

# Master of Science in Education Program

## APPLICATION CHECKLIST

1.  Complete the **application form**. On the application form, you will be asked to
  - Indicate that you have requested official transcripts from
    - a.  each college or university granting you a baccalaureate degree,
    - b.  any institution from which you received a graduate degree (if appropriate), and
    - c.  any institution from which you have taken ***graduate*** courses you wish to be considered for transfer into the UMF master's degree program as electives, including transcripts from UMF or other institutions within the UMaine system. *These transfer credits must have been completed within the last five (5) years, must be from a regionally accredited institution, and must carry at least a 3.0 or B grade. All transcripts should be mailed directly from the institution(s) to the UMF Office of Educational Outreach.*
    - d.  Indicate your choice of a concentration (technology, literacy and literature, or administration) or write a brief rationale for an individually-designed concentration.
  - Indicate the names of three (3) individuals from whom you have requested letters of recommendation.
    - a.  One from a current administrator (superintendent, principal, or program director);
    - b.  One from a current education colleague;
    - c.  One of your choosing (a former student, a former employer, a university professor; etc.)

Please provide the UMF Recommendation Form that accompanies the application materials to these individuals and ask them to submit their recommendations to the UMF Office of Educational Outreach.

- Write an essay describing your philosophy of education and offering a self-assessment. (*Please see application for specific guidelines.*)

2.  Include a copy of your most current teaching certificate and copies of any endorsements you hold.
3.  Include the \$60 application fee with your completed application. Check, purchase order, or money order should be made out to University of Maine at Farmington; do not send cash. ***Please note:*** An application will not be considered complete until the fee has been received.

**Questions/Guidance.** As you prepare your application materials, please feel free to contact the Office of Educational Outreach with any questions you might have:

- Pamela Wilson: 778-7186; [pwilson@maine.edu](mailto:pwilson@maine.edu)
- Jackie Dennis: 778-7213; [umfmasters@maine.edu](mailto:umfmasters@maine.edu)
- Valerie Soucie: 778-7502; [valerie.soucie@maine.edu](mailto:valerie.soucie@maine.edu)