

Dear Graduate Student Candidate,

Thank you for your interest in the Ohio Association of Elementary School Administrators (OAESA) sponsored Master's program. Courses are aligned to Standards for Ohio Educators (Ohio Standards for the Teaching Profession, Ohio Standards for Principals, and Ohio Standards for Professional Development), Ohio Standards for Superintendents, National Educational Leadership Preparation (NELP) standards, and the Professional Standards for Educational Leaders (PSEL).

This packet includes all of the information that you will need to be admitted into the program. Read through this packet carefully, and be sure to contact me if you have any questions. My team and I are committed to guiding you through the application process. Choosing where to go to graduate school is an important step, and I want to help you in any way that I can. You can reach me by phone at **(614) 379-4858** or by email at mkaminska@graduateprogram.org.



NOTE: Concordia University Chicago strictly limits enrollment in each program and accepts reservations on a first-come, first-served basis.

Complete steps 1-3 below to reserve your seat in this program.

Apply online at <http://www.graduateprogram.org/oaesa-concordia-chicago/application-checklist> for faster processing.

1 Application

Submit your application at <https://engage.cuchicago.edu/apply/>



2 Registration Form (Page 3)

Submit your [registration online](#) or complete page 5 and return by fax to **(800) 504-7618**.



3 Application Fee (Page 4) - Includes 1-year OAESA Associate Membership

Use our secure payment center to submit your \$60 [application fee online](#) or complete page 4 and return by fax to **(800) 504-7618**.



Once you have reserved your seat, turn to page 2 or visit the [online checklist](#) to complete the remaining admission steps.

Congratulations on your pursuit of an advanced degree with Concordia University Chicago!

Sincerely,

Maggie Kaminska

SAIL for Education

(614) 379-4858

mkaminska@graduateprogram.org



Once you have reserved your seat, please continue with the following steps to complete your admission file.
Note: You will not be eligible for financial aid until your admission file is complete.

Complete your application steps online at: <http://www.graduateprogram.org/oaesa-concordia-chicago/application-checklist>

4

Financial Aid & Payment Options (Page 5)



Determine how you plan to pay for the program: Financial Aid or Pay-As-You-Go.

If using Financial Aid, complete the **FAFSA**. For more information, see page 7. **It is in your best interest to complete the financial aid process as early as possible.**

If using a Pay-As-You-Go plan, follow the instructions on Page 6.

5

Official Transcripts (Page 6)



Arrange for all official, sealed academic transcripts from institutions where degrees were earned to be sent to the address below. For transcript review questions, contact the Office of Graduate Admission directly at **(708) 209-4093**. If you need help, further instructions are listed on page 8.

6

Objective Statement (Page 7)



You may submit your statement directly to the Graduate Information Office **online**. If you prefer to submit your essay another way, please respond to the prompt on page 9.

7

Letter(s) of Recommendation (Pages 8 & 9)



The easiest and fastest way to request a recommendation is to use our **online system**. This will allow us to email reference forms directly to your recommender on your behalf.

If you prefer to use the traditional paper forms, see pages 10 & 11. Two letters of recommendation are required for all programs.

8

Teaching License



If you have a valid Teaching License, please submit a copy to the Graduate Information Office by fax at **(800) 504-7618**.

Ohio licensure students only:

9

Employment Verification Form



Ohio Licensure and Endorsement candidates are required to submit an Employment Verification form to be completed by your employment supervisor or applicable school/district human resources employee. Your employment verification must indicate two full years of teaching experience for the Ohio Principal Licensure programs and the Ohio Teacher Leader programs. Two years of successful administrative experience is required prior to enrolling in a program leading to Ohio Superintendent licensure. This form can be completed online.

If you choose to submit paper forms for any of the steps above, documents should be faxed or mailed to:



Concordia University Chicago
Office of Graduate Admission
and Student Services
7400 Augusta Street
River Forest, IL 60305-1499



(800) 504-7618

Cohort Registration Form

Name ID

Home Phone () Cell/Work Phone ()

Email

Semester: ☐ Fall 2026 (October) ☐ Spring 2027 (January)

Cohort Location: ☐ Online

For which cohort program are you applying?

