

# University of Illinois at Chicago College of Education

## M.ED. APPLICATION INSTRUCTIONS

Thank you for your interest in a master's program in the College of Education at UIC. We look forward to receiving your application for admission. There are many steps in the process and materials to submit, so please review all application instructions and policies carefully. Failure to comply with all the steps may result in a delay in processing or inability to review your application for admission. This publication is available in alternative formats for use by individuals with disabilities. Please contact the College of Education at (312) 996-4532 or the Office of Disability Services at (312) 413-2183 (voice), or (312) 413-0123 (TTY) to request this information.

Applications for the M.Ed. programs in the College of Education are accepted by the dates for the terms specified below:

| <b>Program</b>   | <b>Spring Term Deadline</b> | <b>Summer Term Deadline</b> | <b>Fall Term Deadline</b> |
|--|-----------------------------|-----------------------------|---------------------------|
| Elementary Education                                     | None                        | None                        | March 15                  |
| Secondary Education                                      | None                        | None                        | February 15               |
| Educational Studies                                      | October 1                   | January 1                   | May 15                    |
| Early Childhood Education                                | October 1                   | January 1                   | March 15                  |
| Literacy, Language & Culture                             | October 1                   | January 1                   | March 15                  |
| Special Education  | October 1                   | None                        | March 15                  |
| Measurement, Evaluation, Statistics, & Assessment (MESA) | None                        | None                        | March 15                  |
| Youth Development  | None                        | None                        | March 15                  |
| Policy Studies   | October 1                   | January 1                   | March 15                  |

### Check List of Application Materials to be Submitted

The application process involves two different offices at UIC. Note that some of the materials on the following list are to be sent to UIC's Office of Graduate Admissions, others are to be sent directly to the College of Education. The College of Education and the Office of Graduate Admissions are two separate offices on campus, each requiring separate materials. Please do not send all materials to one office or the other, because they will not be forwarded. Check the following sections for descriptions of these items and the addresses to where they should be sent.

- UIC Graduate Application
- Non-refundable application fee
- Two individual sets of official academic transcripts showing evidence of your Bachelor's degree and any post-baccalaureate courses. All applicants must have a baccalaureate degree from an accredited college or university.

- College of Education M.Ed. Program Application
- Three letters of recommendation (Only two are required for the Literacy, Language, and Culture program)
- Goal statement (or questionnaire and essays for Early Childhood Education)
- GRE scores for those programs that require it
- Illinois Test of Basic Skills scores for those entering certification programs.

International applicants (those who must have a visa to study in the US) must submit the following additional materials:

- TOEFL score (required for all non-native English speakers)
- Evidence of Financial Support

See **Additional Instructions for International Applicants** at the end of this document.

**SUBMIT THE FOLLOWING DIRECTLY TO THE OFFICE OF GRADUATE ADMISSIONS at the following address:**

Basic Credentials  
 Office of Graduate Admissions MC/018  
 University of Illinois at Chicago  
 PO Box 5220  
 Chicago, IL 60680-5220

- UIC Graduate Application (apply online)
- Application fee or waiver (See UIC Graduate Application instructions to see the fee amount or if you qualify for a waiver. Fee can be paid online via credit card.)
- Graduate Record Examination (GRE) if required. Scores should be sent directly to UIC, institution code 1851.
- Official unopened academic transcripts from:
  1. The institution(s) where you earned the last 60 semester hours (90 quarter hours) of credit toward the bachelor's degree.
  2. All institutions where post-baccalaureate course work has been taken
- Official TOEFL score (required for all non-native English speakers)

For faster processing collect all transcripts yourself and submit all materials together in your application package. Be sure to specify to the institutions that you have attended that each transcript must be placed in a separate envelope. Do not open the transcripts; they must remain sealed to be valid.

You can obtain the UIC application for graduate admission by going on the web to apply online at the following web address: [http://www.uic.edu/depts/oar/grad/apply\\_grad.html](http://www.uic.edu/depts/oar/grad/apply_grad.html)

You can also go to UIC's home page at [www.uic.edu](http://www.uic.edu) and click on Admissions and navigate from there. You can access your application online 24 hours a day, and be assured that it has been received by the deadline.

