

## APPLICATION PACKET CHECKLIST

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

Requested Placement Site: \_\_\_\_\_ (Fairbanks or another area served by a UAF Distance Campus)

### **Submit these items to UAF Admissions Office, P.O. Box 757480, Fairbanks, AK 99775-7480:**

\_\_\_\_ Licensure toward M.Ed. – submit UAF Graduate School Application for Admissions Form and fee **or**

\_\_\_\_ Licensure only – submit UAF Undergraduate Application for Admission Form and fee

### **Submit to the Secondary Program, UAF School of Education, P.O. Box 756480, Fairbanks, AK 99775-6480:**

\_\_\_\_ Official transcripts from all universities attended:

1) \_\_\_\_\_ enclosed: \_\_\_\_\_ ordered: \_\_\_\_\_

2) \_\_\_\_\_ enclosed: \_\_\_\_\_ ordered: \_\_\_\_\_

3) \_\_\_\_\_ enclosed: \_\_\_\_\_ ordered: \_\_\_\_\_

\_\_\_\_ Three (3) Letters of Recommendation – ***undergraduate applicants submit letters only to School of Education***

1) \_\_\_\_\_ enclosed: \_\_\_\_\_ sent separately: \_\_\_\_\_

2) \_\_\_\_\_ enclosed: \_\_\_\_\_ sent separately: \_\_\_\_\_

3) \_\_\_\_\_ enclosed: \_\_\_\_\_ sent separately: \_\_\_\_\_

\_\_\_\_ Vita/Resume

\_\_\_\_ **Licensure toward M.Ed. Applicants:** Admissions Essay (1200-1500 words in length).

**Licensure only Applicants:** Admission Essay (500-800 words in length)

\_\_\_\_ Graduate Record Exam Scores – **Licensure toward M.Ed. applicants should submit scores if undergraduate cumulative grade point average is under 3.0**

\_\_\_\_ Praxis I: have an official score report sent to Secondary Program (see enclosed information for code). If Praxis I tests have already been completed, provide a copy of your score report. Students may be conditionally accepted to the summer course work without passing Praxis I scores. Passing scores must be submitted by August 1<sup>st</sup> to continue in the fall internship courses.

\_\_\_\_ Praxis II scores: have an official score report sent to Secondary Program. If the Praxis II test has already been completed, provide a copy of your entire score report including sub scores. Applicants *may* be admitted “conditionally” for summer course work. Passing scores may be required to place the intern with a mentor. Passing scores must be submitted by August 1<sup>st</sup> to continue in the fall internship courses.

\_\_\_\_ World Language Applicants: Applicants applying to teach in a World Language must take the appropriate Praxis II content test score in the target language and are also required to submit scores for the ACTFL Oral Proficiency Interview (OPic II) and Writing Proficiency Test (WPT). <http://www.languagetesting.com/>

\_\_\_\_ Content Preparation Checklist - Applicants are required to submit a content preparation check list form for each teaching area.

\_\_\_\_ Academic Content faculty analysis – applicants who do not have a degree in an endorsement area approved for UAF, must submit their transcripts for evaluation to the School of Education prior to admission. **Students may be required to complete additional course work in their content area prior to beginning the program.**

\_\_\_\_ Demonstrated evidence of technology competency

\_\_\_\_ Extemporaneous Writing Sample --- Interns outside of the Fairbanks area should fill in the following information:

Date Scheduled for Sample: \_\_\_\_\_

Proctor: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

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