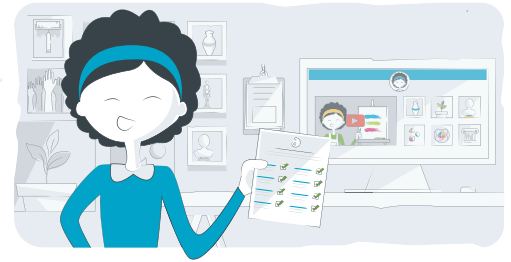


# AOEU Application Checklist

The application process for AOEU's Master of Arts in Art Education is designed to showcase your personality, professional competency, and academic credentials. Use this checklist as a tool to organize and track the various required components of your application.



## ■ Create an AOEU Online Account



An AOEU account is required for application to the program. If you already have an account, log in. If you do not yet have an account, create one by following the directions [here](#). Your AOEU account enables you to access records, register for events, and download free resources.

## ■ Have Your Official Transcripts Sent



All AOEU students must have official transcripts on file which document a bachelor's degree or higher. Official transcripts can be sent digitally or as a hard copy and must be sent directly from the issuing institution.

### PRO TIP

Your transcripts must be received within 30 days of your application submission. Get this step done as quickly as possible!

## ■ Confirm English Language Proficiency



If your first language is not English, you must demonstrate English language proficiency prior to enrolling in the degree program. AOEU accepts scores from the Pearson PTE, the TOEFL, and the IELTS. When you apply to the program or register for an individual course, you will be asked to upload a copy of your scores.

### PRO TIP

Completing any of the recommended exams will take some time. Schedule your exam early!

## ■ Upload a Current Resume or CV



Include your contact information, professional experience, education, and skills. Update your resume or CV to include recent and relevant work experience, distinctions, and honors. Compose a summary or objective which briefly describes your teaching background and philosophy of education.

### PRO TIP

- Format your resume or CV using a template or design program.
- Consider your vibe: Strictly professional and information-based or a fun, colorful presentation of your credentials?

# AOEU Application Checklist

## Record a Video of Intent



Record and upload a 1-3 minute MP4 video of intent. The purpose of the video is to showcase your technical aptitude and help application reviewers to get to know you. Introduce yourself, discuss your experience, and explain your personal and professional goals for pursuing a master's degree.

### PRO TIP

- Add a title slide and transitions with a video editing program such as iMovie (Mac) or Movie Maker (PC).
- Choose your background wisely.
- Consider the lighting and try to minimize background noise.
- Be sure to watch your video before uploading it, and re-record if necessary.

## Compose a Writing Sample

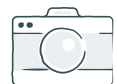


Compose a one-page essay which demonstrates graduate-level writing. Your writing sample should be professional and demonstrate APA formatting and citations.

### PRO TIP

- Research! Find credible resources to support your point of view.
- Use in-text APA citations and don't forget your works cited listing.
- Have a friend or colleague proofread your work.

## Curate Your Micro Portfolio



Your micro portfolio is a collection of 10 high-quality images and descriptions which showcase your work as an artist and/or educator. Consider artwork, student work, displays, classroom images, etc. All images must be your own and follow your district's policies on photographing students.

### PRO TIP

- Photographs should be focused, clear, and well-lit. Crop and edit each picture as needed.
- Proofread your image descriptions for proper spelling and grammar.
- If you opt to include a supplemental link, consider a more in-depth digital portfolio, professional social media account, or any other relevant and carefully curated website to help application reviewers better understand you as an applicant.

## Review Your Application



All check marks in your application must be green before submitting your application.

### PRO TIP

Be sure you double-check each component of your application before submitting the non-refundable application fee and pressing "Submit."