



UNIVERSITY of ST. THOMAS

Graduate Programs in Music Education

Master of Arts in Music Education Admission Application Instructions

Applicants must submit the following items to Graduate Programs in Music Education, University of St. Thomas.

1. Completed and signed Application for Admission form.
2. Non-refundable application fee of \$50. Make checks payable to the University of St. Thomas.
3. Official transcripts sent directly from the institution(s) to Graduate Programs in Music Education (GPME). Undergraduate work: Submit all transcripts. Graduate work: Include a list of institutions attended in the resume. Submit transcripts for course work relevant to your proposed area of concentration.
4. Resume: Include education, teaching experience, music performances, awards, professional activities, and affiliations.
5. Three confidential recommendations sent directly from references to GPME: Use the enclosed Recommendation for Application and Scholarship forms. If references wish to attach a separate letter they should address knowledge of your teaching or musical work and your interest in pursuing a Master of Arts degree.
6. Teaching DVD: Submit a standard DVD of your teaching (average lesson/rehearsal length) with your application materials. DVDs must be clearly marked. Schedule a DVD conference during the first year of studies. Non-local students schedule a DVD conference during their first summer term. DVDs become part of the university's permanent collection.
7. Application Essay: Please answer the following questions in a typewritten, double-spaced essay of 2-3 pages:
 - Why have you decided to pursue graduate study?
 - How will the University of St. Thomas' Master of Arts in Music Education degree program help meet your professional goals?
 - What outcomes do you expect as a result of earning this degree at the University of St. Thomas?

INTERNATIONAL STUDENTS

8. Official TOEFL score report (if your native language is not English and you have not completed an undergraduate degree in the U.S., a minimum score of 550 is required).
9. Transcripts from institutions outside the U.S. must be evaluated before we can consider your application. For further information, contact: Educational Credentials Evaluators Inc., P.O. Box 92970, Milwaukee, Wisconsin 53202-0970. (414) 289-3400; FAX: (414) 289-3411. International students should complete applications at least six months prior to the term in which they wish to start the program.

ADMISSION INTERVIEW AND INTERVIEW ESSAY

Completion of an admission interview with the Program Director is required for acceptance into the degree program. Interviews are to be scheduled at least one month prior to the first semester in which the student expects to enroll for classes as a degree-seeking student. Non-local students are admitted conditionally until the admission interview and interview essay have been successfully completed during their first summer term on campus.

PERFORMANCE ASSESSMENT HEARING

Performance Assessment Hearings are scheduled every fall, spring, and summer. Contact the GPME office for dates. Local students must schedule a hearing in the semester prior to the first semester they intend to enroll as a degree-seeking student. Nonlocal students are responsible for scheduling a hearing during the first term in which they are enrolled as a degree-seeking student, and are admitted conditionally until the hearing is successfully completed.



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APPLICATION DEADLINES

Summer Admission: April 1

Fall Admission: July 1

Spring Admission: December 1

Admission Term and Year: (Identify One)

Summer _____
(Year)

Fall _____
(Year)

Spring _____
(Year)

I Intend to Complete the Program: (Check One)

Summers Only

Year-Round

My Area of Concentration Interest Is:

Choral

Instrumental

Kodály

Undecided

Dalcroze

Orff

Piano Pedagogy

PERSONAL INFORMATION

Name: _____
Last First Middle Previous

Social Security Number: _____ Date of Birth: _____

Home Address: _____
Street City State Zip County Country

Telephone: _____
Home Cell Business Fax

Email: _____
Personal Business

Employer: _____ Years of Teaching Experience: _____

Current Teaching License: _____
State, Grade Level, Area (e.g. general, instrumental, choral)

Business Address: _____

Are You a U.S. Citizen? Yes No If not, what is your current U.S. Visa status? _____
(Please see additional information regarding international student admission procedures.)

Do you believe that your transcripts describe your present capabilities?

Yes

No

If No, give a brief explanation below.

REFERENCES

Arrange to have three confidential *Recommendation for Admission and Scholarship* forms completed and sent to the office of Graduate Programs in Music Education. List your references below.

1. _____

2. _____

3. _____

I certify that the information provided is accurate and complete.

Signature: _____

Date: _____

Send completed application materials and non-refundable \$50 application fee to:

Graduate Programs in Music Education
University of St. Thomas
2115 Summit Ave., LOR 103
St. Paul, Minnesota 55105

Note: In accordance with the Family Educational Rights and Privacy Act of 1974, the above information will be used only by office personnel and university officials and will not be released to other third parties without your written consent.

The University of St. Thomas does not discriminate on the basis of race, creed, color, national origin, sect, age, physical disability in the employment of faculty or staff, the admission of students, or in the operation of its educational activities.