- ☐ Principal Licensure w/ Master's ☐ Differentiated Instruction Master's
☐ Principal Licensure ONLY ☐ Teacher Leader Master's with Endorsement
☐ Teacher Leader Endorsement ONLY

CONFIDENTIAL: FOR STATISTICAL PURPOSES ONLY

Gender ☐ Male ☐ Female

Heritage ☐ Asian ☐ Puerto Rican ☐ Cuban
☐ Black or African-American ☐ American Indian/Alaskan Native ☐ Mexican
☐ White ☐ Native Hawaiian or Other Pacific Islander ☐ Other Hispanic

Religious Affiliation If LCMS, district

HONOR CODE PLEDGE:

As a student of Concordia University Chicago, and a member of the larger society, I pledge to uphold an academic honor code that supports serving and leading with strong personal integrity. Specifically, this includes not cheating or using inappropriate or dishonest means in the completion of academic requirements. This also includes not giving unauthorized assistance to others. I understand that it is my responsibility to comply with this honor system.

COURSE(S) TO ADD: (for office use only)

CRN #	Course #	Course Title	Location

As part of the online Cohort Program, I understand that I will be registered for the classes listed above and remain registered unless written notification is submitted to the Office of Graduate Admission before the beginning of the class. I promise to pay Concordia University Chicago for the courses listed above. I further acknowledge that I am financially responsible for all charges in the event of withdrawal from classes as outlined in Concordia's current refund policy. Any efforts to collect on unpaid balances due to Concordia University Chicago that are made by a third-party source are my responsibility. Such costs include but are not limited to, fees from the outside collection agency, attorney fees, court costs, service charges, etc. Governing law: This note is governed by the laws of Illinois. I consent to the personal jurisdiction of the courts of Illinois in any lawsuit involving this note.

IMPORTANT: Registration cannot be processed without your official signature.

Signature Date

OFFICE USE ONLY	Total Credit Before Change	Date entered
	Total Credit After	Initials
	Transaction completed via: ☐ In person ☐ Mail ☐ Fax	

Application Fee Payment Form

TO PAY BY CREDIT CARD: Fill out this section and fax to (800) 504-7618

- Please use this section to pay your \$60 non-refundable application fee. (Includes 1-year OAESA Associate Membership)
- If you prefer, please contact the Graduate Information Office at (614) 379-4858 to pay your fee by credit card over the phone.

If you have any questions, please call us at (614) 379-4858 or e-mail mkaminska@graduateprogram.org

Student Name

Name on Card

Cardholder Address

City State Zip Code

Card Type ☐ Visa ☐ MasterCard ☐ Discover **Amount: \$60.00**

Card Number Expiration Date CCV#

Cardholder Signature Date

Telephone Number of Payee (in case there is a problem processing the transaction and we need to contact the cardholder for additional information)

TO PAY BY CHECK:

Date I will be mailing my payment Please note: Application and space reservation are NOT secure until your \$60, non-refundable application fee is received.

Signature Print Name

Checks made payable to: **SAIL For Education**
(CONCORDIA DOES NOT ACCEPT POST-DATED CHECKS)

Mail check to:  **SAIL For Education**
Graduate Information Office
P.O. Box 1893, Frankfort, IL 60423

PAY-AS-YOU-GO TUITION PLAN:

Effective 9-1-10 VISA will no longer be accepted for tuition payments.

Each student will receive a statement of account prior to each term indicating the payment amount and due date. Additional coupons are available for your convenience at: <http://gradschool.cuchicago.edu/admission-financial-aid/tuition-billing-payment/graduate-cohort-payment-coupons/>. Each course of your program is eight (8) weeks in duration. Whether you are paying with your own funds, or using financial aid, tuition is due according to the schedule below. Please check each program that applies.

