The C&I Department’s Graduate Admissions Committee reviews applications on a rolling admissions basis. For those seeking initial teaching licensure and a graduate degree, applications should arrive by **October 1** and **March 1** each year. Incomplete and/or falsified applications will not be considered for admission.

**M.Ed. Application Requirements**

Submit the online Graduate School application at [http://www.umt.edu/grad/apply](http://www.umt.edu/grad/apply) (includes a $60 application fee). Then submit the following materials to the C&I Graduate Program Co-Coordinators:

1. Letter of intent including academic and professional goals, philosophy of teaching and learning, and the specific program option for which you are applying.
2. Current résumé including experiences with children and adolescents.
3. Official transcripts from all previous institutions attended.
4. Three letters of recommendation that attest to your recent academic or professional performance;
5. At least one (two if undergraduate GPA is below 3.0) of the following*:
   - MA/MEd/MS GPA of 3.0 or higher and an official transcript from the institution that awarded this degree
   - A 500-word essay (see prompt below)
   - An on-campus interview (Date/time scheduled once the committee reviews the application.)
   - National Board Certification
   - Official GRE Scores (Revised test: Verbal of 146 or higher, Quantitative of 143 or higher, and Writing of 4.0 or higher)
   - Official MAT Score (383 or higher).
   *Please indicate in the letter of intent which of the above options will be submitted.

**Elementary and secondary licensure applicants must also submit:**

1. Initial Background Screening Form, signed and notarized.
2. A fingerprint-based background check. (Fingerprint card packets are available at Teacher Education Services. Contact TES if unable to pick one up.)
3. Background Check Authorization Form.
4. A written description of previous experiences with children and adolescents. This is a two to three paragraph document separate from the résumé.
5. A 500-word essay, 12 point Times New Roman font, double-spaced, one-inch margins, and titled, in response to the following prompt: "Select and describe one significant learning experience from your life. Identify what you learned and explain how it will contribute to your work as a teacher." (Note: This may also count as an additional submission material under requirement #6 above.)

International students whose first language is not English have additional application requirements.

Forms and additional application requirements for international students are available on the [M.Ed. admissions webpage](http://www.coehs.umt.edu/departments/currinst/masterofed/admission.php).

Doctoral degree application requirements are outlined on the [Ed.D. admissions webpage](http://www.coehs.umt.edu/departments/currinst/doctorofed/admission.php).

**Contacts**

Morgen Alwell, Ph.D.  
Grad. Program Co-Coordinator  
Curriculum and Instruction  
The University of Montana  
32 Campus Drive  
Missoula, MT 59812  
Phone: (406) 243-5512  
morgen.alwell@mso.umt.edu

Matthew Schertz, Ph.D.  
Grad. Program Co-Coordinator  
Curriculum and Instruction  
The University of Montana  
32 Campus Drive  
Missoula, MT 59812  
Phone: (406) 243-2163  
matthew.schertz@mso.umt.edu

Teacher Education Services  
PJW Education Center  
2nd floor reception  
Phone: (406) 243-4841  
Fax: (406) 243-4908  
chelsea.rayfield@mso.umt.edu

Updated 6.2012