ELIGIBILITY
New (first time) applicants who have never enrolled in a Rackham program of study and current or former Rackham students who are applying to a different Rackham degree program. If you would like to return to a CSHPE program of previous attendance, please visit the Rackham website to determine the correct application for your situation: http://www.rackham.umich.edu/prospective-students/admissions/applying/various-applications.

Application Deadlines: www.soe.umich.edu/deadlines/

SUBMIT THE FOLLOWING MATERIALS ONLINE:

☐ Online Rackham Graduate Program Application: www.rackham.umich.edu/admissions/apply_now/

☐ The Admissions Code of Conduct

="Please follow the prompt on page 12 of the online application."

☐ Application Fee

$75 for U.S. citizens and permanent residents, $90 for non-U.S. citizens, $10 for current Rackham students.

☐ Academic Statement of Purpose

"Prompts begin on 3 of this document

Part-Time Admission: Applicants seeking admission to a master’s program may attend on a part-time basis. Please indicate this in your Academic Statement of Purpose."

☐ Personal Statement

"Prompts begin on page 3 of this document"

☐ 3 letters of recommendation

We strongly encourage two of your letters come from individuals who are familiar with your academic performance. The third may be from a professional reference.

"Register your recommenders’ names and contact information on the online application so that they will be sent instructions for submitting their letters via the application system. It is also recommended that you let your recommenders know that they need to upload a letter. The prompt that they will get can give the impression that submitting a letter is optional, but it is required by our program.

As soon as you click “save” on the page of the application where your recommenders’ contact information is entered, they will receive an email with instructions for completing the process. We recommend that you proceed to this point as soon as possible to trigger that email."

☐ Resume or CV

☐ Unofficial transcript: Please attach an unofficial transcript to your application for review purposes. You will also be required to submit your official transcript to Rackham (noted below).

☐ GRE Test Scores (valid 5 years from test date)

"Provide ETS with the U-M Institutional Code of 1839 and your scores will be sent directly to the university.

If you are applying as a dual degree candidate to our MA/MBA program we will accept GMAT scores in place of GRE scores."

☐ TOEFL, MELAB, ECPE, or IELTS scores (for non-native speakers of English only) (valid 2 years from test date)

Information regarding the TOEFL and exemption guidelines can be found on the Rackham Graduate School website.

SUBMIT THE FOLLOWING MATERIALS TO RACKHAM GRADUATE SCHOOL:

☐ 1 official copy of all degree-conferred transcripts sent to:

Rackham Graduate School
Attn: Transcripts/U-M ID# (if known) or Date of Birth (mm/dd/yy)
915 E Washington Street
Ann Arbor, MI 48109-1070

Instructions for submitting required academic credentials from non-U.S. institutions: www.rackham.umich.edu/help/admissions/transcripts/required_academic_credentials_from_non_us_institutions/.

Instructions for submitting official transcripts electronically (E-Transcripts): www.rackham.umich.edu/prospective-students/admissions/transcripts
For questions regarding the **master's or doctoral program application in Higher Education:**

**Jessica Mason**  
Admissions and Graduate Records Coordinator  
jessfred@umich.edu / 734-764-8483

For questions regarding **tuition, scholarships, financial aid, & residency:**

**Eileen Brussolo**  
Student Affairs Program Manager  
efc@umich.edu / 734-936-1829

For general questions regarding the **master's or doctoral program in Higher Education:**

**Higher Education Program Office**  
cshpe.info@umich.edu / 734-764-9472

**ADDITIONAL WEBSITE REFERENCES**

School of Education: [www.soe.umich.edu](http://www.soe.umich.edu)  
Horace H. Rackham School of Graduate Studies: [www.rackham.umich.edu](http://www.rackham.umich.edu)  
Office of Financial Aid: [www.finaid.umich.edu](http://www.finaid.umich.edu/)
Essay Prompts for: Higher Education Master’s Programs

**Academic Statement of Purpose:**

The Academic Statement of Purpose should be a concise statement about your academic and research background, your career goals, and your reasons for applying to this degree program. Please be specific in explaining how the course offerings and faculty expertise of this program fit your educational and career objectives. Please mention if you are interested in attending part-time. We are also interested in how you learned about our program. Two double-spaced pages is considered a good length.

**Personal Statement (500 word limit)**

How have your background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges, motivated your decision to pursue a graduate degree at the University of Michigan? For example, if you grew up in a community where educational, cultural, or other opportunities were either especially plentiful or especially lacking, you might discuss the impact this had on your development and interests. This should be a discussion of the journey that has led to your decision to seek a graduate degree.

Please do not repeat your Academic Statement of Purpose.

The following information is required on the header of your Personal Statement:

- Write "Personal Statement" at the top of your document
- Your name
- The name of the graduate program
- Your 8 digit U-M ID (if known)

Make sure your margins are set up at one-inch and that any inserted tables fit within those margins to avoid pages being added or removed in your original document(s). Please preview your files after they have been uploaded. You can also convert your documents to PDF format before uploading.
Essay Prompts for: Higher Education Doctoral Programs

**Academic Statement of Purpose:**

The Academic Statement of Purpose should be a concise statement about your academic and research background, your career goals, and your reasons for applying to this degree program. Please be specific in explaining how the course offerings and faculty expertise of this program fit your educational and career objectives. Make sure to include the specific faculty you would like to work with and why. We are also interested in how you learned about our program.

**Personal Statement (500 word limit)**

How have your background and life experiences, including cultural, geographical, financial, educational or other opportunities or challenges, motivated your decision to pursue a graduate degree at the University of Michigan?

For example, if you grew up in a community where educational, cultural, or other opportunities were either especially plentiful or especially lacking, you might discuss the impact this had on your development and interests. This should be a discussion of the journey that has led to your decision to seek a graduate degree.

Please do not repeat your Academic Statement of Purpose.

The following information is required on the header of your Personal Statement:
- Write "Personal Statement" at the top of your document
- Your name
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