## Change of Program

If you are currently enrolled in a graduate degree program at UIC at the time of application, you do not have to submit an application, fee, or transcripts to the Office of Graduate Admissions. You bypass that office altogether and submit a Change of Program form which can be downloaded from the following link:

[https://grad.uic.edu/pdfs/form\\_Chprfrm3.pdf](https://grad.uic.edu/pdfs/form_Chprfrm3.pdf)

If you are enrolled in an M.Ed. program in the College of Education, you should see Ana Valenta to sign off on the top section of the form. If you are enrolled in another master's program at UIC, you must have your department sign off on the form as well as forward a copy of your file to the College of Education. You should submit the Change of Program form along with the rest of the materials for the College of Education. You must submit all the materials listed below for the College of Education, including all transcripts.

### **SUBMIT THE FOLLOWING DIRECTLY TO THE COLLEGE OF EDUCATION at the following address:**

College of Education  
Office of Student Services Room 3145  
1040 W. Harrison St. M/C 147  
Chicago, IL 60607-7133

Attention: M.Ed. Admissions

Please do not send materials individually. The following items should first be collected by you, and then submitted to the College of Education in one complete package by the deadline:

- College of Education M.Ed. Application
- Three letters of recommendation (Literacy, Language, and Culture program requires two letters)
- A goal statement for the program you wish to enter (questionnaire and essays for Early Childhood Education)
- Official unopened academic transcripts from:
  1. The institution(s) where you earned the last 60 semester hours (90 quarter hours) of credit toward the bachelor's degree. If you are applying to the Secondary Education program, please submit transcripts from all undergraduate institutions.
  2. All institutions where any post baccalaureate work has been done
  3. If you have attended UIC you must also request a UIC transcript to be sent to the College of Education
- Original or photocopy of scores from the Graduate Record Examination (GRE) for those applying to the Youth Development and MESA programs
- Copy of official TOEFL score (required for all non-native English speakers)

All documents submitted to UIC become the property of the University. Documents will not be released to the applicant or forwarded to other institutions or agencies.

### **College of Education M.Ed. Program Application**

This form is located in this information packet or online at:

<http://www.uic.edu/educ/index.html/admissions/2ndlevel/3rdlevel/medapplication.pdf>

### **Three Letters of Recommendation**

Letters of recommendation should include the cover sheet. Three copies of the cover sheet are located in this information packet or online at:

<http://www.uic.edu/educ/college/admissions/2ndlevel/3rdlevel/letofreccover.pdf>

Please complete Section I of the forms before giving them to the people writing recommendations for you. It is important that recommendations come from individuals who are able to address your ability to carry out graduate level work. If you are entering a certification program, they should address your potential as a teacher. The individuals writing recommendations for you should complete section II and return the form and letter to you in sealed envelopes with their signatures across the seal. If the people writing letters for you prefer to send their letters directly to the College of Education, they can do so. However, that places the responsibility on you to follow up and make certain the letters have been sent. Note that the Literacy, Language, and Culture programs requires only two letters.

### **Goal Statement and Cover Sheet**

The goal statement must include the goal statement cover sheet which is included in this packet or online at:

<http://www.uic.edu/educ/college/admissions/2ndlevel/3rdlevel/goal.pdf>

Be sure to include your name on your goal statement.

In a typed written essay describe why you wish to pursue a master's degree in the area you have chosen, and why you are interested in urban education. Describe how this interest relates to your personal experience and to your professional goals at this time. Discuss the kinds of skills, abilities, and understandings that you would anticipate acquiring in a master's program. Faculty will evaluate your essay in terms of its clarity and cohesiveness. Be sure to include your name on your goal statement.

If you are applying for the M.Ed. in Early Childhood Education, you must submit the Early Childhood Education questionnaire and essay answers in lieu of the goal statement. You can find this questionnaire at:

<http://www.uic.edu/educ/college/admissions/2ndlevel/3rdlevel/Early%20Childhood%20Questionnaire.pdf>

## **Academic Transcripts**

Have sent to you two sets of original, unopened copies of academic transcripts from the institution(s) where you earned the last 60 semester hours (90 quarter hours) of credit toward the bachelor's degree, and all institutions where university level graduate work has been done. If you are applying to the Secondary Education program you must submit all transcripts from all undergraduate institutions. Be sure to specify that each copy of your transcripts is individually sealed in a separate envelope. Then send one entire set of transcripts to Graduate Admissions, and the second set to the College of Education in one complete package with the other required application materials. The College of Education and the Office of Graduate Admissions are two separate offices, each requiring its own set of transcripts. If you have attended UIC either as an undergraduate or graduate student, you do not have to submit your UIC transcripts to the Office of Graduate Admissions. However, you do have to send a set to the College of Education.

