MASTER OF ARTS WITH CERTIFICATION (MAC) APPLICATION CHECKLIST

ELIGIBILITY
This program is for candidates who hold a bachelor's degree and have interest in pursuing a teaching certificate while undergoing intensive coursework centered on teaching and learning. Students will engage in a year-long internship while simultaneously completing rigorous courses led by expert faculty in a cohort setting.

All application materials, including GRE scores and letters of recommendation, must be received by the application deadline to be considered for the first round of reviews.

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

STEP 1) REQUIRED PRIOR TO APPLYING: SUBMIT 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 a few weeks, prospects are encouraged to submit the Request for a Coursework Evaluation as soon as possible. If outstanding prerequisites are identified in the evaluation process, those courses must be completed before beginning the program.


STEP 2) BEGIN THE ONLINE APPLICATION:
Online Rackham Graduate Program Application:  www.rackham.umich.edu/admissions/apply_now
- Admissions Conduct Code Form
- 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:  Prompt included on page 3 of this document
- Personal Statement:  Prompt included on page 3 of this document
- 3 Letters of Recommendation

Secondary MAC Letters of Recommendation
Two from professors/instructors (you may substitute a letter from a work supervisor if you have been away from college-level work for some time) who can address your academic/intellectual ability in a teaching major and one from individuals who can address your ability and potential to become a successful teacher.

Elementary MAC Letters of Recommendation
One (or two) from a professor/instructor (you may substitute a letter from a work supervisor if you have been away from college-level work for some time) who can address your academic/intellectual abilities, and one (or two) who can address your professionalism and/or experience working directly with youth.

1-2 page resume
- GRE Test Scores (valid for 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.
- TOEFL, MELAB, ECPE, or IELTS scores (for non-native speakers of English only)

STEP 3) MAIL THE FOLLOWING MATERIALS TO THE RACKHAM GRADUATE SCHOOL:
- 1 official copy of all degree-conferrerd transcripts or degree-soon-to-be-conferrerd transcripts.

These transcripts are needed in addition to the transcripts that were required for the coursework evaluation. If an applicant does not submit official transcripts to Rackham, this can delay or have negative effects on the admissions process. Please send official 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

* Transcript submission instructions for non-U.S. academic records:  http://www.rackham.umich.edu/help/admissions/transcripts/required_academic_credentials_from_non_us_institutions/
For questions regarding the master’s program application:

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 about the master's program (including course work evaluations):

Katie Dauka  
TE Recruitment Coordinator  
kdauka@umich.edu / 734-647-0581

ADDITIONAL WEBSITE REFERENCES

School of Education:  
www.soe.umich.edu
Horace H. Rackham School of Graduate Studies:  
www.rackham.umich.edu
Office of Financial Aid:  
www.finaid.umich.edu/
Academic Statement of Purpose (approximately 2 pages, double spaced)

The Academic Statement of Purpose should be a concise statement about your background, particularly regarding the ways you have interacted with youth and other information related to the work you will do in this program, your career goals, and your reasons for applying to this degree program. Please be specific in explaining how this program fits your educational and career objectives. 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
- 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.