



**Welcome to the University of St. Thomas Teacher Licensure Programs.**

A transcript review is part of the application process. Please return this form listing each licensure area you wish to have reviewed. Check the boxes listed below for the specific area(s). *On the reverse side of this form, list schools attended.* Please submit a check in the amount of \$25.00 for each licensure area requested.

UST Banner ID or Social Security #: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_

Check here if this license will be an endorsement to an existing Minnesota license

**Endorsement Candidates**

If you are a licensed teacher and are seeking an additional license, we need the following:

1. Copy of your valid Minnesota teaching license
2. Verification of your last fulltime teaching experience, including contracted years, grade/levels, and subject areas taught.
3. If available, an evaluation of your teaching from the cited experience.

Indicate area(s) you wish to have reviewed: (There is a \$25.00 fee for each licensure area review requested)

**Elementary Education Licensure Areas**

With this license, you can teach all subjects in grades K-6 and concentration subjects for grades 5-8.

- Elementary with Communication Arts and Literature
- Elementary with Mathematics
- Elementary with Science
- Elementary with Social Studies
- Elementary with World Languages and Cultures (K-8)

**Secondary and K-12 Licensure Areas**

With this license, you can teach grades 5-12 or grades K-12 in the subject area indicated.

- |   |   |
|---|---|
| <input type="checkbox"/> Communication Arts and Lit. (5-12)     | <input type="checkbox"/> Science (5-8) and Chemistry (9-12)     |
| <input type="checkbox"/> Dance and Theatre Arts (K-12)          | <input type="checkbox"/> Science (5-8) and Earth & Space (9-12) |
| <input type="checkbox"/> Health (5-12)                          | <input type="checkbox"/> Science (5-8) and Life Science (9-12)  |
| <input type="checkbox"/> Mathematics (5-12)                     | <input type="checkbox"/> Science (5-8) and Physics (9-12)       |
| <input type="checkbox"/> Music: Instrumental & Classroom (K-12) | <input type="checkbox"/> World Lang. & Cultures: French (K-12)  |
| <input type="checkbox"/> Music: Vocal & Classroom (K-12)        | <input type="checkbox"/> World Lang. & Cultures: German (K-12)  |
| <input type="checkbox"/> Physical Education (K-12)              | <input type="checkbox"/> World Lang. & Cultures: Spanish (K-12) |
| <input type="checkbox"/> Social Studies (5-12)                  |   |

**Reminder:**

In order to complete your transcript review we must have a transcript from each college or university you have attended. Please list the institutions you have attended below so we can be sure we have included a copy of each transcript when we send them out for review. Thank you.

**Schools Attended** (list below)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

**For Office Use Only:**

Sent Request to: \_\_\_\_\_

Date: \_\_\_\_\_