- | | |
|--|--|
| ☐ Principal Licensure w/ Master's
3 equal payments of \$270 per 8-week class | ☐ MA - Online Teaching for pK-12 Educators
3 equal payments of \$495 per 8-week class |
| ☐ Principal Licensure ONLY
3 equal payments of \$270 per 8-week class | ☐ Differentiated Instruction Master's
3 equal payments of \$495 per 8-week class |
| ☐ Teacher Leader Master's with Endorsement
3 equal payments of \$270 per 8-week class | ☐ Teacher Leader Endorsement ONLY
3 equal payments of \$270 per 8-week class |

ONLINE TUITION PAYMENTS (check, credit or debit card) AVAILABLE NOW AT: www.CUChicago.edu/creditcardpayment



Note: If you do not receive a statement prior to class starting, please contact the Business Services Office at (708) 209-3241.

BSO OFFICE USE ONLY: Date Received Capture Number Entered on Account ☐ Yes ☐ No

Graduate students enrolled in Concordia University Chicago's Master's Programs are eligible to participate in the Federal Stafford Loan program.

Complete all steps below to apply for financial aid. **Note: There are financial aid options that are not based on need.** Most students in the off-campus programs use financial aid to pay for the program. We recommend that you complete these steps as soon as possible to make sure that your payment arrangements are in order by the start of class. For help, please contact the Financial Aid Office at **(877) 266-7331**.

HOW TO APPLY FOR FINANCIAL AID

- 1 Complete the Free Application for Federal Student Aid at www.fafsa.gov.** Students beginning in Fall 2026 and Spring 2027 should submit the 2026-2027 form. You will need your 2024 Federal Tax Return. All students will need your FSA ID (<https://studentaid.gov/fsa-id/sign-in/landing>) and Concordia University Chicago's School Code (001666). Graduate students are considered independent for financial aid purposes.
- 2 Review your Student Aid Report (SAR) for accuracy.** You will receive this form 7-10 days after the FAFSA is submitted. If there are any errors on your SAR, log back into your FAFSA to make corrections.
- 3 You will receive your financial aid award letter from Concordia University Chicago.** This lists the financial aid that you qualify for. If you wish to decline all or a portion of the award, notify the Financial Aid Office in writing. Be sure to contact the Financial Aid Office if you have any questions about your award.
- 4 Complete Loan Entrance Counseling and the Master Promissory Note.** Entrance Counseling is only required for first time Federal Direct Loan borrowers; all borrowers must complete a Master Promissory Note. Both can be completed at www.studentloans.gov (you will need your FSA ID from Step 1).

Questions? Call the Financial Aid Office at (877) 266-7331

FEDERAL LOAN REQUIREMENTS

To be eligible to borrow funds under the Federal Direct Loan Program, you must:

1. File the Free Application for Federal Student Aid (FAFSA)
2. Be a U.S. citizen or permanent resident
3. Not be in default on prior educational loans
4. Maintain satisfactory academic progress

THE FEDERAL (TITLE ONE) TEACHER LOAN FORGIVENESS PROGRAM

If you and your school qualify, this program may provide loan forgiveness for eligible Federal Direct Loans. This is a separate program requiring separate forms and processes. The U.S. Department of Education will determine your eligibility for this program; Concordia University Chicago is not responsible to verify your eligibility for this program. Please do not base your enrollment on this program, as it can be difficult to ensure qualification for government programs which are subject to reform and funding changes.

You must call 1-800-4-FED-AID to verify your eligibility or visit <https://studentaid.gov/sa/repay-loans/forgiveness-cancellation/teacher> for more information.

Concordia University Chicago requires official, sealed transcripts from all previously attended colleges and universities where degrees were earned. Follow the steps below to request transcripts from each school that you attended.

TO ORDER TRANSCRIPTS:

There are multiple ways to request transcripts, and each college or university will have their own process.

REQUEST OFFICIAL TRANSCRIPTS ONLINE:

Official Electronic Copies: grad.admission@cuchicago.edu

REQUEST OFFICIAL TRANSCRIPTS BY MAIL:

- 1 Contact the Registrar's office at your previously attended school, either by phone, email, or through your university's website.
- 2 Submit a transcript request following that school's procedures. Most colleges and universities require a signature or other official request in writing. Many schools have a Transcript Request Form available to download on the Registrar's website. Some will allow you to order transcripts online.



