

**Department of Curriculum and Instruction**  
**Application Checklist: Ph.D./M.A. Programs**

**Required Documents for application**

**Unofficial Transcripts**

- Upload to application system, do not mail.
- Include all transcripts from any institution you have attended, even if you did not earn a degree or certificate.
- Official transcripts are required only after you are admitted.
- Transfer credits must be evaluated and approved by a faculty adviser.
- [Tips for uploading your transcript\(s\)](#)

**GRE Scores**

- Only the general test is required.
- There is no minimum score requirement.
- University of Minnesota code: 6874
- [Average GRE scores of admitted students.](#)

**Resume**

Upload to *Program Supplementary Information* section of the application.

**CI Application Form**

- Click here for form: [CI Application Form](#)
- Upload to *Program Supplementary Information* section.

**Three letters of recommendations**

Ask professors, employers, or supervisors to speak to your potential for successfully completing your degree and upload their letters directly into the online application.

**Personal Statement**

- Upload to the *Applicant Statements* section of the online application.
- Trace how you became interested in research in this discipline, as well as what problems interest you the most and why.
- Speak to:
  - why you want to study in our department
  - what strengths, expertise, and research experience would contribute to your success in our program
  - your professional goals for pursuing a research-focused degree

**Diversity Statement**

- Upload to the *Applicant Statements* section of the online application.
- Identify the distinctive qualities, characteristics, and life experiences you would contribute to our community.
- Please do not exceed one page in length

- You may wish to include examples that address your contribution to the diversity of the student body and illustrate your motivation to succeed by setting high standards for accomplishing intellectual and other goals, overcoming obstacles to achievement, and/or helping others to gain access to the resources necessary for success.
- **Short writing sample- Optional for all EXCEPT Literacy Education Applicants**
  - No longer than five pages in English.
  - Upload to *Program Supplementary Information* section.
  - For example, an excerpt from a term paper or research paper for publication.
- **(Optional) Common Ground Consortium Fellowship for African American Students**
  - CGC develops proactive and collaborative Black intellectual leaders in education.
  - If you wish to apply, submit a statement that describes how your participation as a CGC scholar would
    - enhance your graduate student experience
    - prepare you for your chosen career
    - benefit the public
  - Upload to *Program Supplementary Information* section.
  - For more information: [Common Ground Consortium Fellowship](#)

### International Students Additional Information

- **English translation of transcript** (if not already in English)
 

*Please note: the graduate school will not accept an evaluation of your international coursework by an outside agency; the graduate school may conduct a course by course evaluation of your transcripts.*
- **TOEFL/IELTS or MELAB**
  - You may qualify for an exception if you have completed 16 semester or 24 quarter credits within the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States.
  - [Score requirements and submission guidelines](#)