Navigating the Professional Studies M.Ed. and Graduate Certificate Applications

The Apply Yourself application is used for many graduate programs at the University of Minnesota. However, not all sections that appear on the application are required for the Professional Studies M.Ed. or Certificate programs. If you are applying to more than one program (i.e. one professional studies M.Ed. and one certificate) you must submit an application for each program.

Priority deadlines are as follows for all programs:
- Spring start: December 15th
- Summer start: April 30th
- Fall start: July 31st

International Students: there may be extra sections you need to complete, look for the highlighted text for more help.
You can also find more information here:
https://www.grad.umn.edu/admissions/internationalstudentinfo

On the home screen of the application system, click the "Create an Account" tab to begin the process.

Find your program in the Intended Program drop-down list. Certificates are listed alphabetically by title, Professional Studies M.Ed.'s are listed first under "Educ-curric and instruct" and then by their name.

Professional Studies Programs:	Select:
Art Education	Educ-curric and instruct -ArtEd-MED only
English Education	Educ-curric and instruct-English-MED only
Interdisciplinary Studies Education	Educ-curric and instruct – Interdisciplinary Studies-MED
Language Immersion	Educ-curric and instruct-Lang Immersion Educ-MED only
Learning Technologies	Educ-curric and instruct-Learning Technologies-MED
Literacy Education	Educ-curric and instruct-LiteracyEd-MED
Second Language Education	Educ-curric and instruct-Second Language Educ –MED only
Second Language Pedagogy	Educ-curric and instruct-Sec Lang Pedagogy-MED only
Math Education	Educ-curric and instruct-Math-MED only

Certificate Programs:	Select:
Teaching Writing + Critical Literacy	Teaching Writing and Critical Literacy - Certificate
Advanced Practices in Second Language Teaching	Advanced Practices in Second Language Teaching - Certificate
Dual Language + Immersion Education	Dual Language and Immersion Education – Certificate
Online Learning	Online Distance Learning – Certificate
K-12 Technology Integration	K-12 Technology Integration – Certificate
Multimedia Design and Development	Multimedia Design and Development - Certificate

- After your account has been created, **you may change your intended program** by going to the "Application Information" section, and selecting a different program in the proposed major and degree objective field.
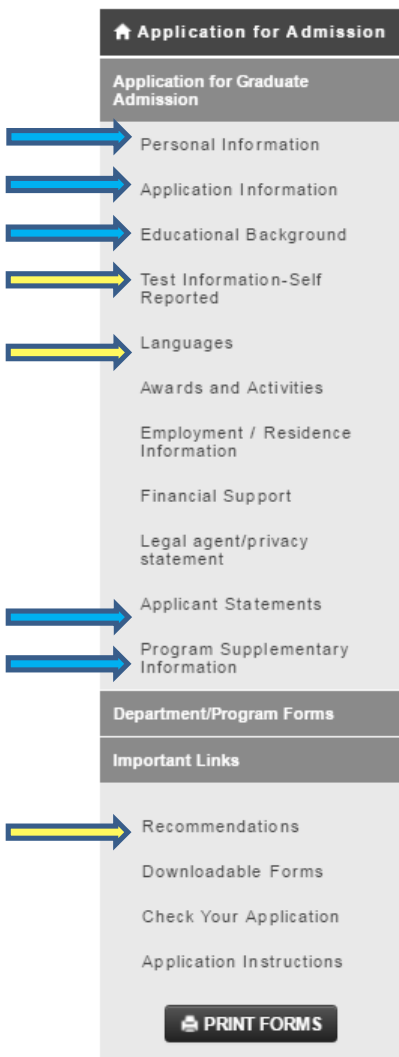
Once you've created your account you'll be sent a confirmation email with your username. Keep this email for future reference. To begin your application once you log in, click the "Start Application" button.

Required Sections:

- Personal Information
- Application Information
- Educational Background
- Applicant Statements
- Program Supplementary Information (Resume)
- Recommendations

Optional Sections:

- Test Information- Self Reported (for non-native English speakers only)
- Languages (if you speak more than one language)
- Legal Agent/Privacy Statement

Application for Admission

Application for Graduate Admission

- Personal Information
- Application Information
- Educational Background
- Test Information-Self Reported
- Languages
- Awards and Activities
- Employment / Residence Information
- Financial Support
- Legal agent/privacy statement
- Applicant Statements
- Program Supplementary Information

Department/Program Forms

Important Links

- Recommendations
- Downloadable Forms
- Check Your Application
- Application Instructions

🖨 PRINT FORMS

Application Sections:

1. Personal Information: Fill out all fields marked with an asterisk (*). If you are/have been a U of MN student, list your University email address. Once complete, click "Save & Continue" to move on to the next section.

- Proposed Major and Degree Objective: Select your intended program
- Campus: select "University of Minnesota – Twin Cities"

3. Educational Background: List all college/universities you've attended (including the University of Minnesota, if applicable) and upload an unofficial transcript for every school. Most unofficial transcripts can be downloaded, or scanned if you have a paper copy. Upon admission you will need to submit official transcripts for each institution listed, with the exception of any from a U of MN campus.

