

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**
 - Upload to application system, do not mail.
 - Official transcripts are required after you are admitted.
 - Transfer credits must be evaluated and approved by a faculty adviser.
 - [Tips for uploading your transcript\(s\)](#)
- Resume**
 - Upload in the *Program Supplementary Information -Graduate Program Additional Application* section.
- Educational Goal Statement**
 - Upload in the *Program Supplementary Information* section.
- Current Minnesota Teaching License.**
 - Upload to *Department/Program Forms* section.
- Complete following sections for [online application](#):**
 - Personal Information
 - Application Information
 - Educational background
 - Employment/Residence Information

International Students Additional Information

- English translation of your transcripts**, if the transcript is not in English.
 - A course by course evaluation may be required.
- TOEFL Scores**
 - 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.
 - UMN TOEFL [score requirements and submission guidelines](#)
 - [TOEFL registration and score submission](#)