## **Test Scores From The Graduate Record Examination (GRE)**

For those applicants applying to the Measurement, Evaluation, Statistics, and Assessment (MESA) and Youth Development programs, you must take the Graduate Record Examination (GRE) and have your scores sent directly to UIC. Exams are administered year-round on the computer at ETS-authorized computer-based test centers. Paper-based General Test administrations are only offered in areas of the world where computer-based testing is not available. **Only results from a GRE taken within the last five years are acceptable.**

For information regarding the GRE or to make a test reservation, call the national number for the Educational Testing Services (ETS) at 1- 800-GRE-CALL (473-2255.) or go on the web at [www.ets.org](http://www.ets.org). To find a test center go to: [http://etsis4.ets.org/tcenter/cbt\\_dm.cfm](http://etsis4.ets.org/tcenter/cbt_dm.cfm). Be sure to have a set of scores sent directly to UIC. The ETS institution code for UIC is 1851.

If you are from the Chicago area, the GRE exam can be taken at one of the test centers listed below. You can schedule an exam directly by contacting the numbers listed. Appointments are scheduled on a first-come, first-served basis. Register early to get your preferred test date, and to receive your test preparation material in time to prepare for the test.

|      |            |                |
|------|------------|----------------|
| 5230 | Chicago    | (312) 641-7300 |
| 3209 | Homewood   | (708) 798-0238 |
| 3216 | Northbrook | (847) 559-2461 |

Please allow a sufficient amount of lead time to insure that UIC receives your test scores by the deadline date. Results take approximately four weeks to reach UIC's Office of Admissions.

## **Illinois Test of Basic Skills**

For those applicants who wish to enter a certification program, we are required by law to receive passing scores on the Illinois Test of Basic Skills before you enter the program. This requires that you plan enough lead time to take the exam and have the scores reported to us. The test is offered in June, September, November, January, March, and April. It takes

at least four weeks for the scores to reach us. If you have not taken the test by the time your application is due, please contact Ana Valenta at (312) 355-0575. Please visit the Illinois Certification Testing System website for details on test dates, registration, and preparation materials at [www.icts.nesinc.com](http://www.icts.nesinc.com)

### **Test of English as a Foreign Language (TOEFL)**

Applicants whose native language is not English are required to take the Test of English as a Foreign Language (TOEFL) in addition to the GRE. The Educational Testing Service, Box 899, Princeton, NJ 18540 administers this test. Contact them via phone at 1-800-468-6335 or via website at <http://www.toefl.org>. Applicants do not need to take the TOEFL test if they have at least two consecutive years full-time study at a university in the U.S. or other country where the official language of the country is English, or a minimum of one year of full-time employment in the U.S. or other country where the official language of the country is English. Applicants must submit a letter from their employer verifying at least 12 consecutive months of employment and describing their English ability.

Applicants from countries where the official language of the country is not English, but who attended a university where English was the language of instruction, are not exempt from submitting TOEFL scores.

The TOEFL exam must have been taken within the last two years, and a minimum score of 550 (paper-based) or 213 (computer-based) is required for admission to the College of Education. The most recent TOEFL iBT exam format requires that applicants receive a minimum score of 80. The sub-scores must be at least 21 in Writing, 20 in Speaking, 17 in Listening, and 19 in Reading. The total score must be higher than the sum of the minimum sub-scores.

### **Evaluation of Your File**

Your application is individually reviewed by program faculty in the College of Education and by the Graduate College at the University of Illinois at Chicago. In general, the College of Education expects a minimum grade point average of 2.75/4 or 3.75/5 for the final 60 semester hours of undergraduate study, and a minimum of 3.0/4 or 4.0/5 (B average) for all graduate work. Some programs require higher GPA's. All aspects of the application are considered--background experience, grades and grade point averages, test scores, letters of recommendation, and the written essay. No single factor is used either to admit or to deny an applicant. Some programs may have higher minimum GPA's, so be sure to check requirements for specific programs.

### **HELPFUL HINTS**

- The College of Education holds two master's admission information sessions in the Education Building for prospective students in November and late January. Please check the College of Education website when the Fall semester begins for details.
- You can complete your College of Education M.Ed. Application on the computer and then download it. It is easier to complete and more legible.
- If you need to contact the Office of Graduate Admissions, the contact person for the College of Education is Kimberly Williams who can be reached at [kwilli29@uic.edu](mailto:kwilli29@uic.edu).
- We communicate via email. Please make certain to include your email address on your application, and if you change your email address, please report that change to us.

