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## Contact Information

Applicants must use up-to-date application materials to ensure all current admission requirements are met. Download current forms at <http://grad.css.edu> or contact the Office of Graduate Admission – Duluth at 1-866-478-9277, or e-mail [gradstudies@css.edu](mailto:gradstudies@css.edu) for new forms.

For information regarding Financial Aid, call 1-800-447-5444, ext. 7027, and identify yourself as a graduate applicant.

For information regarding other payment options, call 1-800-447-5444, ext. 6134, and identify yourself as a graduate applicant.

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## Admission Requirements

The Master of Education in Curriculum and Instruction Program will consider applicants who:

- Submit a completed Graduate Admissions Application form and nonrefundable fee of U.S. \$50. *Multiple applications submitted in one envelope require only one U.S. \$50 payment.*
- Have earned a baccalaureate degree from an accredited college or university.
- Submit all official transcripts of baccalaureate and graduate coursework.
- Have earned an undergraduate cumulative GPA of 2.8.
- Submit a completed Computer Competency form verifying skill level in word processing, spreadsheets, database and communication applications.
- Submit a complete Master of Education in Curriculum and Instruction Essay.
- Submit two Graduate Recommendation forms, one from a supervisor.
- Have one year professional experience in the educational field.
- Submit a TOEFL examination or the Michigan Test score which is required of all international applicants and applicants whose primary language is not English. The minimum TOEFL score of 550 on the paper-based test or 213 on the computer-based test is required. The minimum Michigan Test score of 80 is required.

**Note:** *Meeting minimal entrance requirements does not necessarily guarantee admission. Exceptions to minimum criteria may be made at the discretion of the admissions committee.*

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## International Applicants

All applications must be received no later than 90 days prior to the beginning of the starting term. Students will be notified in writing of their admissions status as soon as possible after the committee review.

An international applicant is any candidate who is not a:

- U.S. citizen.
- U.S. permanent resident alien.
- Permanent resident of the Northern Mariana Islands.
- Permanent resident of the Trust Territory of the Pacific Islands.

In addition to the program requirements, international applicants must:

- Have a required English language translation of all transcripts, including transcript grading system.
- Submit a completed International Student Finance Statement form with current bank statement(s) showing evidence of adequate funds to cover one year's tuition.

- • Make a minimum deposit of U.S. \$1,000. Without this deposit, the Immigration and Naturalization Form I-20A cannot be completed, and the international applicant cannot enter the United States.
- • Submit an affidavit of support (INS Form I-134) for students with U.S. sponsors.
- • Present the applicant's passport and/or current visa in addition to the I-94 card (for applicants already in the United States).
- • Submit documentation of enrollment in a current private or national health insurance plan or enrollment in a St. Scholastica health insurance plan.
- • Submit proof of current immunization for tetanus, diphtheria, and MMR (measles, mumps, rubella).
- • Have a required English language evaluation when the applicant's primary language is not English.

**Note:** Upon acceptance, international applicants will need to provide information concerning marital status and children in order to complete the INS I-20 form.

## U.S. Permanent

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### Resident Alien Applicants

U.S. permanent resident alien applicants must:

- Present an official green card.

## Priority

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### Consideration

The deadline for priority consideration for fall term is Aug. 1, spring term is Nov. 15, and summer term is April 1. Review of completed application files will continue until all open seats for the program are filled.

## Application Checklist

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Complete the following steps to be considered for acceptance into the Master of Education in Curriculum and Instruction Program. Submit all application materials to the Office of Graduate Admissions – Duluth. Review of completed application files will continue until all open seats for the program are filled.

- Step 1: Submit your completed Graduate Admissions Application and nonrefundable fee of U.S. \$50.
- Step 2: Submit a completed Curriculum and Instruction Essay with your application (instructions enclosed).
- Step 3: Request all official transcripts from colleges and universities previously attended, including prerequisites, to The College of St. Scholastica (form enclosed, make copies as needed).
- Step 4: Discuss financing your education with the Office of Financial Aid early in the application process by calling 1-800-447-5444, ext. 7027.
- Step 5: Submit a completed Computer Competency form (enclosed).
- Step 6: Submit two Graduate Recommendation forms (enclosed).
- Step 7: Submit a completed Student Immunization form (enclosed).
- Step 8: Submit TOEFL or Michigan Test score report (required of all international applicants and all applicants whose primary language is not English).
- Step 9: International applicants must complete the additional admission requirements as listed in this application packet. For further information, please contact the Office of Graduate Admissions – Duluth.
- Step 10: Upon completion of the application process, a decision regarding your acceptance will be made.

**Return application materials to:**  
**The College of St. Scholastica, Office of Graduate Admissions,**  
**1200 Kenwood Avenue, Duluth, MN 55811-4199**