Note: Some colleges and universities charge a small fee for official transcripts. Be sure to enclose your fee with your transcript request to avoid a delay in processing.

- 3 It can often take several days for a transcript request to be processed. When your transcripts are received, the Graduate Information Office will contact you, but if you have not received confirmation within 14 days, please contact us at (614) 379-4858.

Official Hard Copy Transcripts:

Concordia University Chicago
Graduate & Undergraduate Online
Admission Office
1115 Monroe Ave
River Forest, IL 60305

Remember: An admission decision cannot be made until all official, sealed transcripts are received.



NOTE: If you received a degree from a foreign institution any international transcripts must be evaluated by a Concordia-approved international credentialing service. Please request a foreign transcript evaluation from one of the following: ECE (Educational Credential Evaluators), WES (World Education Services) or AACRO (American Association of College Registrars and Admission Officers).

Name

Date

In type-written format, please provide information on your future educational goals and/or objectives and their relationship to pursuing graduate work at Concordia University Chicago. This essay is an important and essential part of the admission process. (You do not need to use this form for your essay.)

E-mail, fax or mail your Essay to:



Concordia University Chicago
Office of Graduate Admission
and Student Services
7400 Augusta Street
River Forest, IL 60305-1499



(800) 504-7618



mkaminska@graduateprogram.

Name



Note: To be completed by an employment supervisor, college, or university instructor

Please assist us in evaluating the applicant listed above for admission to graduate studies at Concordia University Chicago. Your comments should be directed to the areas indicated below. Thank you for your assistance in this process.

For how long, and in what capacity have you known the applicant?

Academic Proficiency:

Personal Character:

Competence and effectiveness in professional work:

Your Name (please type or print)

Date

Signature

Title or Position

Organization

Fax or mail to:



Concordia University Chicago
Office of Graduate Admission
and Student Services
7400 Augusta Street
River Forest, IL 60305-1499



(800) 504-7618

Name



Note: To be completed by an employment supervisor, college, or university instructor

Please assist us in evaluating the applicant listed above for admission to graduate studies at Concordia University Chicago. Your comments should be directed to the areas indicated below. Thank you for your assistance in this process.

For how long, and in what capacity have you known the applicant?

Academic Proficiency:

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Your Name (please type or print)

Date

Signature

Title or Position

Organization

Fax or mail to:



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Office of Graduate Admission
and Student Services
7400 Augusta Street
River Forest, IL 60305-1499



(800) 504-7618

The School Leadership program explores theories, research, and policies that support effective school leadership practices. Participants will develop the knowledge, skills, and dispositions required to assume school leadership roles with an emphasis on examining the various decisions that affect school administrators and the importance of the human resource management.

Program Objectives:

This program prepares educators for administrative responsibilities. The objectives of the program are:

- Promote the success of all students through developing and implementing a shared vision of learning.
- Understand and insure quality program development and evaluation that results in effective instruction.
- Develop skills in management of the organization, operations, and resources for a safe, efficient and effective learning environment.
- Collaborate with staff, boards, students, families, and community stakeholders in response to diverse educational and community interests.
- Demonstrate integrity, fairness, and ethical behavior to help in the development and sustainability of a caring and moral educational community.
- Understand and respond to the larger political, social, legal and cultural context.

Program Requirements:

- 2 years teaching experience in grade level(s) of teaching license
- Hold a valid Ohio teaching license
- 33 credit hours of coursework (includes internship)

Coursework	
EDL 6121	Supervision and Improvement of Instruction*
EDL 6131	School Evaluation & Changes Processes*
EDL 6241	Instructional Leadership*
EDL 6300	Ethics of School Leadership*
EDL 6310	Schools, Family, Community Partnerships*
EDL 6220	School Organization and Human Resources*
EDL 6201	School Finance & Business Management*
EDL 6983	School Leadership: Internship I*
EDL 6984	School Leadership: Internship II*
EDL 6231	School Law*
RES 6600	Research in Education
Total Credit Hours: 33	

***Courses required for Ohio Principal Licensure**

Courses are subject to administrative review and change at any time.

