

# Application for Admission to M.Ed./Professional Studies Programs

The attached application form must be completed by applicants to the master of education (M.Ed.)/professional studies programs offered by the College of Education and Human Development (CEHD).

M.Ed./professional studies programs serve licensed teachers and other education and human development professionals who wish to improve their skills and expand their knowledge base.

Candidates who want to add a new teaching or administrative licensure area to a current Minnesota full professional license must complete a separate Application for Admission to Additional Licensure Programs. The form is available on the Web: <http://cehd.umn.edu/students/Graduate/Forms/M.Ed.-ProfStudApp.pdf>. Applicants seeking both credentials (M.Ed./professional studies degree and additional licensure) must submit both applications.

For information on admission and application requirements for CEHD programs, log on to our Web site: <http://cehd.umn.edu/students/Graduate/default.html>. Material is also available from CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455; 612-625-6501; e-mail: [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu).

## Application Package

All applicants must submit the following items:

1. M.Ed./professional studies application form
2. Application fee: Make check, money order, or bank draft in the amount of \$55.00 payable to the University of Minnesota.
3. Official transcripts from all undergraduate or graduate colleges or universities where you completed coursework applicable to the licensure you are seeking, except the University of Minnesota. Official transcripts must be received from the issuing school in a sealed and stamped envelope. The application process includes a review of the applicant's grade point average (GPA).
4. Educational goal statement: Limit two pages
5. Professional résumé
6. Applicants who hold a teaching license must submit a copy of the license. Applicants to the developmental applied physical education (DAPE) program must submit a copy of a K-12 physical education license.

## Coursework completed outside the United States

Applicants who completed coursework at a university outside of the United States must submit an English-language transcript evaluation prepared by a professional credential evaluation service, except when the courses appear on a transcript from a U.S. institution. Request a "course-by-course" evaluation report. This process can take four to six weeks, so please plan in advance.

A suggested provider of this service is Educational Credential Evaluators (ECE), P.O. Box 514070, Milwaukee, WI 53203-3470 (414-289-3400; fax: 414-289-3411; and Web site: <http://ece.org>).

## The following additional application materials are required:

- **Letters of recommendation**—All applicants to the following programs must submit letters of recommendation, typically from appropriate professionals who can attest to your capacity for development in the discipline. The number in parentheses indicates the number of recommendations you must submit.
  - Environmental education (1)
  - Special education (2)
  - Leadership in education (2)
  - Youth development leadership (2)
- **Special education**—If applicable, candidates must submit a copy of current teaching license(s). For a required, additional set of special education program and application materials, contact the college's special education office at 612-626-0367; e-mail: [sped-adm@umn.edu](mailto:sped-adm@umn.edu); or on the Web: <http://cehd.umn.edu/EdPsych/SpecialEd/admissionsMEd.html>.
- **Applied kinesiology: developmental applied physical education (DAPE) focus area**—Applicants to this program must submit a copy of current K-12 physical education license(s).
- **Nonnative English speakers**—Nonnative English speakers must submit an official score report from the Test of English as a Second Language (TOEFL). Exceptions can be made for applicants who will 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 before entering the University of Minnesota. The following minimum TOEFL scores are required for international students: Internet-based test, 79-80; computer-based test, 213; paper-based test, 550. Applicants may also be required to demonstrate spoken English proficiency with an Oral Proficiency Interview (OPI) test and/or oral interview with faculty or staff. Contact Student Services for more information. International applicants requiring an I-20 form for a student visa must submit a Financial Certification Statement, which will be mailed upon program admission.

