Master of Education
Application Checklist

Return Application Documents to: University of St. Thomas - School of Education
                                    3800 Montrose Blvd.
                                    Houston, TX   77006

Admission Required Documents:
- ☐ Application
- ☐ Application Fee of $35
- ☐ M.Ed. Policy Form*
- ☐ Official transcripts
- ☐ Essay 250-300 words on career goals and how an M.Ed. will contribute
- ☐ One reference for academic ability, character and professionalism
- ☐ Test Scores for students admitted under the Alternative Admission Option

*Students applying to the Counselor Education Program must complete an Interview with the program
    Director

Graduate Admission Guidelines
- ▪ Posted baccalaureate or advanced degree GPA of 3.0
- ▪ One reference for academic ability, character and professionalism
- ▪ Essay 250-300 words on career goals and how an M.Ed. will contribute
- ▪ M.Ed. Policy Form

Alternative Admission Option
- ▪ Posted baccalaureate or advanced degree GPA of 2.75 to 2.99
  - o A new GPA will be calculated by UST/SOE admissions office using the last 60
    credit hours. If the calculated GPA and the last 60 hour GPA are 2.75 or higher
    and below 3.0 the student will be required to submit graduate admission test
    scores. Students may submit either GRE scores with a combined Verbal and
    Quantitative Score of 800 and Analytical Writing score of 3.5 OR an MAT score
    of 394.
- ▪ One Reference for academic ability, character and professionalism
- ▪ Essay 250-300 words on career goals and how an M.Ed. may contribute o Admission Appeals
- ▪ M.Ed. Policy Form

The essay and the reference may be sent by fax to (713) 525-3871 or scanned and attached to an email
to the attention of Paula Hollis. In order for a transcript to be considered as official, the transcript must
be sent from your University to University of St. Thomas, School of Education or received in an envelope
sealed by the institution. Transcripts and supporting documents may be mailed to:
    University of St. Thomas
    School of Education
    Attn: Paula Hollis
    3800 Montrose Blvd.
    Houston, TX   77006

Contact: Paula Hollis (713) 525-3541 or (hollisp@stthom.edu)