- If you decide to use an overnight delivery service such as FedEx or UPS, make certain you include the room number in the address or it may not be delivered. Remember that any package postmarked by the deadlines will be accepted.
- The University closes between Christmas and New Year's. You will not be able to call or stop by the Office of Student Services during this time. Also do not attempt to send materials via delivery services during the week between Christmas and New Year's.
- If you have any questions about your program of interest, please contact the appropriate coordinator. If you have questions about the application process, contact Ana Valenta or Migdalia Lorenz in the Office of Student Services at (312) 996-4532.
- The website for the College of Education is [www.education.uic.edu](http://www.education.uic.edu). Please visit our Prospective Students page as well as our departments and programs pages to find out more about the College of Education.

## **ADDITIONAL INSTRUCTIONS FOR INTERNATIONAL APPLICANTS**

All items discussed below are to be sent to the Office of Graduate Admissions.

Applicants requesting an F-1 visa must apply as full-time degree seeking applicants. Applicants admitted to UIC will receive written notification and an official document (I-20 or DS-2019) to be presented when requesting their visas to enter the United States.

### **Evidence of Financial Support**

Evidence of financial support for the first year of study must be submitted before an I-20 or DS-2019 will be sent to the admitted student. Applicants **MUST** submit the following:

1. An original bank statement signed by a bank official  
Date of statement must be no more than six months old from the start of the semester. Proof of sufficient funds for tuition and fees, books and supplies and living expenses for the first year must be shown. The funds must be in a savings, money market or certificate of deposit account and displayed in U.S. dollars. A maturity date must be provided on all certificates of deposit and other time deposits. Maturity dates must be no later than the first day of the semester. Checking (current) accounts are not acceptable.
2. The UIC Declaration and Certificate of Finances Form signed by both the student and the sponsor is available online at:

[http://www.uic.edu/depts/oar/forms/declaration\\_finances\\_grad.pdf](http://www.uic.edu/depts/oar/forms/declaration_finances_grad.pdf)

In addition to the UIC declaration and Certification of Finances, students may wish to provide a separate Affidavit of Support executed by the sponsor or a U.S Citizenship and Immigration Services Affidavit of Support. Additional affidavits of support may be used in conjunction with the official UIC Declaration and Certification of Finances, but will not be accepted in its place.

U.S. Citizenship and Immigration Services (CIS) requirements for I-20 and DS-2019 issuance are subject to change. Additional documentation not listed here may be required before an I-20 or DS 2019 can be issued. For current CIS regulations and requirements visit [www.immigration.gov](http://www.immigration.gov).

### **Required Educational Credentials**

Applicants who have studied outside the United States must submit all official academic credentials, which include:

1. A list of all subject/courses studied for each year
2. Grades or examination results received (failing as well as passing) in each subject /course
3. Maximum and minimum grades obtainable for each course
4. Degree, certificates, diplomas awarded

These credentials should be submitted in the same packet with your application and application fee. If you must submit transcripts or any other documentation separately, be sure to include your name and address as it appears on your application and your date of birth (and Social Security Number, if possible) on each document.

**Transcripts:** International applicants who have attended universities that issue official transcripts on request should submit their transcripts. An official English translation should be attached if the transcript is not in English. Official transcripts bear the seal and/or stamp of the university as well as the signature of the appropriate University official, such as the Registrar.

**Marksheets:** Applicants from countries, such as India, that issue marksheets should submit attested or certified marksheets or examination reports showing the detailed results of all exams taken. Marksheets or examination results should be attested by the Controller of Examinations or equivalent. An official English translation should be attached to any credential not issued in English. Consolidated marks will not be accepted.

Degree certificates/diplomas are mandatory items. These are separate documents that state the type of degree, the fact that it was awarded or granted, and the date of conferment.

### **English Translations of Academic Credentials**

Official English translations must accompany all academic credentials originally issued in a language other than English. Official credentials should be sent in the original language and accompanied by a verbatim (word for word) English translation, in the identical format of the original credential. Interpretative

translations are not acceptable. All academic credentials must be certified by the original signature of an authorized representative (Registrar or equivalent) of the school, and must bear the school official seal or stamp.