



WHAT STARTS HERE CHANGES THE WORLD

THE UNIVERSITY OF TEXAS AT AUSTIN

Bilingual / ESL Summer Institute (B.E.S.I.) Application Steps

1. You will be applying as a **non-degree seeking candidate**. You must hold a bachelor's degree in order to be eligible for non-degree status. **Graduate Record Examinations (GRE) scores are NOT REQUIRED**. Enrollment as a non-degree graduate student is **limited to six hours of coursework**. (These six hours of credit can be used toward a future degree in this department.) If you are admitted as a non-degree student and decide to seek a graduate degree at a future date you must apply for the next admission cycle. Admission as a non-degree student does not guarantee future admission as a degree-seeking student.

FYI: If you are applying to the BESI program and decide you would like to apply as a **degree-seeking candidate**, please know that it is required for you to submit your GRE scores. Please notify us to let us know if you are interested in applying as a **degree-seeking candidate**.

2. **Submit your Intent To Apply form** to Sandy Salinas at UT Austin by **January 22nd 2010**. This will put you on a list of applicants to make sure you are contacted with important program related information. All applicants applying to the institute must submit this form by **January 22nd 2010** to our dept address:

Attn: BESI, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712 or fax the form to our office at (512) 471-5550.

3. **For International Students Only**, register for the TOEFL. The official score report should be sent directly to UT Austin by indicating this designation when you take the TOEFL. **UT's institution code is 6682**.

To take the TOEFL by computer, you must register with ample anticipation at: www.ets.org/toefl or by calling 1-800-468-6335. The fee is \$170 and this is your responsibility.

NOTE: If you have already taken the TOEFL, please mail an official copy of your TOEFL score report to: University of Texas at Austin, GIAC, PO Box 7608, Austin, TX 78713-7608.

FYI: If you hold a bachelor's degree from a U.S. institution or from an institution in another English-only speaking country, you will receive a waiver of the TOEFL. We will not waive the requirement for the TOEFL if you earned only a master's degree from a U.S institution or from an institution in another English-only speaking country.

For more information, please visit, http://www.utexas.edu/ogs/admissions/test_scores.html

4. **Request two copies of OFFICIAL TRANSCRIPTS** from all of the colleges and universities you have attended. Request that one of these transcripts be sent to the Graduate/International Admissions Center (GIAC) at UT – electronically if possible – and the other one be sent to you (as a backup).

NOTE: Please mail official transcripts to:

University of Texas at Austin, GIAC, PO Box 7608, Austin, TX 78713-7608 **OR** if using an **overnight carrier service** (e.g., United Parcel Service, Federal Express, DHL, etc.) please use the following physical address: University of Texas at Austin, GIAC, 2608 Whitis Ave, Austin, TX 78712-1534.

FYI: **Official transcripts should NOT be sent to the Department of Curriculum and Instruction as this can delay processing of your application by GIAC**. If you have any questions concerning your transcripts, please contact GIAC: 512 475-7390 phone or 512 475-7395 fax. Please check with GIAC to make sure they received your transcripts and make sure you get confirmation from the universities you requested transcripts from to notify you that they mailed your transcripts to the correct GIAC address above. There have been instances where the universities actually forget to mail off transcripts to our GIAC offices.

- 5. Submit three letters of recommendation.** Three recommenders: contact three people who can speak to your potential as a graduate student, and ask them if they would be willing to write you a letter of recommendation. **One letter must be from your current campus principal or supervisor.** The other two letters should be from individuals who can also give evidence of your professional or academic expertise, for example, former university professors, colleagues, lead mentor teachers/coaches, central office curriculum support staff. **Each recommender is REQUIRED to submit these TWO documents: a request for reference form and a letter of recommendation.**

FYI: I will be emailing you the request for reference form for you to make three copies to give to each of your recommenders to fill out.

NOTE: Please mail the request for reference form and letter of recommendation to our department:
Attn: BESI, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

- 6. Complete a Statement of Purpose.** Your Statement of Purpose should also be word-processed and it should be developed in a way that indicates why you wish to pursue a Bilingual or ESL credential and, specifically, how it will benefit you as an educator. This statement is very important and it is recommended that you reflect carefully on its contents and that you share it with other professionals to ensure that it accurately and clearly reflects your thoughts and sentiments. **Length 2-3 double-spaced pages.**

NOTE: Please mail a printed copy to our department, because committee members appreciate a clean copy of the Statement of Purpose to the following address:
Attn: BESI, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

- 7. Develop your curriculum vitae (CV).** This is a detailed resume that should include brief descriptions of the different professional development and teaching experiences you have had. It should be word processed in a clear format.

NOTE: The CV should be mailed along with the Statement of Purpose to the same address above:
Attn: BESI, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

- 8. ONLY APPLIES TO BILINGUAL SUMMER INSTITUTE APPLICANTS.** It is required for you to take the **TOPT** (Test of Oral Proficiency Test) and the **SSP** (Spanish Screening Procedure) to demonstrate oral proficiency in Spanish required for teacher certification in bilingual education. The SSP is a practice test to prepare you for the TOPT and can be taken at no cost. Students must take and pass the SSP before UT will authorize registration to take the TOPT. **The SSP test dates for the fall semester are November 9 and for the spring semester TBA.** To register to take the SSP call: (512) 471-3223. **The TOPT test dates are on Oct. 24 and Feb. 20.** To register for the TOPT go to: <http://www.texas.ets.org/>. The cost for taking the TOPT is \$120.

NOTE: Please report TOPT test scores to our department: Attn: BESI, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

FYI: If you are applying as an ESL Summer Institute Applicant, you DO NOT NEED TO TAKE the TOPT and SSP exams. Those exams are only for Bilingual Summer Institute applicants.

- 9. LAST STEP THAT WE WILL DO AS GROUP: Complete, Submit & Pay APPLYTEXAS Online Application.** We will contact **ACCEPTED APPLICANTS** at a later time to let them know when we will be meeting at a computer lab to complete the ApplyTexas Online Application. As a group we will go to www.applytexas.org and begin the process of completing, submitting, and paying the ApplyTexas Online Application. A required application fee (**U.S.- \$50.00; non-U.S. - \$75.00**) will be expected for **ACCEPTED APPLICANTS** to pay after completing the ApplyTexas Online Application. **PLEASE DO NOT COMPLETE THIS STEP UNTIL YOU RECEIVE FURTHER NOTIFICATION FROM US.**

IMPORTANT PLEASE READ!

On the header of every document (i.e. Statement of Purpose Essay, CV and any other documents) you submit to our Curriculum & Instruction Dept, please include your name and **BESI**. This is very important. **If you do not include BESI on your documents, your file will not be considered as an applicant for the BESI program.** Through electronic and regular mail, your application will come to the Department of Curriculum & Instruction and be reviewed by a committee consisting of representatives from UT and AISD. We will inform accepted applicants by April 2010.

DEADLINE FOR SUBMISSION: FEBRUARY 16, 2010

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For more Information, please visit:

Department of Curriculum & Instruction:
<http://www.edb.utexas.edu/education/departments/ci/>

Bilingual/Bicultural Program:
<http://www.edb.utexas.edu/education/departments/ci/programs/bbe/>

Proyecto Maestría:
<http://www.edb.utexas.edu/proyecto/>

Wiki Proyecto Maestría:
<http://www.edb.utexas.edu/proyectomaestriacollaborative/>

Graduate School:
<http://www.utexas.edu/ogs/>