Navigating the Teaching M.Ed. Application

The application at choose.umn.edu/apply is used for graduate programs at the University of Minnesota. However, not all sections that appear on the application are required for the Teaching M.Ed. program.

The application opens October 1 and the priority deadline is December 15. Some programs fill by the priority deadline; others will continue to take applications as space allows.

Application link and instructions are located on the Curriculum & Instruction Department website: http://www.cehd.umn.edu/ci/Admissions/ILP-Admissions/default.html. Click the “Apply” link at the bottom.

1. Create an Account
   On the home screen of the application system, under First-Time Users click the “Create an Account” tab to register.

2. Program Selection
   Create and open a new application. Under Program Selection, select the University of Minnesota - Twin Cities campus from the drop-down menu.
Select your program and degree from all campus options: Scroll down to “Curriculum and Instruction” to choose your intended Teaching MEd and Initial Licensure program. See table below for additional information about available programs.

### Available Licensure Area for Intended Program and Entry Term

<table>
<thead>
<tr>
<th>Licensure Area</th>
<th>Intended Program</th>
<th>Entry Term</th>
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</thead>
<tbody>
<tr>
<td>Arts in Education</td>
<td>Curriculum and Instruction - Arts in Education - Teaching MEd and Initial Licensure</td>
<td>Summer start only</td>
</tr>
<tr>
<td></td>
<td>You will select your specific arts teaching area within the “department/program forms” section of the application in relation to your content background</td>
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<tr>
<td>Elementary Education</td>
<td>Curriculum and Instruction - Elementary Ed - Teaching MEd and Initial Licensure</td>
<td>Summer start only</td>
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<tr>
<td></td>
<td>* El Ed Foundations majors select Fall term</td>
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<tr>
<td>Program</td>
<td>Curriculum and Instruction - Degree and Initial Licensure</td>
<td>Start Date</td>
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<tr>
<td>English Education</td>
<td>English Ed - Teaching MEd and Initial Licensure</td>
<td>Summer only</td>
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<tr>
<td>Math Education</td>
<td>Math Ed - Teaching MEd and Initial Licensure</td>
<td>Summer only</td>
</tr>
<tr>
<td>Science Education</td>
<td>Science Ed - Teaching MEd and Initial Licensure</td>
<td>Summer only</td>
</tr>
<tr>
<td>Second Languages Education</td>
<td>Second Language Ed - Teaching MEd and Initial Licensure</td>
<td>Summer only</td>
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<tr>
<td>Social Studies Education</td>
<td>Social Studies Education - Teaching MEd and Initial Licensure</td>
<td>Summer only</td>
</tr>
</tbody>
</table>

4. **Biographical information**

Fill out all fields as required.

5. **Personal Background**

If you are a U of MN student, list your U of MN email address in the email section.
6. Teaching MEd/Initial Licensure Programs
List ONLY the current and upcoming courses that satisfy prerequisites for your licensure area.

- List any prerequisite coursework in progress or planned for the semester(s) prior to starting the program; list institution, term, course number, and course name
- Specific teaching area selection for Arts, Science, and Second Languages Education applicants
- UMN Elementary Ed Foundations students do not need to complete this section

7. Academic History
Click Add Institution to list all previous institutions and upload unofficial transcripts.
International students are additionally required to submit course by course evaluations completed by a member of www.NACES.org
8. Test Scores

- **Academic Test Scores:** We do not require the GRE, GMAT, LSAT, etc.
- **English Language Test Scores:** University policy requires international applicants (and domestic applicants whose native language is not English) to provide proof of English language proficiency as a condition of admission.
- Additional information about the University’s English Language Requirement can be found on the Graduate School’s website here: https://www.grad.umn.edu/admissions-application-instructions/toefl
9. Materials
This is where you’ll upload your Personal Statement and your Resume. (Note: If you are applying to the Social Studies Education M.Ed/ILP, you will upload your Diversity Statement here)

● PERSONAL STATEMENT and RESUME are required for all applicants.

● DO NOT FOLLOW THE PROMPT IN THE APPLICATION SITE. The statement must meet the following formatting requirements:
  ○ No longer than 5 pages
  ○ Standard (12 pt.) font-size
  ○ Double-spaced
  ○ Include your name at the top of each page.

● There is one essay prompt for the Teaching M.Ed. program:
  “Describe the world you come from -- for example, your family, community or school. Tell us about a time when your worldview has informed and/or been challenged by working with children/youth. Reflecting on this and other experiences, how do you hope to grow as a reflective teacher through our program?”

● Diversity Statement - Social Studies Education M.Ed/ILP ONLY

● Applicant Statement – Extenuating Circumstances (optional)
  If there are extenuating circumstances you want to explain (such as a GPA that doesn’t meet minimum standards), you are welcome to upload a statement in the Applicant Statements section under “extenuating circumstances.” Although your circumstances will be taken into consideration, it does not guarantee the basic admission criteria will be waived.
● Resume/CV - Upload your resume or curriculum vitae into the “Resume/CV” section. It should be tailored to highlight your experiences and achievements working with children and youth and any time you’ve spent in a classroom/teaching setting.

10. Recommendation
The program requires one letter of recommendation; and it should be from someone who can speak to your work with children/youth and/or who can vouch for your commitment to educational equity. Ideally, you should start this process early so that letter of recommendation can be submitted by the priority deadline.

When you are adding a recommendation provider, you will need to know the person’s contact information including phone number and email address. Your recommender will receive an email with instructions.

11. Signature
Once you have completed the online sections of the application and uploaded the required documents, you will need to confirm that you understand what you are submitting.
12. Review
Prior to finalizing your application and paying, we recommend you print a copy of your application for your records. Once you open the application proof you will have the option to print a copy.

13. Submit Payment
You will need to pay the $75 fee ($95 international students) at the point of submission.
Our goal is to notify applicants of their admission status by March 15th, 2019. We will not have decisions prior to March 15th. As always, if you have any questions or difficulties with the application process, please contact your program’s Academic Adviser.