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

1. **Submit your Intent To Apply form** to the Proyecto Maestría admissions coordinator at UT Austin by November 5th 2010. 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 program must submit this form by November 5th 2010 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 $160 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](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. - $60.00; non-U.S. - $90.00) before the application deadline. You will need to complete and pay the application fee before December 15, 2010. During the process of applying online, you will be asked to submit: 3 recommenders and their email addresses, and a Statement of Purpose, CV/Resume, and Spanish Essay.

   NOTE: Be sure to complete, submit, and pay the application fee before the December 15, 2010 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. Please continue to check as often as possible.

**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: 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, 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) 475-7390 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 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 online.** 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. Please contact each recommender after a few days of submitting their info to make sure they received an email from the system.

7. **Submit 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.**

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. It should be word processed in a clear format.

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. Please word-process this; **one page is sufficient.**

10. **Observation:** Sometime after December 2010, 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 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. 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, 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 2011.

DEADLINE FOR SUBMISSION: DECEMBER 15, 2010

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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 Maestria:  
http://www.edb.utexas.edu/proyectomaestriacollaborative/

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