



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

LAMAR UNIVERSITY

Lamar University Education Graduate Admissions Required Items

Applicant Instructions for Required Items:

Candidates are required to submit the following State and Program items to the department for enrollment in the Educator Preparation Program. After collecting all the required documents, please click the link [Artifact Collection Form - Lamar University](#) to access the form to submit your required documentation. **You will need to save your documents as a PDF or JPEG. Please title your documents correctly.**

1. **TEA (Texas Education Agency) Number:** You are required to create a TEA number if you do not have one. Please submit a PDF or word document with your full name, Lamar ID student number and TEA number. If you already have a TEA number, please submit a PDF or word document with your full name, Lamar ID student number and TEA number. ****Out-of-state candidates** are not required to submit this document.

How to create your TEA Number:

1. Go to [Texas Education Agency](#)
2. Click on Request New User Account
3. Fill out all Fields-Use personal email not school or Lamar email.
4. For Organization Type select Educator
5. For Job Title type educator
6. Click Submit

2. **Offer of Formal Admission Letter:** Email sent to you by gradadmissionsedu@lamar.edu with the subject line: **Offer of Formal Admission.** It lists the candidate's name, program you applied for, and effective date of formal admission at the top. The email included instructions on how to upload your artifacts.

3. **Formal Admission Acceptance Form:** You are required to sign a formal admission acceptance form to the program before the start of the first course. To accept the formal admission acceptance form, complete and submit the link below (initial all statements, complete all fields, sign, and date).
https://www.lamar.edu/education/_files/documents/formal-admission-signature-acceptance-form-school-counseling-8-30-22.pdf

4. **Appendix A Candidate Signature Page:** Affidavit that you acknowledge you have read the handbook and code of ethics. You also agree to the policies and procedures.

- a. Please read the Texas Educator Code of Ethics. The link to the code of ethics at:
[Educators' Code of Ethics](#)
- b. Please read the Educator Preparation Program handbook. The link to the Educator Preparation Program handbook at:
https://www.lamar.edu/education/_files/documents/ed-prep-handbook-spring2023.pdf
- c. Please initial each item, sign, and date the bottom. Click for the signature page:
https://www.lamar.edu/education/_files/documents/student-handbook-signature-page-10-21.pdf