

# College of Education (COE) Admission Requirements Checklist

DONE	NEED	The following items <u>must be submitted together</u> at the same time to the College of Education, LWH 4044.	Instructions:
		Completed COE Application form	Obtain form from COE website at <a href="http://www.neiu.edu/~edudept/">www.neiu.edu/~edudept/</a> . Complete and submit to LWH 4044
		One letter of recommendation from any university professor.	Obtain form from COE website <a href="http://www.neiu.edu/~edudept/">www.neiu.edu/~edudept/</a> . To complete, follow directions on recommendation form and submit to LWH 4044
		<p><b>Transfer students:</b> Submit a copy of your Evaluation of Transfer Credits to COE Office, LWH 4044.</p> <p>Note: Recent transfer students may not have received an Evaluation of Transfer Credit form in its place, they may have been sent a General Education Audit Form. If this is the case, simply submit a recent copy of your unofficial NIEU transcript as it will include your transfer courses.</p>	<p>If you cannot locate a copy of your Evaluation of Transfer Credit form, a copy can be ordered at the Enrollment Services counter.</p> <p>Unofficial NEIU transcripts can be obtained at the Enrollment Services counter or from an advisor in D-130.</p>
		<b>NEIU resident students:</b> Submit recent copy of unofficial NEIU transcript to COE Office, LWH 4044.	Unofficial NEIU transcripts can be obtained at the Enrollment Services counter or from an advisor in D-130.
		<p><b>Background Check (not required for HRD and ICS)</b></p> <p><b>Note: The agency will mail the sealed copy of your background check directly to your home address. The sealed copy should be submitted <u>separately</u> to the College of Education lock box located outside of LWH 4044.</b></p>	Obtain form from COE website at <a href="http://www.neiu.edu/~edudept/">www.neiu.edu/~edudept/</a> . Submit application and fee to agency.
The College of Education will be evaluating your submitted materials and your computerized NEIU academic record to determine whether the following requirements have been completed:			
		Declaration of major and a passing score on the Illinois Certification Testing System Basic Skills Test. For test information and a study guide go to : <a href="http://www.icts.nesinc.com">www.icts.nesinc.com</a>	See your program advisor to declare your major. Submit your Basic Skills Test report copy to your advisor who will attach it to your major declaration and forward it to the COE Office <sup>1</sup> (The Basic Skills Test is not required for ICS majors)
		C@ or better in ENGL 101	The COE will access your academic records at NEIU or your Transfer Evaluation
		C@ or better in course for NEIU Math/Quantitative Reasoning	The COE will access your academic records at NEIU or your Transfer Evaluation
		Cumulative GPA of at least 2.5 (on a 4.0 scale)	The COE will access your academic records at NEIU or your Transfer Evaluation
		30 semester credits at NEIU or transfer credits_	The COE will access your academic records at NEIU or your Transfer Evaluation

**Please Note: You will be notified in writing when you have been accepted into the College of Education.**