- **International students** must upload original language & English translations of transcripts and diplomas.
- After entering information and uploading unofficial transcripts for all colleges/universities attended, scroll down to the GPA sections. You need to complete only one GPA section, either A-F (4.0 scale), or Numerical.
- If you have completed or are working on your undergraduate degree, list your GPA in the Overall Undergraduate space, and leave the "GPA (Junior-Senior years)" and "GPA (Graduate work)" sections blank.
- If you have completed any graduate work, list your undergraduate degree GPA in the Overall Undergraduate space, and your graduate GPA in the Graduate work space. Leave the "GPA (Junior-Senior years)" section blank.

GPA (Overall Undergraduate) [ ]
#.##

GPA (Junior-Senior years) [ ]
#.##

GPA (Graduate work) [ ]
#.##

4. Test Information-Self Reported – English Language Proficiency Tests (for non-native English speakers): Students who don't speak English as their first language must upload TOEFL, MELAB, <u>or</u> IELTS scores. You can find more information on international requirements here: https://www.grad.umn.edu/admissions/internationalstudentinfo and more about the English proficiency tests here: https://www.grad.umn.edu/admissions-application-instructions/toefl

- You may qualify for exemption if you have completed 16 semester or 24 quarter credits in the past 24 months in residence as a full-time student at an accredited institution of higher learning in the United States.

5. Languages (if you speak more than one language): enter your native language(s), and then mark your proficiency for all other languages.

6. Applicant Statements: Submit your **personal statement** in the "Statement #1" section. There are different requirements for the applicant statements for professional studies and certificate programs.

- All Professional Studies M.Ed. degrees require a one-page personal statement in which you are asked to "Describe your career goals and rational for pursuing your M.Ed." (upload in Statement #1 section).
- Certificate requirements vary; please check the table below (upload in Statement #1 section).
- If extenuating circumstances affected a portion of your application (such as GPA) that doesn't meet requirements, you can upload a statement explaining the conditions in the "Extenuating Circumstances." Please note that this doesn't guarantee that admission criteria will be waived.

Certificate:	Select:	Website:	Personal Statement:
Teaching Writing + Critical Literacy	Teaching Writing and Critical Literacy - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/TeachingWritingCriticalLiteracy.html	Explain the relationship of courses and research to your professional goals. (Recommended: 2 pages) & 2 Letters of Recommendation
Advanced Practices in Second Language Teaching	Advanced Practices in Second Language Teaching - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/AdvancedSecondLanguageTeaching.html	Discuss your experience teaching languages and the ways this certificate program will contribute to your professional development.
Dual Language + Immersion Education	Dual Language and Immersion Education - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/Immersion.html	Describe why you are interested in this program and what you hope to gain professionally by participating in it.
Online Learning	Online Distance Learning - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/OnlineLearning.html	One page speaking to your current involvement with technology and your career interest related to technology.
K-12 Technology Integration	K-12 Technology Integration - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/K-12TechnologyIntegration.html	One page speaking to your current involvement with technology and your career interest related to technology.
Multimedia Design and Development	Multimedia Design and Development - Certificate	http://www.cehd.umn.edu/ci/Academic-Programs/Certificates/MultimediaDesign.html	One page speaking to your current involvement with technology and your career interest related to technology.

Applicant Statements

Some, but not all, graduate programs may have separate instructions for you to follow in completing the statements below. To check if your program requires you to follow separate instructions, please find the program list available at:
https://apps.grad.umn.edu/programs/

Statement #1

Please provide a statement outlining your immediate educational and long-range career objectives in relation to your chosen field. If there is a particular faculty member with whom you wish to study, please give that person's name and explain why you want to study with that person. You may also wish to include other information, such as any undergraduate research experience, internships, or other experiences you may have had to document your preparation for advanced study in your chosen field.

Upload Document _e.g. .doc, .pdf, .txt, .xls More_

Please note that there is a generic prompt given in the statement upload sites, this application is used for many programs so we can't change this. Please only respond to the prompt on your program's website.

7. Program Supplementary Information: upload your resume to the "Résumé or CV" section. It should be tailored to emphasize relevant work and academic experience.

8. Recommendation: Very few programs require letters of recommendation; please check your program website to verify if you need a letter of recommendation or not. If you do, your recommendation should be from someone who can speak to your relevant work or academic characteristics. We **do not** accept paper letters, so you must select "Yes" for the question "Will this provider be submitting the letter of recommendation online?"

*If for some reason the writer of your letter of recommendation cannot submit your letter online through the application system, please contact your program advisor.

Will this provider be submitting the letter of recommendation online?*

○ Yes   ○ No

ⓘ **If Yes, you must provide the email address for online providers and please notify the individual that he/she will be receiving an email from the online application system with the necessary access information.**

October 18, 2016