The Principal Licensure program is to enable the candidate with an earned master's degree to earn Ohio Principal licensure. Aligned with standards for Ohio educators & principals, this 30 credit hour (2 year completion time) program is being offered at a special per credit hour tuition rate.

Program Objectives:

This program prepares educators for administrative responsibilities. The objectives of the program are:

- Promote the success of all students through developing and implementing a shared vision of learning.
- Understand and insure quality program development and evaluation that results in effective instruction.
- Develop skills in management of the organization, operations, and resources for a safe, efficient and effective learning environment.
- Collaborate with staff, boards, students, families, and community stakeholders in response to diverse educational and community interests.
- Demonstrate integrity, fairness, and ethical behavior to help in the development and sustainability of a caring and moral educational community.
- Understand and respond to the larger political, social, legal and cultural context.

Program Requirements:

- Must hold a master's - minimum 3.0 GPA from a regionally-accredited university
- 2 years teaching experience in grade level(s) of teaching license
- Hold a valid Ohio teaching license
- 30 credit hours of coursework (includes internship)

Coursework	
EDL 6121	Supervision and Improvement of Instruction
EDL 6131	School Evaluation & Changes Processes
EDL 6241	Instructional Leadership
EDL 6300	Ethics of School Leadership
EDL 6310	Schools, Family, Community Partnerships
EDL 6220	School Organization and Human Resources
EDL 6201	School Finance & Business Management
EDL 6983	School Leadership: Internship I
EDL 6984	School Leadership: Internship II
EDL 6231	School Law
Total Credit Hours: 30	

Courses are subject to administrative review and change at any time.



Note: This is only an introduction of the program. You are responsible to review the Graduate Catalog for program details.

The Master of Arts in the Teacher Leader program at Concordia University Chicago is designed for those classroom teachers who are interested in increasing their job responsibilities and assuming leadership roles within their schools and districts. This degree is designed for active teachers who are not interested in becoming a Principal. Rather, graduate candidates aim for leadership roles in a variety of capacities, such as Department Chairs, Instructional Coaches, Curriculum Coordinators, Mentor Teachers, Community Liaisons, in addition to other leadership positions.

The program develops teacher skills and competencies that are needed throughout the candidate's career as a Master Educator and Leader. Specifically, the Teacher Leader program at Concordia University Chicago offers training in leading organizational change and development, building collaborative relationships with stakeholders, using data to improve student performance, instructional coaching, and curriculum construction. One corner stone of the program is to richly develop candidate strength and competency to effectively navigate the ever-increasing diversity of student populations, with particular focus of schools as centers of learning within a larger community context. Graduates of the Teacher Leader program are well-positioned to assume leadership responsibilities in elementary, middle, and high schools in public, private, and non-profit settings.

Program Objectives:

Concordia's Master of Arts program in Teacher Leader will enable graduate candidates to:

- Develop a leadership style to fit diverse populations, situations, and settings;
- Gain knowledge of leadership frameworks and models of shared governance and to understand and use teacher evaluation models;
- Become skilled in building and leading effective teams; including team formation, dynamics, management, and growth;
- Become a self-assured and effective instructional coach taking a mentoring/teaming approach in improvement of classroom instruction;
- Improve instruction through multiple uses of building and district student data; research-based instructional models; and collaboration with colleagues;
- Understand and serve diverse learners' educational needs (including students with IEP, ELL, underrepresented, gifted, and at-risk students);
- Serve as a facilitator of change within a school and engage in planning and management of tasks to support change and implement planned initiatives;
- Work with families, colleagues, building/district leadership, and the larger school community for increased student performance.

