

**CHECKLIST FOR  
PRINCIPAL ADMINISTRATIVE LICENSE/MASTER IN EDUCATION  
APPLICATION PACKET**

The following items must be a part of your application. Please READ carefully and check off each item as you include it in our application.

**SECTION A: SUBMIT TO SOU ADMISSIONS**

- 1. Complete the SOU Graduate Application form online at: [www.sou.edu/admissions/application/](http://www.sou.edu/admissions/application/).  
\*\*A \$60 non-refundable fee will be required at the time you submit your application.
- 2. As indicated on the Graduate Application, **request to have one set of official transcripts for all college or university coursework you have attended or are currently attending sent to Admissions.** You cannot be admitted to the University without official transcripts. The official transcript must show degrees earned.

**\*Note for Applicants who have received a Master of Arts in Teaching (MAT) or Master in Education (MSEd) degree from Southern Oregon University:**

If you have attended other institutions since leaving SOU, you must submit official transcripts to the SOU Admissions Office. Otherwise, you only need to complete section B.

**SECTION B: SUBMIT TO THE SCHOOL OF EDUCATION**

- 1. *Application for Admission to PAL or PAL/MSEd Program* (included in packet.)
- 2. Copy of your current teaching license (Oregon or another state)
- 3. Current resume
- 4. Goal statement
- 5. *Character Questions* form (included in packet)
- 6. TWO Letters of Recommendation. Can be submitted separately.
- 7. Copy of your Professional Educational Experience Report (PEER) Form(s). This is used to verify your years of teaching experience. In order to qualify for the Principal Administrative License, you must have a minimum of three years.