Navigating the Teaching M.Ed. Application

The Apply Yourself application is used for many 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 and are located on the Curriculum & Instruction Department website: [http://www.cehd.umn.edu/ci/Admissions/ILP-Admissions/default.html](http://www.cehd.umn.edu/ci/Admissions/ILP-Admissions/default.html). Click the “Apply” link at the bottom.

On the home screen of the application system, click the “Create an Account” tab to begin the process.

For the Intended Program, scroll in the drop-down menu to “Teaching MEd ILP” to select your program.

<table>
<thead>
<tr>
<th>Licensure Area for Intended Program and Entry Term</th>
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<tbody>
<tr>
<td><strong>Licensure Area</strong></td>
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<tr>
<td>Arts in Education</td>
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<td>Elementary Education</td>
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<td>English Education</td>
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<td>Math Education</td>
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<td>Science Education</td>
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<td>Second Languages Education</td>
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<tr>
<td>Second Languages Education – For Working professionals</td>
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<tr>
<td>Social Studies Education</td>
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Once you submit this information, you will receive a confirmation email with your username listed. Keep the email for future reference. When you log in, accept the Terms of Use and begin the application by clicking the Start Application button.

Sections you **must complete** are:
- Personal Information
- Application Information
- Educational Background (All students are required to submit transcripts. International students are additionally required to submit course by course evaluations completed by a member of www.NACES.org)
- Test Information-Self Reported (for non-native English speakers only)
- Languages (if you speak more than one language, list it here)
- Applicant Statements (essay)
- Program Supplementary Information (résumé)
- The CEHD section (complete Application Information section first)
- Recommendations (one letter of recommendation)

Optional sections:
- Test Information-Self Reported: GRE scores (GRE scores are not required for admission but may be used in lieu of the MTLE Essential Academic Skills Exam)
- Applicant Statement: Extenuating Circumstances
- Legal Agent/Privacy Statement

1. **Personal Information**
   Fill out all fields as required. If you are a U of MN student, list your U of MN email address in the email section. Once complete, click “Save and Continue” at the bottom of the page. This will bring you to the next section, Application Information.

2. **Application Information**
   Fill out all fields as required. Some tips for this section:
   - U of MN Graduate Status = New Applicant
   - Proposed Major & Degree Objective = this is the same degree you listed when starting the application; refer to the chart on page 1
   - Proposed Term of Entry = refer to the chart on page 1 (NOTE: most programs only admit for summer)
   - Campus you will be attending = Twin Cities

   Once complete, click “Save and Continue” at the bottom of the page. This will bring you to the next section, Educational Background.

3. **Educational Background**
   List all college/universities you’ve attended (including the University of Minnesota, if applicable) and upload an unofficial transcript for every school. Most unofficial
transcripts can be downloaded, or scanned if you have a paper copy. Upon admission you will need to submit official transcripts for each institution listed, with the exception of any from a U of MN campus. The education section is quite long, and you'll need to scroll down to the bottom to enter your GPA.

- If you have completed an undergraduate degree, list your final GPA in the A-F GPA (Overall Undergraduate) space.
- If you are still working on your undergraduate degree, list your cumulative GPA as it appears on your transcript at this time in the A-F GPA (Overall Undergraduate) space.
- If you have completed any graduate work, list your undergrad degree GPA in the A-F GPA (Overall Undergraduate) space and your graduate GPA in the A-F GPA (Graduate Work) section.

This is the only thing you need to enter regarding GPA, skip the rest of the boxes. Once complete, click “Save” at the bottom of the page and then move to the Applicant Statements section, using the navigation on the left tool bar.

<table>
<thead>
<tr>
<th>GPA Information</th>
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<td>Please enter your grade point average (GPA) information. If your school’s grading system is on the A-F scale (where A=4), then figure the GPA using that scale. If your school’s grading system is on a different numerical scale (e.g., 0-100, 0-20, etc.) then calculate your averages using that scale. You do not need to do both scales.</td>
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For instructions on how to calculate the A-F scale, click here.

| A-F GPA (Overall Undergraduate) | # # |
| A-F GPA (Junior-Senior years) | # # |
| A-F GPA (Graduate work) | # # |

4. Applicant Statements

There is one essay for the Teaching M.Ed. program. The prompt is:

*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?*

No longer than 5 pages. Standard (12 pt.) font-size. Double-spaced. Include your name at the top of each page. **DO NOT FOLLOW THE PROMPT IN THE APPLICATION SITE.** Upload the essay into the “Statement #1” section.
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.

5. Program Supplementary Information
Upload your résumé into the “résumé or 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.

6. Department/Program Forms: CEHD M.Ed./Initial Licensure Program
The following items are entered in this section:
- 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. 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 home and email address. Unfortunately, we do not accept paper letters; therefore, you must select “YES” for the question “Will this provider be submitting the letter of recommendation online?”

Will this provider be submitting the letter of recommendation online?
- [ ] Yes
- [ ] No

If Yes, you must provide the email address for online providers and please notify the individual that he/she will be receiving an email from the online application system with the necessary access information.

Your recommender will receive an email with instructions. Please let them know they can skip the “Qualities to be Ranked” section; they only need to upload their letter.

Submission
Prior to submitting, we recommend you print a copy of your application for your records.

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, 2018. 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 Advisor.