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 1st, 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 1st

- **Second Fall Admissions Deadline:** May 16th, 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 16th

- **Spring Admissions Deadline:** November 1st, 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 1st

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