Coursework	
EDL 6131	Ohio: School Evaluation and Change Processes
EDL 6121	Ohio: Supervision and Improvement of Instruction
EDL 6310	Schools, Family, Community Partnerships
EDL 6715	Providing Instructional Support
EDL 6775	Leading School-Based Professional Learning Communities
RES 6600	Educational Research
*EDL 6725	Building Collaborative Relationships
*EDL 6530	Instructional Coaching and Mentoring
*EDL 6140	Curriculum and Assessment: Framework
*EDL 6988	Teacher Leader Practicum (capstone course)
Total Credit Hours: 30	

The Teacher Leader courses are subject to administrative review and change at any time.

***Courses that are required for Ohio TL endorsement**

Concordia University Chicago's Ohio Teacher Leader Endorsement program is designed for those classroom teachers who are interested in increasing their job responsibilities and assuming leadership roles within their schools and districts. This endorsement is granted on an existing master's degree and is designed for active teachers who are not interested in becoming a Principal. Rather, graduate candidates aim for leadership roles in a variety of capacities, such as Department Chairs, Instructional Coaches, Curriculum Coordinators, Mentor Teachers, Community Liaisons, in addition to other leadership positions.

This program develops teacher skills and competencies that are needed throughout the candidate's career as a Master Educator and Leader. Specifically, the Teacher Leader program at Concordia University Chicago offers training in leading organizational change and development, building collaborative relationships with stakeholders, using data to improve student performance, instructional coaching, and curriculum construction. One corner stone of the program is to richly develop candidate strength and competency to effectively navigate the ever-increasing diversity of student populations, with particular focus of schools as centers of learning within a larger community context. Graduates of the Teacher Leader program are well-positioned to assume leadership responsibilities in elementary, middle, and high schools in public, private, and non-profit settings.

Program Objectives:

Concordia's endorsement program in Ohio Teacher Leader will enable graduate candidates to:

- Develop a leadership style to fit diverse populations, situations, and settings
- Gain knowledge of leadership frameworks and models of shared governance and to understand and use teacher evaluation models
- Become skilled in building and leading effective teams; including team formation, dynamics, management, and growth
- Become a self-assured and effective instructional coach taking a mentoring/teaming approach in improvement of classroom instruction
- Improve instruction through multiple uses of building and district student data; research-based instructional models; and collaboration with colleagues
- Understand and serve diverse learners' educational needs (including students with IEP/ELL, underrepresented, gifted, and at risk students)
- Serve as a facilitator of change within a school and engage in planning and management of tasks to support change and implement planned initiatives
- Work with families, colleagues, building/district leadership, and the larger school community for increased student performance

Program Requirements:

- Must hold a master's
- 2 years teaching experience
- Hold a valid Ohio teacher license
- 12 credit hours of coursework (includes practicum)

Coursework	
EDL 6725	Building Collaborative Relationships
EDL 6988	Ohio Teacher Leader Practicum
EDL 6140	Curriculum and Assessment: Framework for Student Learning
EDL 6530	Instructional Coaching and Mentoring
Total Credit Hours: 12	

Courses are subject to administrative review and change at any time.



Note: This is only an introduction of the program. You are responsible to review the Graduate Catalog for program details.

Program Objectives:

The Master of Arts in Differentiated Instruction is designed for current educators (with at least 2 years of experience) who are interested in leading change and reform efforts in their educational settings. These educators are those looking for knowledge, skills, and dispositions to act as teacher-leaders in planning and implementing differentiated instructional improvements and curricular enhancements as they relate to all students. Students will:

- Think critically, creatively, and analytically in ways that promote meaningful teaching and learning experiences.
- Be able to articulate learning theory, assess students' needs and develop curriculum and instructional strategies to meet those needs.
- Master a variety of cognitive and learning theories, differentiation in the content areas, instructional technology across the curriculum, various instructional approaches and the importance of managing the differentiated learning environment using research-based instructional strategies and data-driven decision making.

