

> GCOE APPLICATION QUICK CHECKLIST <

for all teacher preparation majors:

Elementary Education with Bilingual Endorsement, Early Childhood Education, Elementary Education, Middle Level Education, Special Education, Physical Education, K-12: Music/Art/ Spanish, TLP

ALL ITEMS MUST BE ON FILE WITH THE GCOE OFFICE OF ADMISSIONS BY THE APPLICATION DEADLINE:**FALL - July 10****SPRING – October 25****SUMMER – March 25**

1. **DECLARATION OF MAJOR FORM > [available from your advisor](#)**
email the Declaration form (signed off by both your advisor and yourself) to gcoe-admissions@neiu.edu. Declaration will remain in Admissions Office until your application decision day. Your major will be reflected on NEIUport within a few days after your successful admission into GCOE.
2. **TK20 SUBMISSION > neiu.tk20.com**
fully fill out and submit it online. It must include IEIN number and a writing sample
3. **ACADEMIC REFERENCES > via link in Tk20 (or from [Admissions Requirement](#) webpage)**
provide names and email addresses for two professors/instructors who have observed you in an academic setting
4. **ILLINOIS FINGERPRINTS * > [request form is available from GCOE website](#) (scenario C)**
once requested at Accurate Biometrics, the Illinois result will be faxed directly to GCOE
5. **FEDERAL FINGERPRINTS * > [request form is available from GCOE website](#) (scenario C)**
once requested at Accurate Biometrics, the federal result link will be emailed directly to the student. After downloading from the link, forward the result as an email attachment to gcoe-admissions@neiu.edu.

* For Scenario A or B, normally you'd reach out to CPS to retrieve your results in person. During pandemic, CPS cannot accommodate this request. Therefore, we will temporarily accept just the CPS Field Approval email they provide, for **CONDITIONAL ADMISSION INTO GCOE** (in effect until such time that physical retrieval of results is again possible). If choosing to pursue this Conditional Admission to GCOE, please forward your CPS Approval email to gcoe-admissions@neiu.edu.
6. **TRANSCRIPTS > only necessary if specifically requested by the Office of Admissions**
GCOE Office of Admissions will check your NEIU transcript for the following 3 requirements: GPA over 2.5; English 101 or 102 with at least a "C"; and Math with at least a "C". **IF YOUR NEIU TRANSCRIPT DOES NOT SHOW THESE ITEMS**, you will be asked to provide transfer transcripts from your previously attended institutions, in order to prove these requirements. Unofficial transcripts are acceptable. Your transfer transcripts must be emailed to gcoe-admissions@neiu.edu.

Email gcoe-admissions@neiu.edu for questions!