

SCHOOL OF EDUCATION DUAL DEGREE APPLICATION CHECKLIST

New (first time) applicants who have never enrolled (registered) in a Rackham program of study

Applicants applying to the **Dual Degree Program in Education (CSHPE) and Business (MA/MBA)** or the **Dual Degree Program in Education (CSHPE) and Public Policy (MA/MPPA)** must file separate applications and be admitted by both programs. Applicants must indicate on both applications that they are applying to a Dual Degree Program.

Dual Degree in Education (CSHPE) & Business Administration (U.S. Citizen and Non-U.S. Citizen)

- Rackham Online Application
- Admissions Conduct Code Form
- Application Fee and Payment of Application Fee Form
- *2 official transcripts from all institutions attended
- **Statement of Purpose
- **Personal Statement
- 3 letters of recommendation
- 1-2 page resume
- GMAT Test Scores
- ***TOEFL score (sent from testing agency) **Non-U.S. only**

Note: When filling out the online Rackham application for the Dual Program in Education and Business, use the following information:

- Proposed Program of Study: **Higher ED MA**
- Program Code: **01826**
- Subplan: **HEBUSDUAL**
- **Note: Business Administration is not a Rackham program**

Dual Degree in Education (CSHPE) & Public Policy (U.S. Citizen and Non-U.S. Citizen)

- Rackham Online Application
- Admissions Conduct Code Form
- Application Fee and Payment of Application Fee Form
- *2 official transcripts from all institutions attended
- **Statement of Purpose
- **Personal Statement
- 3 letters of recommendation
- 1-2 page resume
- GRE Test Scores
- ***TOEFL score (sent from testing agency) **Non-U.S. only**

Note: When filling out the online Rackham application for the Dual Program in Education and Public Policy, use the following information:

- Proposed Program of Study: **Higher ED MA**
- Program Code: **01826**
- Subplan: **EDPPDUAL**
- **Note: Education and Public Policy are Rackham programs**

*All applicants are required to submit **2 official transcripts** from all institutions attended; submit **1 to Rackham and 1 to the School of Education**

****Guidelines for writing the Statement of Purpose and Personal Statement may be found at the following Web site: www.rackham.umich.edu**

Applicants **must** submit the Rackham **Online** Web Application at the following Web site:
[http:// apply.embark.com/Grad/UMich/Rackham/ProgramA/36/](http://apply.embark.com/Grad/UMich/Rackham/ProgramA/36/)

The application fee must be paid using a major credit card. The following items must be submitted electronically via the web:

- Rackham Application for Graduate Studies
- Admissions Conduct Code Form
- Application Fee and Payment of Application Fee Form
- Statement of Purpose and Personal Statement
- 3 letters of recommendation
- 1-2 page resume

NOTE: Program of study requirements vary considerably. Please review the program of study's Web site for application requirements, deadline dates, testing requirements and for further details and instructions.

This checklist is for new applicants only. Current or returning Rackham students – do not use this checklist. Go to the Web site at www.rackham.umich.edu/Admis/current/change_readmit.html and review the information regarding applying for a change of program versus applying for readmission. Contact the Office of Student Services regarding additional materials you are required to submit.

ADDITIONAL WEB SITE REFERENCES:

University of Michigan: www.umich.edu

Horace H. Rackham Graduate Studies: www.rackham.umich.edu

School of Education (SOE): www.soe.umich.edu

SOE Frequently Asked Questions: http://www.soe.umich.edu/admissions/faq/admissions_index.html

Stephen M. Ross School of Business: www.bus.umich.edu

Gerald R. Ford School of Public Policy: www.fordschool.umich.edu

Registrar's Office (Tuition & Fees, etc): <http://www.umich.edu/~regoff/>

Office of Financial Aid: <http://www.finaid.umich.edu/>