



ADMISSION REQUIREMENTS FOR MASTERS/LICENSURE APPLICANTS

1. Applicants must complete the **APPLYYOURSELF** application.

The application for the Graduate School is called **APPLYYOURSELF** and can be found at <https://app.applyyourself.com/?id=utahgrad>. The Graduate School will not process your application without the required fee and original copies of **ALL** transcripts).

2. International applicants are also required to take the **Test of English as a Foreign Language (TOEFL)**. International applicants whose native language is English should check with International Admissions (801-581-3091) about requirements for taking the **TOEFL-iBT**. This test is internet-based and has an oral component to it. Another testing option available is the **IELTS**. Required test scores are as follows:

TOEFL-iBT (Internet-Based)	Required Score
Reading	25
Listening	25
Speaking	25
Writing	25
Total Required Score	90
Total Preferred Score	100
IELTS	7 or above

Test scores must be current (taken within the past five years). Refer to the information sheet regarding test administration, test dates, and related information.

3. **Must show proof of a cleared USBE background check or provide a copy of current teaching license.**
NOTE: CRIMINAL CONVICTION: *You should know that if you have been convicted of something other than minor traffic violations, this may be a bar to your being licensed as a teacher. If you have been so convicted, you should consult with either the Associate Dean for Professional Education of the Graduate School of Education, or the Utah Professional Practices Advisory Committee, c/o Executive Secretary, State Office of Education, before proceeding with your program in teacher education.*
4. The **APPLYYOURSELF** application will ask for a **two to three page, double-spaced typewritten Professional Career Statement**. The statement will be used as part of the data considered for admission.
5. The **APPLYYOURSELF** application will ask for names and email addresses of **THREE (3) CURRENT RECOMMENDERS**. These are persons capable of speaking authoritatively about your academic ability and teaching potential. **Hand-carried recommendations by the applicant will not be accepted.** To assist these recommenders, **be sure you fill in the deadline date on the form.** (Recommendations by relatives will not be accepted.)



6. The **APPLYYOURSELF** application will ask you to upload transcripts from **ALL** Universities or Colleges attended. These do not need to be official transcripts. ***Please do not attempt to upload university transcripts or any other documents that are password-protected. The ApplyYourself system will not be able to access them and the application will be considered incomplete.***
7. The **APPLYYOURSELF** application will ask you to upload a **professional resumé or curriculum vitae.**
8. Submit **Official Transcripts** directly to the University Graduate School Admissions for **ALL** colleges/universities you have attended.
9. **It is the responsibility of the applicant to ensure that an APPLYYOURSELF application, and all other materials including a professional statement, letters of recommendation, test results (if applicable), resumé, USBE cleared background check, and transcripts be submitted in a timely manner.** Application materials, including Transcripts and Recommendations, will not be accepted beyond the final deadline for each specified admission period. The Department of Special Education is not responsible for any admissions materials sent to the wrong address. **Upon submission of application**, the applicant will be notified concerning the status of the application file. The applicant should **double-check** with the academic advisor in the Department of Special Education before the final deadline to verify that the file is complete. **The Admissions Committee is able to accept only COMPLETE application files.**

FOLLOW-UP PROCEDURES

1. Completed admission files which meet the deadline will be reviewed by the Admissions Committee. **WITHIN APPROXIMATELY THREE TO FOUR WEEKS AFTER THE POSTED FINAL DEADLINE, the applicant will be notified by mail of the status of the application.** The Committee recommends admission, denial, or no action (e.g., if the file is incomplete) to the Graduate School. The actual decision is made by the Graduate School.
2. Admission files and the materials contained therein become the property of the Department of Special Education and will not be returned to the applicant. **An incomplete file will be kept for one (1) year from the date of application, after which it will be destroyed.**
3. **DENIALS:**
Questions or concerns about the basis for denial should be directed to the Chair of the Admissions Committee. Applicants who are denied admission may reapply to the Department during a subsequent admissions period if they believe that new or updated materials will form the basis for admission to the Department. Applicants are encouraged to work with the Department Academic Advisor in preparing materials to ensure the application file is both complete and current.
4. **APPEALS:**
If an applicant wishes to appeal a decision denying admission to the Department, the applicant should write a letter to the Department Chair describing the basis for believing that the decision violated the Admissions Committee's written standards and procedures. The Department Chair will review the decision for compliance with Committee standards and procedures. Based on the findings, the Chair will make a determination to uphold or reverse the decision.



DEADLINES AND CHECKLIST FOR ADMISSIONS FOR MASTERS/LICENSURE STUDENTS

DEADLINES FOR APPLICATION

NOTE: Admission to the **MASTERS/LICENSURE** program takes place *three times per year*. (If the deadline falls on a **Saturday**, applications are due the Friday prior; if it falls on a **Sunday**, applications are due the Monday following.)

- **Summer/First Fall Admissions Deadline:** March 1st
- **Second Fall Admissions Deadline:** May 16th
- **Spring Admissions Deadline:** October 1st

CHECKLIST OF APPLICATION MATERIALS TO BE SUBMITTED

Upon submission of application, you will be notified concerning the status of your application file. ***Only complete application files will be considered by the department's Admissions Committee – No Exceptions.*** These files ***must*** include:

- 1) Current unofficial transcripts submitted through **APPLYYOURSELF** application for **ALL** colleges/universities you have attended
- 2) Current **OFFICIAL TRANSCRIPTS** submitted directly to the University Graduate School Admissions for **ALL** colleges/universities you have attended
- 2) Complete the **APPLYYOURSELF** application at website:
<https://app.applyyourself.com/?id=utahgrad>
- 3) Three Letters of Recommendation
- 4) Minimum Admission Requirements (**Minimum Admission Requirements** on the Department website)
- 5) Proof of USBE-Cleared Background Check
- 6) Professional Resumé or Curriculum Vitae
- 7) Official TOEFL scores for international applicants