

Graduate Gate 3 Application Instructions

Submitting an Application

If you have **not** already started your Gate 3 Application in LiveText, please visit the new [Gate 3 Application Portal](#) to create your Gate 3 Application.

If you have already started your Gate 3 Application in **LiveText**, please refer to the following instructions to access/update your Gate 3 Application.

1. Log into [LiveText](#) with your LiveText username and password.
2. Click the “LiveText Docs” tab.
3. Click the “New” button.
4. Choose “Gate Applications” from the folder dropbox.
5. Choose the template that corresponds with your program from the template dropbox.
 1. “Graduate Gate 3 Add-On Licensure Application TEMPLATE”
 2. “Graduate Gate 3 Advanced Licensure Application TEMPLATE”
 3. “Graduate Gate 3 Initial Licensure Application TEMPLATE”
 4. “Graduate Gate 3 Non-Licensure Application TEMPLATE”
 5. “Graduate Gate 3 School Counseling Internship Application TEMPLATE”
6. Title the application with your First Name and Last Name.
7. Click the “Save as New Document” button.
8. Complete the Gate 3 application (attaching all necessary documents).
9. Click “Send for Review” (at the top of the application).
10. Type "gate3" as the username.
11. Click on "gate3" in the shadow box that appears.
12. Click “Submit for Review.”

View Assessed Application Rubric in LiveText

1. Log into [LiveText](#) with your LiveText username and password.
2. Click the “Reviews” tab.
3. Click on the Gate 3 application in the list of reviews.
4. Click the “View Assessment” button.
5. Check the ratings for each requirement on the rubric.
6. Any ratings of “Denied” or “Probation” require additional information before the application can be resubmitted.

NOTE: Candidates are not required to submit applications through both LiveText and the new Gate 3 Application Portal. At this time, applications will be accepted through either portal.

If you have any questions, please feel free to email gate3@liberty.edu. Please be patient as the review period for applications can take up to two weeks. You can expect an email from gate3@liberty.edu once the application has been reviewed.