

MASTER OF ARTS WITH CERTIFICATION (MAC) APPLICATION CHECKLIST

Some elements of the MAC application must be submitted as paper copies. Other documents must be submitted electronically. Follow the instructions below:

REQUEST FOR A COURSEWORK EVALUATION

Prior to submitting all other application materials, the School of Education requires that MAC prospects submit a Request for a Coursework Evaluation for their intended program.

Because the evaluation process may take four weeks, you are encouraged to submit the Request for a Coursework Evaluation as soon as possible in case it is determined that completing prerequisite courses will be required before the program begins.

The Request for a Coursework Evaluation and accompanying transcript(s) must be submitted as paper copies. Download the request form at:

Elementary MAC www.soe.umich.edu/macelementary/downloads/elmaccwe.pdf
Secondary MAC www.soe.umich.edu/macsecondary/downloads/secmaccwe.pdf

TRANSCRIPTS

Along with the Request for a Coursework Evaluation, the School of Education requires an official transcript from every undergraduate and graduate institution you attended (including community colleges). If you took courses relevant to your teaching major and/or minor as part of a study abroad program, submit an official transcript from each of those institutions as well.

Later, when you complete the application to the program, the Rackham Graduate School will require one additional transcript from any institution at which you received a degree or expect to receive a degree before you begin the MAC program. As part of the Rackham online application you will have the option of uploading transcripts electronically. However, if you are accepted you will be required to submit official paper copies as well. You may want to obtain two official paper copies of relevant transcripts at the outset—one set for immediate submission to the School of Education and one set for later submission to the Rackham Graduate School.

Submit the following documents to the School of Education prior to submitting all other application materials (paper copy).

- Request for a Coursework Evaluation and accompanying **official** transcript(s)

Submit the following items electronically via the Rackham¹ Graduate School Application website. Go to www.rackham.umich.edu. Select *Apply Now*.

- Rackham Online Application for Graduate Studies (current or returning U-M students: follow the links to the appropriate application)
- Statement of Purpose and Personal Statement²
- 1-2 page résumé
- Application fee (pay via credit card as part of the Rackham online application)
- 3 letters of recommendation (paper copies are also acceptable)³

Submit the following document(s) to the Rackham Graduate School (paper copy).

- Official** transcript(s)

The following documents will be sent directly from the testing agency. You may be asked to provide the testing agency with the U-M Institutional Code of 1839.

- GRE General Test scores
- For non-native speakers of English one of the following: TOEFL, MELAB, ECPE, or IELTS scores

WEB RESOURCES

- University of Michigan: www.umich.edu
- Horace H. Rackham School of Graduate Studies: www.rackham.umich.edu
- School of Education (SOE): www.soe.umich.edu
- SOE Frequently Asked Questions: www.soe.umich.edu/faq
- Office of the Registrar: www.umich.edu/~regoff (*tuition & fees, residency*)
- Office of Financial Aid: www.finaid.umich.edu

¹ The Rackham Graduate School is the central administrative unit for most graduate programs at the University of Michigan.

² Guidelines for writing the Statement of Purpose and Personal Statement are available at: www.soe.umich.edu/faq/mac/

³ The letters of recommendation should include one from an employer, one from someone who is familiar with your work with children, and one from an instructor.