

# GRADUATE ADMISSION PROCEDURES CHECKLIST

## Master Degree in Special Education with/without Teacher Licensure

### First Steps Toward Program Admission

We offer two different master's degrees: Master of Education (M.Ed.), and Master of Science (M.S.); both can be completed with or without licensure.

Apply to the University of Utah as a matriculated student ([app.applyyourself.com/?id=utahgrad](http://app.applyyourself.com/?id=utahgrad))

Meet the minimum admission requirements on the Department website: [special-ed.utah.edu/prospective/admission/grad-dropdown.php](http://special-ed.utah.edu/prospective/admission/grad-dropdown.php)

Complete a USBE (CBI/FBI) fingerprint background check

NOTE: International applicants must take the TOEFL or IELTS English Proficiency Test

### Choose Your Semester of Admissions (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 ???**  
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### Submission of Admissions Packet

(Must include ALL of the following)

Completed ApplyYourself Application

Resume and Two-page professional statement (**uploaded**)

Three (3) letters of recommendation (**uploaded**)

Official transcripts from ALL colleges & universities attended (**uploaded**)

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

International applicants must also submit TOEFL or IELTS test scores

Submit the **documents not uploaded** to the application by the admissions deadline to:  
Admissions Committee  
Department of Special Education  
1721 Campus Center Drive, SAEC 2280  
Salt Lake City UT 84112

### Professional Career Statement

Upload 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.

### Background Check & Procedure

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

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

### Transcripts & Uploading Documents

Do not upload any transcripts or documents to the ApplyYourself system that are password-protected, they can't be accessed. *Your application will be incomplete.*

### Three Letters of Recommendation

One letter of recommendation (3 total) from each of the below areas is required. In the application, make sure to include the names & emails of all recommenders.

1. Teaching & Working with youth
2. Academic performance **from at least one university or college professor**
3. Professional Attributes

### Programs with Licensure

The Utah State Board of Education grants teaching licenses. Upon successful completion of the program, graduates are recommended for licensure. The program requires completion of the teacher education core in special education and a sequence of specialization courses. Students in our degree programs are provided with professional training to help prepare them for careers working in diverse educational communities and settings with exceptional populations. Each program has been structured for students to develop the required skills through hands-on, practical learning opportunities; therefore, the majority of our programs provide multiple field-based experiences.