

Application Guideline

Thank you for your interest in applying for the Master's of Education in Teaching (MEdT)- Dual Secondary/SPED at the University of Hawaii for Fall 2016. Applications for this degree are due on March 1, 2016. I encourage you to get your application submitted as soon as you are able, to save yourself the stress of last minute deadlines. This document will guide you through this process. Direct links to all documents/websites are embedded in blue.

Pre-Requisite Requirements

1. Bachelor's Degree from a UHM recognized institution (any related field)
2. Grade Point Average: 3.0 minimum
3. SPED 304 (may be taken in summer 2016, after applications have been submitted)
4. [Praxis Subject Assessment \(https://www.ets.org/praxis/hi/requirements\)](https://www.ets.org/praxis/hi/requirements) (Praxis II) in Secondary Education (e.g. Math, Science, English, Social Studies), send score reports to UH Manoa, Code: 4867. Be sure to save a copy of your scores for your own records.

To the Office of Graduate Education (OGE):

1. Official transcripts of **all** post secondary institutions you have attended
 - a) You do NOT need to send transcripts that are already part of the UH system
 - b) Even if courses from an outside institution were transferred into another degree program, the original transcripts will still be requested if not from UH.
 - c) Send **transcripts** to: Office of Graduate Education, 2540 Maile Way, Spalding 354, Honolulu, HI 96822
2. [Application \(https://manoa.hawaii.edu/graduate/content/documentation-requirements\)](https://manoa.hawaii.edu/graduate/content/documentation-requirements) to the Office of Graduate Education at the University of Hawaii
 - a) If you need to create a Log In ID and Pin, remember that your pin must be 6 numbers. Write it down somewhere safe in case you want to finish the application at a later time.
 - b) For the Institution, Choose University of Hawaii- Manoa, leave "**Site**" **option blank**
 - c) Citizenship Related Data: you can skip this section if you're a US Citizen
 - d) Planned Course of Study: **Teaching- MEdT (no Spring Admission)**
 1. There is no option to pick a concentration. Your concentration of secondary/special education will be made on the College of Education Makalei Application
3. Application fee (\$100)- opportunity to pay is given at end of online application
4. [Residency declaration \(https://manoa.hawaii.edu/graduate/content/forms\)](https://manoa.hawaii.edu/graduate/content/forms) form (stating whether you are a resident of Hawaii or not).
5. [International applicants \(https://manoa.hawaii.edu/graduate/content/admissions-requirements\)](https://manoa.hawaii.edu/graduate/content/admissions-requirements) may need IELTS or TOEFL results from within the past 5 years.

You can start or finish the Office of Graduate Education application on the [OGE website \(http://manoa.hawaii.edu/graduate/content/submitting-your-application\)](http://manoa.hawaii.edu/graduate/content/submitting-your-application).

College of Education- [Makalei Application \(http://makalei.coe.hawaii.edu\)](http://makalei.coe.hawaii.edu)

1. Log In: If you do not already have a UH username and password, click on the "Guest" box. Click on "Register for Guest Access"
 - a. Register by entering information and click 'register'
 - b. Check the email account you used for an email to activate your account. Email will be from 'sishelp@hawaii.edu', check spam folder just in case
 - c. Log back in under "Guest" with your email and password you had chosen.

2. Select a Degree and Program: Choose Master's Degree, and then choose Master of Education in Teaching (MEdT) **(Statewide)**
 - a. Then choose your "major" : Choose the Secondary Ed content area (Elementary is not available for the DUAL SPED program)
 - b. Choose 'No' for "Would you be willing to attend a Manoa (face-to-face) program if your preference is unavailable or full?"
 - c. Select the island you will be taking the program from
 - d. **Select 'Special Education (Mild/Moderate)' for "Select if you are applying for the Hawaiian Language Immersion or Special Education Dual Option"**
3. Complete Licensure Track Admission Checklist: All of the boxes need to be checked in order to move on and submit the application
 - a. Basic Skills Requirement: We no longer require the Praxis CORE for admissions, as long as you have a Bachelor's degree, then check the box.
 - b. Verification of Content Knowledge: If you have taken or registered for your Praxis Subject Assessment in Secondary Education, then check the box.
 - c. Interview with Program: You will not complete an interview until after your application is reviewed. Check the box to acknowledge you understand that we will contact you to schedule one.
 - d. Content Coursework Inventory Worksheet: (choose only your secondary content area)
 1. [Art \(http://tiny.cc/inventory-art\)](http://tiny.cc/inventory-art)
 2. [English \(http://tiny.cc/inventory-english\)](http://tiny.cc/inventory-english)
 3. [Hawaiian Language \(http://tiny.cc/inventory-hawaiian\)](http://tiny.cc/inventory-hawaiian)
 4. [Mathematics \(http://tiny.cc/inventory-mathematics\)](http://tiny.cc/inventory-mathematics)
 5. [Science \(http://tiny.cc/inventory-science\)](http://tiny.cc/inventory-science)
 6. [Social Studies \(http://tiny.cc/inventory-socialstudies\)](http://tiny.cc/inventory-socialstudies)
 - e. Personal Statement/Essay: There are four prompts that every applicant must respond to. Do not check the box until they are all complete. ONLY those pursuing the Hawaiian Language or Hawaiian Language Immersion should complete the essays in Hawaiian.
 - f. Three Professional References & Three Letters of Recommendation (must be received (not postmarked) by March 1, 2016 using one of the following methods:
 1. Submit online (preferred): a link to upload the letters will be sent directly to your references from the Makalei application. You can check the status of their submissions in Makalei after you submit your application.
 2. Fax: 808.956.4271
 3. Mail: Office of Student Academic Services
1776 University Avenue, Everly Hall 126
Honolulu, HI 96822

Your application will not be considered complete until all OGE and COE materials requested are received in the respective departments. The MEdT office will contact you about scheduling your interview after application is complete. Please reply to this email if you have any questions about the application process. I look forward to seeing your application.

Aloha,

MEdT Admissions Committee

Phone: (808) 956-5513

E-mail: medt@hawaii.edu