Your Admissions Portfolio Checklist

Each candidate must submit an admission portfolio documenting their professional dispositions and potential.

☐ Completed application form: submitted in the admissions portfolio.

☐ Professional objective statement articulating your professional objectives and career plan. Limit document to 500-750 words.

☐ Two signed and sealed letters of recommendation—letters should be written by persons with personal knowledge of the candidate’s work with students and teaching colleagues. Sealed letters may be submitted in the admission portfolio. References desiring to communicate directly with the director of graduate studies in education may do so.

☐ Undergraduate and graduate transcripts mailed directly to IU East Office of Admissions. Minimally, applicants must have a bachelor’s degree from a regionally accredited institution.

☐ Documentation of professional dispositions and potential, selected by the candidate and included in the admission portfolio. Examples of appropriate documentation would include, but not be limited to; original lesson plans, units or curriculum written by the candidate, evidence of community involvement, evidence of leadership or initiative in the teaching community, evidence of commitment to diverse learners, and evidence of engaging instruction. Each document should be accompanied by an explanation detailing why the document is included.

☐ A personal interview: an interview will be completed with the Graduate Admissions and Retention Committee, or designee. The interview will take place after the submission of the admission portfolio.

☐ Current professional résumé.

☐ A non-refundable application fee made out to IU East.

Applications received prior to May 1 will be given priority consideration. After May 1, prospective students need to contact the director of graduate studies.