Application Checklist
Additional Teaching License

Note: Adding a teaching license requires a current Minnesota state teaching license along with a bachelor’s degree from an accredited U.S. institution or foreign equivalent with at least a 2.8 GPA.

Documents needed

☐ Unofficial Transcripts
  o Upload to application system, do not mail.
  o Official transcripts are required after you are admitted.
  o Transfer credits must be evaluated and approved by a faculty adviser.
  o Tips for uploading your transcript(s)

☐ Resume
  o Upload in the Program Supplementary Information -Graduate Program Additional Application section.

☐ Educational Goal Statement
  o Upload in the Program Supplementary Information section.

☐ Current Minnesota Teaching License.
  o Upload to Department/Program Forms section.

☐ Complete following sections for online application:
  o Personal Information
  o Application Information
  o Educational background
  o Employment/Residence Information

International Students Additional Information

☐ English translation of your transcripts, if the transcript is not in English.
  o A course by course evaluation may be required.

☐ TOEFL Scores
  o Official TOEFL scores are required. You may qualify for an exception if you have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States.

  o UMN TOEFL score requirements and submission guidelines
  o TOEFL registration and score submission