Program Requirements:

- Admission acceptance into the Differentiated Instruction program
- Two years of successful lead-teaching experience
- Hold a valid Ohio teaching license for a minimum of 2 years
- 30 credit hours of coursework
- Complete the Master's Capstone Experience

Areas of Study

Coursework	
EDI 6010	Differentiation and Learning Theory
SPED 6425	Psychology and Methods of Teaching the Exceptional Learner
EDI 6020	Curriculum and Instructional Development for the Differentiated Classroom
EDI 6030	Instructional Methods of the Differentiated Classroom
EDI 6035	Assessment of Student Learning
SPED 6365	Instructional Strategies for Students with Specific Learning Disabilities and Emotional Disabilities
EDL 6530	Instructional Coaching and Mentoring
ESL 6350	Cross-Cultural Studies for Teaching Culturally and Linguistically Diverse Students
EDT 6010	Integrating Technology Across the Curriculum
EDI 6040	Seminar in Differentiated Instruction
Total Credit Hours: 30	

Master's Capstone Experience

The capstone experience for Differentiated Instruction is the last course, Seminar in Differentiated Instruction. As the capstone course, candidates will demonstrate differentiated teaching instruction in a field setting by designing a unit of study or block of instruction using differentiated strategies. Candidates will then teach the unit to students in an educational setting, analyze student learning gains, and reflect on their implementation of differentiated instruction. Candidates also will demonstrate their proficiency, knowledge and skills by integrating technology as a teaching and learning tool throughout the unit or block on instruction and its implementation.

***Maximum cohort size: 18**

Thank you for your interest in Concordia University Chicago's Master's programs.

Tuition Guarantee:

The special per credit hour cohort tuition for 2026-2027: \$270 for Principal Licensure, \$495 for Differentiated Instruction, and \$270 for Teacher Leader Master's with Endorsement. This rate is guaranteed not to increase over the life of the cohort. In addition, a technology fee of \$18 per credit hour (\$54 per 3 credit course) will be assessed for the purpose of supporting and enhancing student learning (Concordia e-mail, Blackboard, text notifications), and a \$143 graduation fee. We reserve the right to offer different tuition rates, or change the prices of other programs. Tuition may vary for students starting Summer 2026 and later.

Admission Requirements:

- Undergraduate cumulative grade point average of at least 2.85 (on a 4.00 scale) and/or a Masters Degree with at least a 3.00 GPA
- Objective Statement essay
- Two letters of recommendation
- Copy of valid Ohio teacher license
- Official sealed academic transcripts from institutions where degrees were earned

Once all materials are submitted and your file is complete, the following steps will be taken:

1. Your file will be reviewed by the Graduate Admission Committee.
2. An admission decision will be reached immediately following the committee review, and you will be notified in writing within a few days.



Note: Admission to Concordia University Chicago depends on several factors, including: the cumulative GPA, program fit, professional experience, letters of recommendation, and an objective statement (critical writing sample). Students who do not have an undergraduate cumulative GPA of at least 2.25 (on a 4.00 scale) will not be considered for admission.

Applicants may enroll in one semester of classes as a "pending" student awaiting an admission decision. Please note that participation and enrollment in the cohort does not guarantee admission to the University. Pending students who are denied admission will not be automatically withdrawn from the class, and will not receive a tuition refund. Pending students are not eligible for financial aid, therefore, please complete the admission process and submit official transcripts by the beginning of the semester for full admission to the graduate cohort program.

The Office of Graduate Admission and Enrollment Services will send a letter and a graduate catalog upon receipt of your application, and non-refundable \$60.00 application fee. If you have any questions regarding your admission status, please feel free to contact us at:

Office of Graduate Admission and Student Services

Phone: (708) 209-4093

Fax: (708) 209-3454

Email: grad.admission@cuchicago.edu

Other Contacts:

Cohort Information	Graduate Information Office	614-379-4858	
Payment Plan	Office of Student Business Services	866-204-1882	
Financial Assistance	Office of Student Financial Planning	877-266-7331	
Online FAFSA form		800-4-FED-AID	www.fafsa.ed.gov



Note: Those who intend to apply for financial aid should complete the financial aid process at the same time they apply for admission. Financial aid is available to admitted students (not pending/guest status) and is not retroactive.