



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

1. **Submit your INTENT TO APPLY form:** All applicants applying to the program must submit this form to the Proyecto Maestría admissions coordinator by **November 4, 2011** either by (1) **email** to vestrada@mail.utexas.edu, or (2) **fax** to (512) 471-5550. This will put you on a list of applicants to make sure you are contacted with important program related information. **This is only the first step.**
2. **Register for the GRE.** Please refer to the ETS website <http://www.ets.org> for information regarding test dates and test centers. 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 6882.**
 - a) To take the GRE by computer, you must register in advance at: www.gre.org or www.ets.org or by calling 1-800-473-2255.
 - b) Sign up for the **General GRE TEST only**. The fee is to be paid by you. Testing locations here in Austin: 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 request ETS to send us your official score report.

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 6882.**
 - a) To take the TOEFL by computer, you must register with ample anticipation at: www.ets.org/toefl. You will find the fee for the test on the website.

NOTE: If you have already taken the TOEFL, please request ETS to send us your official score report.

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 before the **December 15, 2011** deadline. During the process of applying online, you will be asked to submit: 3 recommenders and their email addresses, a Statement of Purpose, CV/Resume, and Spanish Essay.

NOTE: Be sure to **1) complete, 2) submit, and 3) pay** the application fee before the **December 15, 2011** deadline. Late payment will delay the processing of your application. Once you have completed the three steps you will be able to check the status of your admission file.

An acknowledgement email will be sent to you with your EID and temporary password. You should check the status of your application **often** at: <https://utdirect.utexas.edu/apps/adm/mystatus/>. **This is your responsibility and the only way you will know if items are missing from your file. 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 and <http://www.utexas.edu/ogs/admissions/howtoapply.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). **Official transcripts for degrees earned at UT Austin are not required.**

You will only want to reference university or college attendance for course work that you took that counted toward a degree, either upper-division courses as an undergrad, and/or graduate level course work.

NOTE: If your college does not send transcripts electronically, have them mailed 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.) use the following physical address: University of Texas at Austin, GIAC, Walter Webb Hall, 405 W. 25th St., Austin, TX 78705. **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) 475-7391** to inform them of your status and for further assistance.

6. **Submit three letters of recommendation online. 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, i.e. former university professors, colleagues, lead mentor teachers/coaches, central office curriculum support staff. Submit their current and accurate information online, and the system will contact them with instructions for submitting their letters electronically. Contact each recommender after a few days to make sure they received an email from the system.
7. **Submit a Statement of Purpose.** Your Statement of Purpose 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.**
8. **Submit 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.
9. **Submit 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. **One page is sufficient.**
10. **Observation:** A representative of UT's Program in Bilingual / Bicultural Education will contact you to schedule a video observation that will last up to one hour. The purpose of the video 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!

Include Proyecto Maestría and your UTEID if you know it in your online submissions. If you do not include Proyecto Maestría on your documents, your file will not be considered for the Proyecto Maestría program. Your application will be sent 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 3, 2012.

FINAL DEADLINE FOR SUBMISSION: December 15, 2011

Contact Information:

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/admissions>

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