MAT with Initial Licensure** program.

A minimum **2.8** cumulative undergraduate GPA is required for admission to the **Non-degree Initial Licensure** program.

___ [PRAXIS Core Academic Skills for Educators with individual minimum scores](#): **READING** 156; **WRITING** 162 and **MATHEMATICS** 150*

OR [VCLA](#) (Virginia Communication & Literacy Assessment) **Reading** and **Writing** with a composite score of at least 470

and the PRAXIS Core **MATHEMATICS** score of 150

[Study Materials](#)

___ Successful **PRAXIS II** Exam* scores

The [ETS website](#) lists the content area tests Virginia requires for each endorsement area

If uncertain about which test to take, please contact If uncertain about which test to take, contact the [MAT Graduate Program Coordinator](#) at mat@cnu.edu.

***Required ENTRANCE TESTS are subject to change** by the Virginia Department of Education and must be less than 5 years old.

Please check with the Teacher Preparation Office (McMurren 253) to be certain of the latest ENTRANCE TEST requirements.

___ **Resume** - One to two pages indicating your education, achievements and employment to date

Please include all experiences working with children, whether paid, voluntary or through class assignments.

The resume must be typed and **submitted in PDF format via email to:** gradques@cnu.edu

___ **Background Check** (to work in Newport News Public Schools)

Visit the Teacher Preparation Office (**McMurren 253**) to acquire forms and schedule a time for the fingerprinting and background check.

___ [Certificate of Release or Discharge from Active Duty \(DD214 \)](#) if you previously have served in the military.

Prior to the Admission Deadline, all required documents must be submitted to: [Graduate Admission, Triple Library Room 243, CNU, 1 Avenue of the Arts, Newport News, VA 23606](#) and the Resume submitted in PDF format by email to gradques@cnu.edu

To check the status of your application or for questions pertaining to the application process, please contact **Graduate Admission at:** gradques@cnu.edu

Licensed Teachers in the Commonwealth of Virginia seeking Re-Certification apply as NON-degree Applicants

___ [Online Application](#), Application Fee, [In-State Tuition Rate Form](#) and

___ [Transcript\(s\)](#) of bachelor's degree and graduate coursework

An unofficial copy of each transcript is acceptable.

Revised 11/18