

**ADMISSION PROCEDURES CHECKLIST  
SPECIAL EDUCATION TEACHER EDUCATION PROGRAM**

**For the Department to consider your application, all items need a YES answer.**

1. \_\_\_\_\_ Are you a matriculated student at the University of Utah?
2. \_\_\_\_\_ Will you have completed 40 semester hours of university course work (or accepted transfer credit), including SP ED 3010, Human Exceptionality (or its equivalent), by the beginning of the semester for which you are seeking admission?
3. \_\_\_\_\_ Have you taken the Praxis Core Test for Educators? Have you taken the Praxis test at least one month before departmental deadline for the semester in which you are seeking admissions? **Have you submitted a COMPLETE hard copy to the Special Education Department?**
4. \_\_\_\_\_ Have you met the minimum admission requirements? (See Minimum Admission Requirements on the Department website)

**Admission Application Deadlines for Undergraduate Students**

Admission to the undergraduate program occurs three times a year:

**Summer/First Fall Admissions Deadline: March 1<sup>st</sup>, or if it falls on a Saturday, the Friday before; if it falls on a Sunday, the Monday after (*Complete Packet-No Exceptions*)  
Deadline for taking the Praxis is February 1<sup>st</sup>**

**Second Fall Admissions Deadline: May 16<sup>th</sup>, or if it falls on a Saturday, the Friday before; if it falls on a Sunday, the Monday after (*Complete Packet-No Exceptions*)  
Deadline for taking the Praxis is April 16<sup>th</sup>**

**Spring Admissions Deadline: November 1<sup>st</sup>, or if it falls on a Saturday, the Friday before; if it falls on a Sunday, the Monday after (*Complete Packet-No Exceptions*)  
Deadline for taking the Praxis is October 1<sup>st</sup>**

In addition, international undergraduate applicants must take the TOEFL (Test of English as a Foreign Language). Or regular TOEFL on computer-based TOEFL. The regular TOEFL should have the following scores: Paper-based is 600. Computer-based is 250. The TOEFL-iBT (Test of English as a foreign language Internet-based test) must be a minimum of 90, but a score of 100 is recommended.

**In addition, have you included in your application packet each of the following:**

5. \_\_\_\_\_ Completed Application for Admission form?
6. \_\_\_\_\_ Two-page personal statement?
7. \_\_\_\_\_ Three (3) letters of recommendation?
8. \_\_\_\_\_ Official transcripts from all colleges and universities that you have attended?  
(A minimum of 3.00 GPA is required)
9. \_\_\_\_\_ Proof of a *USOE-CLEARED* (CBI/FBI) fingerprint background check?

If so, submit your *complete* application packet by the deadline to:

University of Utah  
Department of Special Education  
Attention: Admissions Committee  
1721 Campus Center Drive, SAEC 2280  
Salt Lake City UT 84112-9253

REV 12/1/15