

Master of Education Program | Admission Checklist

Last Name: _____ First Name: _____
Email Address: _____ Phone Number: _____

Application and all application materials must be received by March 1st in order to be considered for summer admission. Incomplete applications, or applications received after the application deadline, will be reviewed at the discretion of the Selection Committee.

Step 1: Complete online Masters of Education Application Date submitted: _____

- Complete the online application at <https://www.mtmc.edu/future-students/apply/apply---masters-of-education/>

Step 2: Request Submission of the Following Documents Directly to the MMC Admissions Office

- One official transcript from each college/university attended. In order for transcripts to be considered official, they must be sent directly from the institution to admissions at Mount Marty College.
- Official transcript verification of any classes in which you are currently enrolled.

Step 3: Submit the Following Supporting Application Materials Directly to the MMC Admissions Office

Please submit hard copies, or as pdf attachments to an email:

- Three unopened recommendations, either a letter or utilizing the appropriate form, which can be downloaded at <http://www.mtmc.edu/mastered/files/letter-of-recommendation-med.pdf>. The persons providing the reference should seal the envelope and place their signature across the flap. These persons may also send a pdf as an email attachment to the email address below.
 - o One recommendation should be from the candidate's current principal or supervisor, indicating support and that the applicant is currently under contract.
 - o Two additional recommendations should be from individuals knowledgeable about the candidate's teaching ability and potential for success in a graduate program.
- Professional statement of purpose (maximum of 2 single-spaced pages) describing the applicant's goals as a teacher and philosophy of education. A brief statement of commitment to this graduate program and the study required should also be included.

ALL OFFICIAL TRANSCRIPTS AND THE SUPPORTING DOCUMENTS PACKET SHOULD BE SENT TO:

Mount Marty College
Attn: Office of Admissions
1105 West 8th Street
Yankton, SD 57078

alexander.irvine@mtmc.edu

SELECTION PROCESS

The Selection Committee will review all components of the application packet. Applicants will be notified of the Selection Committee's decision regarding acceptance into the program by email within 2 weeks of the closing deadline. In terms of a decision, the committee will either fully admit a student, provisionally admit a student should one criterion not be successfully met at the time of consideration, or deny. Early application may receive advance consideration at the discretion of the Selection Committee. Priority will be given to full-time applicants if program space becomes limited.

Applicant's Signature: _____ Date: _____