## Application Deadlines

Application deadlines vary by program:

**Adult education:** October 15 for spring term admission,  
March 15 for fall term admission

**Special education:** March 1 for summer or fall admission

**Youth development leadership:** July 1 for fall admission;  
priority granted to applications received by May 1

The college reviews applications on an ongoing basis for the remaining M.Ed./professional studies programs. Application deadlines for each academic term are listed below:

- Summer session admission—**March 1**
- Fall semester admission—**July 1**
- Spring semester admission—**November 1**

## Submission of Application Package

1. Submit all application materials in a single envelope. Indicate on the envelope the program to which you are applying (e.g., M.Ed./professional studies: adult education).
2. Keep a copy of all application materials you submit.
3. Submit official transcripts in an envelope sealed by the issuing school.
4. Submit application packages to the following address:

Student Services  
College of Education and Human Development (CEHD)  
110 Wulling Hall  
86 Pleasant Street S.E.  
Minneapolis, MN 55455

## Notification

All applicants will receive written notification of the admission committee's final decision. Notification letters are typically mailed within four to six weeks after the application deadline.

## For More Information

If you have any questions about applying to this program, contact Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minneapolis, MN 55455; 612-625-6501; e-mail: [cehdgrad@umn.edu](mailto:cehdgrad@umn.edu); or on the Web: <http://cehd.umn.edu>.

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**CE+HD**  
COLLEGE OF EDUCATION  
+ HUMAN DEVELOPMENT

CEHD Student Services  
110 Wulling Hall, 86 Pleasant Street S.E.  
Minneapolis, MN 55455  
612-625-6501, fax: 612-626-1580  
[cehdgrad@umn.edu](mailto:cehdgrad@umn.edu)

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*The University of Minnesota is an equal opportunity educator and employer. The College of Education and Human Development is committed to recruiting, enrolling, and educating a diverse population of students who represent the overall composition of our society.*

*For alternative formats of this publication, please contact CEHD Student Services, 612-625-6501.*

UNIVERSITY OF MINNESOTA

All information on this form is private. Items in bold print are required; they will be used for identification, to determine admission, and to establish your University academic record if admitted. The remaining items, including date of birth and Social Security number, are voluntary and will be used for positive identification, advising and counseling, course placement, and institutional research. Failure to provide this information will have no effect on the admission decision. Information will be shared with offices within the University for the uses described above and may be released outside the University to organizations conducting studies on its behalf. **Note:** International students are required to answer all items on this application. Submit application packet to CEHD Student Services, 110 Wulling Hall, 86 Pleasant Street S.E., Minnesota MN 55455.

**1. Personal data**

<b>Last name</b>	<b>First name</b>	<b>Middle name</b>	<b>Former name*</b>	
Date of birth (mm/dd/yy)	U.S. Social Security number		U of M student ID number (if known)	
Current mailing address		City	State	Zip code
Permanent address		City	State	Zip code
Home phone number	Other phone number (specify)		E-mail	
<b>State in which you claim legal residency</b>		<b>How long have you lived in that state?</b>		
		Years:		Months:

\*Students who have previously applied to any University of Minnesota system school (Twin Cities, Crookston, Duluth, Morris, or Waseca) under a different name must submit a completed University of Minnesota Name Change Request to the appropriate office. The form is available at One Stop Student Services, 612-624-1111, or on the Web: <http://onestop.umn.edu/onestop/forms.html>.

**2. Citizenship information** If you check "United States" in the first box below, proceed to section 3, "Employment history."

Country of citizenship <input type="checkbox"/> United States <input type="checkbox"/> Other (specify):	Country of birth
Institution issuing current I-20	Date of entry into United States
<b>Type of visa, if not U.S. citizen</b>	
<input type="checkbox"/> F-1; specify I-20 admission number if you have one: _____ <input type="checkbox"/> F-2 <input type="checkbox"/> H-1 <input type="checkbox"/> H-2 <input type="checkbox"/> J-1 <input type="checkbox"/> J-2 <input type="checkbox"/> Permanent resident/immigrant/refugee <input type="checkbox"/> Applied for permanent residence <input type="checkbox"/> Applied for political asylum <input type="checkbox"/> Other	

**3. Employment history** List employment, including military, beginning with most recent. Do not include unpaid experience here.

EMPLOYER OR ORGANIZATION	CITY/STATE	TYPE OF WORK	FROM	TO

**4. Educational data** Have you ever applied to or attended any campus of the University of Minnesota?  Yes  No

List all undergraduate colleges or universities where you completed 12 or more semester credits and all colleges or universities attended after completing the undergraduate degree, including the University of Minnesota. List any additional schools on an attached sheet.

