Application Instructions & Checklist



Use this as a checklist while completing the online application and keep on hand as a useful resource during the application process and admissions period. This PDF will also be hosted on our website and you can reference it there at any time.

Before you begin the online application, bookmark this login address so that you can return to it when you want to log back in and continue working on the application. *You do not have to complete the application in one session.*https://www.applyweb.com/cgi-bin/ustat?school=smued

If you have need assistance with your application, send an email to teacher@smu.edu, or live chat on Skype, teacher ed.SMU. **Application Fee** \$75, submitted via online application. This fee is non-refundable. This fee is waived for former Simmons applicants. Important note: If you choose the ACH electronic check payment option, your application will be put on hold for up to seven business days. This needs to be factored in accordingly when submitting your application close to the deadline. **Statement of Purpose** The Statement of Purpose, emailed to teacher@smu.edu, demonstrates the applicant's competence in writing the English language and ability to think critically. The Statement of Purpose should be a 2-3 page (500-750 words) written statement of how an applicant's career goals would be enhanced by realizing the goals of the program. The goals of all programs in the Department of Teaching and Learning are stated in our Conceptual Framework, which can be found on the last page of the application or click here to view the Conceptual Framework on our website. Transcript(s) You will need to provide official transcript(s) showing degree conferred, however you will have the option to also upload unofficial transcripts to the online application. This will help to expedite your application if you are concerned about getting your transcripts sent before the application deadline. Transcripts from countries outside the United States must be accompanied by an official transcript evaluation from a recognized SMU evaluation agency. Send all official transcripts to: Department of Teaching & Learning Attn: Transcripts PO Box 750455 Dallas, TX 75275-0455 For electronic transcripts: teacher@smu.edu ***International Students: Please refer to our website for additional requirements and important information regarding transcript evaluation. **Letters of Reference** Recommendation #1 Recommendation #2 Recommendation #3 You will need to submit three letters of reference. These are processed via the online application system so you will need a current email address for your recommender. The recommender does have the option to upload a letter in lieu of filling out the electronic form. You will receive an email when your recommender has submitted their recommendation. Please be sure to select respondents who can attest to your academic ability, your teaching abilities, and your personal qualities. If you are currently teaching, one recommendation must be from your principal or other supervisor. If you are an international applicant, one letter must be from a U.S.-based recommender. Resume

A note about scholarships:

Submit a current resume via the online application.

If you are interested in applying for scholarships, the scholarship application deadline coincides with the priority admission deadline. The <u>scholarship application</u> and more information about each scholarship can be found on the department website.