

# ADMISSION PROCEDURES CHECKLIST

## Bachelor of Science in Special Education Teaching Licensure Program

### First Steps Toward Program Admission



Apply to the University of Utah as a matriculated student.

Complete 24 semester hours of university course work (or accepted transfer credit), including EDU 1010 (or equivalent) by the beginning of the semester for which you are seeking admission.

Meet the minimum admission requirements on the Department website: <https://special-ed.Utah.edu/prospective/undergrad-application-info.php>

Complete a USBE (CBI/FBI) fingerprint background check.

**NOTE:** International applicants must take the TOEFL (Test of English as a Foreign Language) or IELTS

### Choose Semester of Admission (Application Deadline)



**Summer or Fall Admission**  
**Deadline: March 1st\***

**Fall Admission**  
**Deadline: May 16th\***

**Spring Admission**  
**Deadline: October 1st\***

**\*NOTE:** If the deadline falls on a weekend, applications are due the following Monday.

**??? Questions ???**  
**Kaitlin Lindsey**  
**801-581-4764**  
**k.lindsey@utah.edu**



**DEPARTMENT OF SPECIAL EDUCATION**  
COLLEGE OF EDUCATION | THE UNIVERSITY OF UTAH

### Submission of Application Packet (Must include ALL of the following)



Completed Application

Two-page personal statement

Three (3) letters of recommendation

Official transcripts from ALL colleges & universities attended

Proof of USBE-cleared (CBI/FBI) fingerprint background check

International applicants must also submit TOEFL or IELTS scores

Submit complete application packet by deadline to:  
Admissions Committee  
Department of Special Education  
1721 Campus Center Drive, SAEC 2280  
Salt Lake City UT 84112

### **Professional Career Statement**

Submit a written two-page statement informing the Admissions Committee of the reasons you are interested in a career of working with children and youth with disabilities as well as strengths you bring to the teaching profession.

The purpose of this statement is to give candidates an opportunity:

1. to demonstrate their ability to organize and express their ideas,
2. to think carefully about educational issues,
3. to show their commitment to the teaching profession, and/or (d) to share what they can contribute to serving children and youth with disabilities, and their families. Include experiences and events that have influenced your decision.

Your statement must be typed, double-spaced, and is limited to a maximum of 750 words. Be sure to sign and date your statement.

### **Three Letters of Recommendation**

One letter of recommendation (3 total) from each of the below areas is required, make sure to attach the recommendation form ([https://special-ed.utah.edu/\\_documents/pdf/ug-recommend.pdf](https://special-ed.utah.edu/_documents/pdf/ug-recommend.pdf)). **At least one letter must be from a university or college professor.**

1. Teaching & Working with youth
2. Academic performance
3. Professional Attributes

### **Background Check & Procedure**

To study in SP ED licensure programs, students must pass a USBE State and Federal background check.

[https://special-ed.utah.edu/\\_documents/background-check-instructions.pdf](https://special-ed.utah.edu/_documents/background-check-instructions.pdf)