NAME OF INSTITUTION	CITY/STATE	FROM (mm/yy) to (mm/yy)	CREDITS COMPLETED		DEGREE RECEIVED (if any)
			QUARTER	SEMESTER	

# M.Ed./Professional Studies Application

## 5. Teaching licensure Complete this section if you have ever been a licensed teacher. (Submit a photocopy of your license.)

Major field(s)	Minnesota license holders: Please provide six-digit file folder number that appears on teaching license.
State or country in which you hold a teaching license	

## 6. Admission request to degree program (All students must complete this section.)

Desired term of admission: <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____
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## 7. Degree program(s) to which you are applying

<input type="checkbox"/> Adult education <input type="checkbox"/> Agricultural education <input type="checkbox"/> Applied kinesiology ___ Sport and exercise science ___ Sport management ___ Developmental adapted physical education (DAPE) <input type="checkbox"/> Business and industry education <input checked="" type="checkbox"/> Curriculum and Instruction <input type="checkbox"/> Art education <input type="checkbox"/> Elementary education <input type="checkbox"/> English education <input type="checkbox"/> Environmental education <input type="checkbox"/> Interdisciplinary focus Choose at least two of the following focus areas: ___ English education ___ Mathematics education ___ Science education ___ Second languages and cultures education ___ Social studies education <input type="checkbox"/> Learning technologies ___ K-12 technology integration ___ Multimedia design and development ___ Online distance learning <input type="checkbox"/> Mathematics education	<input type="checkbox"/> Science education <input type="checkbox"/> Second languages and cultures education <input type="checkbox"/> Social studies education <input type="checkbox"/> Family education <input type="checkbox"/> Human resource development <input type="checkbox"/> Leadership in education <input type="checkbox"/> Literacy education <input type="checkbox"/> Special education ___ Deaf or hard of hearing ___ Developmental disabilities ___ Early childhood special education (ECSE)* ___ Emotional/behavioral disorders ___ Learning disabilities <input type="checkbox"/> Work and human resource education (WHRE) <input type="checkbox"/> Youth development leadership <small>*Note: M.Ed. degree in special education with ECSE focus available only to candidates who already hold Minnesota ECSE licensure. Candidates seeking ECSE licensure must apply to the M.Ed./initial licensure program in early childhood education and early childhood special education.</small>
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## 8. Student certification

*I certify that the information I have provided on this application and all other admission application materials is complete, accurate, and true to the best of my knowledge. I understand that it is my responsibility to request that transcripts from all previously attended colleges and universities be sent to CEHD Student Services. I understand that changes in program status may impact admission consideration. I understand that misrepresentation of application information is sufficient grounds for canceling admission or registration.*

**Applicant's signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## 9. Legal agent (optional)

The University of Minnesota complies with federal and state privacy laws and regulations governing access to student records. The federal Family Educational Rights and Privacy Act (FERPA) as amended, and the State of Minnesota Data Privacy Act form the backdrop for the Regent's Policy on Access to and Release of Student Educational Records (Office of the Vice President for Student Affairs/Office of the Registrar, September 1993).

Those who may gain access to information in your file are staff and faculty at the University who have a need to gain access, and outside organizations and government bodies in limited circumstances as authorized by state or federal law. The Regents' policy permits you to review your educational records. Some student data are matters of public record or directory information. All other information about you generally may not be released to a third party without your written consent, a subpoena, or court order. If you want the University to grant access to someone else, such as your parent, spouse, other relative, or friend, you must provide complete information and sign below.

If you deny access to your student records to any and all other third parties, please check here:

*I hereby authorize the University of Minnesota Office of Admissions to release information in my file to the following person:*

Name: \_\_\_\_\_ Relation to you: \_\_\_\_\_

Address: \_\_\_\_\_

*I hereby grant permission to University officials to leave private information or questions regarding the status of my application on automated message systems, i.e., voicemail.*     No     Yes, at this telephone number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date: \_\_\_\_\_

for office use only

