



WHAT STARTS HERE CHANGES THE WORLD

THE UNIVERSITY OF TEXAS AT AUSTIN

Proyecto Maestría UT/AISD Collaborative Master's Project in Bilingual Education Application Steps

1. **Submit your Intent To Apply form** to Sandy Salinas at UT Austin by November 6th 2009. This will put you on a list of applicants to make sure you are contacted with important program related information, and allow a UT/AISD observation team to arrange a visit to your classroom before the application deadline. All applicants applying to the institute must submit this form by November 6th 2009 to our dept address:

Attn: Proyecto Maestría, 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.

2. **Register for the GRE.** GRE Exams are offered six days a week yearlong. When you take the GRE by computer, you should write down your scores so that you can report them as part of your online application. The official score report should be sent directly to UT Austin by indicating this designation when you take the GRE. **UT's institution code is 6682.**

a) To take the GRE by computer, you must register with ample anticipation at: www.gre.org or www.ets.org or by calling 1-800-473-2255.

b) You should sign up for the General GRE TEST only. The fee is \$140 and this is your responsibility. There are centers in Austin where you can take the GRE: Measurement & Evaluation Center at UT Austin (2616 Wichita St., 512 232-2643) or Thompson Prometric Test Center (1931 E. Ben White Blvd, Suite 900A, 512 441-1978).

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

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.**

a) 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. **Complete, Submit & Pay ApplyTexas Online Application Fee.** Go to www.applytexas.org and begin the process of applying to UT as a graduate student (GRE scores required). All applicants must complete the online application and pay the required application fee (**U.S.- \$50.00; non-U.S. - \$75.00**) before the application deadline. You will need to complete and pay the application fee before December 15, 2009. During the process of applying online, you will be asked to submit: 3 recommenders and their email addresses, and a Statement of Purpose.

NOTE: Be sure to complete, submit, and pay the application fee before the December 15, 2009 deadline. If not paid before the deadline, this can delay the processing of your application. After you complete, submit and pay the fee for the ApplyTexas online application, you will be able to check the status of your admission file.

You will receive the acknowledgement email with your EID and temporary password to check the status of your application on this web site often: https://utdirect.utexas.edu/admissions/status_check.WBX. This will be the only way you will know if items are missing from your file (i.e. Completed, Submitted & Paid ApplyTexas Online Application Fee, Electronic References, Transcripts, GRE or TOEFL scores). Please continue to check as often as possible.

FYI: The web status check may not report on the status of items that you should have sent directly to us (i.e., Paper Letters of Recommendations, Paper Copy Statement of Purpose, CV, and Spanish Essay). Our Department is in charge of updating those materials. It may take us some time to update the web status check online because of high volume of applications, but if you contact us through email or phone, we can tell you which materials we have received from you instead of waiting for us to update the web status check online.

If you have already attended UT Austin as a graduate student, you will need to apply for a Readmit. This is a different website: http://www.utexas.edu/ogs/student_services/academic_policies/readmit.html

5. **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. **Official transcripts should NOT be sent to the Department of Curriculum and Instruction as this can delay processing of your application by GIAC.**

FYI: If you notice on your status check online that your transcripts, GRE, or TOEFL scores have not been received by GIAC, please contact the **GIAC office at (512) 471-7390** to inform them of your status. **If you were a former student at UT**, they may have your former maiden name still in the system, and not your current last name which can be delay your application process. Also, to be on the safe side, please contact the universities you requested transcripts from to make sure they mailed off your transcripts to the correct address. There have been situations of universities that actually forget to mail off transcripts after students request them to be mailed to our GIAC offices.

6. **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. Once you have decided on your three recommenders, submit their info online, and the system will contact them with instructions for submitting their letters electronically. Be sure the email address is current and accurate.

NOTE: Please contact each recommender after a few days of submitting their info to make sure they received an email from the system, if not, they can mail paper letters of recommendation with the **REQUIRED** Request for Reference form to our dept address:

Attn: Proyecto Maestría, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

FYI: If you would like to keep all letters of recommendation electronically, you can resubmit your recommender's info online again, if they did not receive an email from the system, or if you made a mistake on the email address, or if you need to replace one recommender with another. If you do decide to submit paper letters of recommendation, each recommender is required to submit the Letter of Recommendation with the Request for Reference form together.

7. **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 this Master's Degree and, specifically, how it will benefit you as a Bilingual 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: You will be **REQUIRED** to submit the Statement of Purpose essay to the ApplyTexas online application and you must include a printed-paper copy to mail to our department, because committee members appreciate a clean copy of the Statement of Purpose, to the following address:

Attn: Proyecto Maestría, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

8. **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: Proyecto Maestría, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

9. **A brief essay in Spanish** describing your cross-linguistic cross-cultural experiences is also required. The purpose of this piece is to verify your Spanish writing skills and your eligibility to advanced study in the area of Bilingual / Bicultural Education. Please word-process this; **one page is sufficient.**

NOTE: The CV and Statement of Purpose should be mailed along with the Brief Essay in Spanish to the same address above:

Attn: Proyecto Maestría, Admissions Coordinator, Dept. of Curriculum & Instruction, 1 University Station, Mail code: D5700, Austin, TX 78712.

10. **Observation:** Sometime after December 2009, you will receive a call from a representative of UT's Program in Bilingual / Bicultural or (for AISD applicants) AISD's Bilingual Education Office to schedule an observation that will last up to one hour. The purpose of the observation will be to evaluate your skills as a professional bilingual educator and (to the extent practical within your context) your Spanish and English language proficiencies. A checklist / rubric will be used that will become part of your application portfolio.

IMPORTANT PLEASE READ!

On the header of every document (i.e. Statement of Purpose Essay, Spanish Essay, CV and any other documents) you submit to our Curriculum & Instruction Dept, please include Proyecto Maestría and your UTEID. This is very important. If you do not include Proyecto Maestría on your documents, your file will not be considered as an applicant for the Proyecto Maestría 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: DECEMBER 15, 2009

Contact Information: Dr. Deb Palmer
Assistant Professor, Master's Advisor
Project Director
(512) 232-4015
debpalmer@mail.utexas.edu

Patricia Núñez
Clinical Supervisor
(512) 471-6244
nunezpr@mail.utexas.edu

For more Information, please visit:

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

Bilingual/Bicultural Education 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/>

Sandy Salinas
Administrative Assistant
(512) 471-6244
sandrasalinas@mail.utexas.edu