

## Application Packet Checklist

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

### Items to be submitted to UAF Admissions Office, P.O. Box 757480, Fairbanks AK 99775-7480

**If you have copies of any of Admission materials listed below, please send copies to the Secondary Licensure Program, School of Education.**

\_\_\_\_ UAF Graduate School Application for Admissions Form (\$50 Payment) or

\_\_\_\_ UAF Undergraduate Application for Admission Form (\$40 Payment)

\_\_\_\_ 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: \_\_\_\_\_

\_\_\_\_ Vital/Resume' - **undergraduate applicants submit only to School of Education**

\_\_\_\_ **Graduate Applicants:** Four/Five Page Admissions Essay

**Undergraduate Applicants:** Two to Three page Admission Essay – **submit only to School of Education**

\_\_\_\_ Graduate Record Exam Scores - **Graduate applicants – submit if grade point average is under 3.0**

### Items to be submitted to The Secondary Licensure Program, UAF School of Education, P.O. Box 756480, Fairbanks AK 99775-6480

\_\_\_\_ Photocopy of undergraduate or graduate application materials submitted to Admissions Office (any materials that are available)

\_\_\_\_ Praxis I – have an official score report sent to Secondary Program see enclosed information for code. If the Praxis I test has already been completed, please send 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 - see enclosed information - have an official score report sent to Secondary Program – same code as Praxis I. If the Praxis II test has already been completed, please send a copy of your score report. 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.

\_\_\_\_ Course Analysis - please send digital analysis to Karen Eiler (fnkje@uaf.edu) or Phyllis Turnquist (fnpdt@uaf.edu) - see enclosed instructions and example of analysis.

\_\_\_\_ Demonstrated Evidence of Technology Competency

\_\_\_\_ Extemporaneous Writing Sample: (for interns outside the Fairbanks area)

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

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

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

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

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