UNIVERSITY OF St.Thomas

School of Education

Applying for Admission

St. Paul Urban Teacher Residency (SUTR)

Before You Begin:

Have on-hand the information needed to complete the online application.

You will be asked to provide:

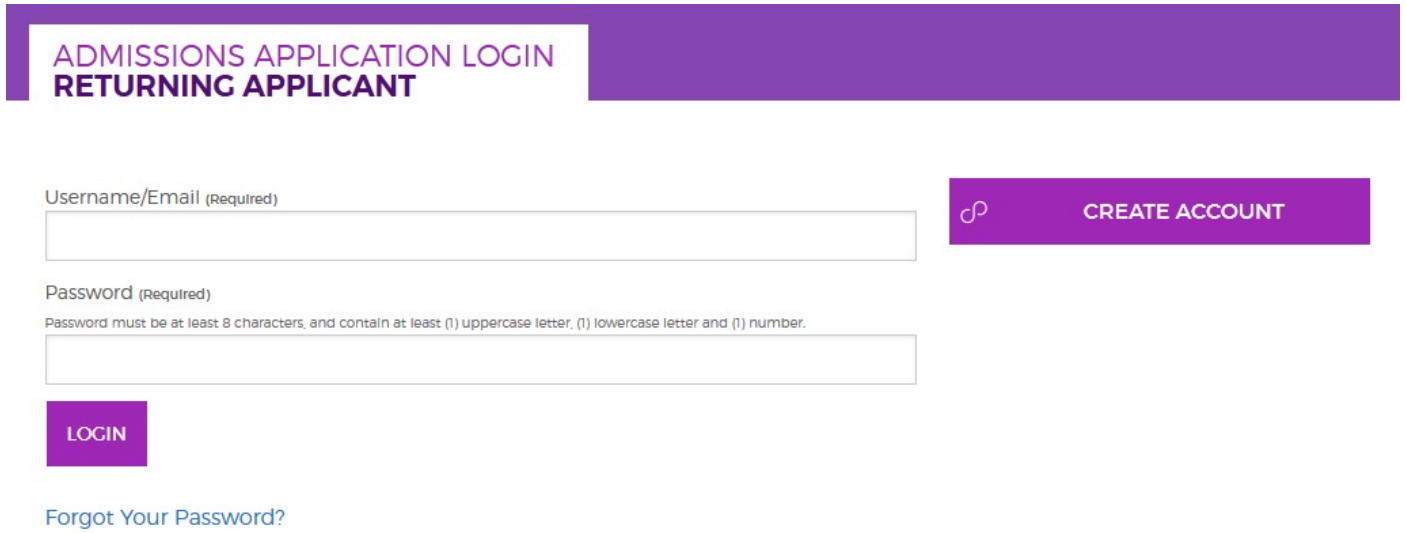
- Information on all colleges or universities you have attended
- Current Employment information (if applicable)
- A Personal Statement responding to the writing prompt provided

Reminder: The St. Paul Teacher Residency program is a partnership between the University of St. Thomas and the St. Paul Public School District (SPPS). You must also apply with SPPS. Find more information on the SPPS application here.

Starting Your Application:

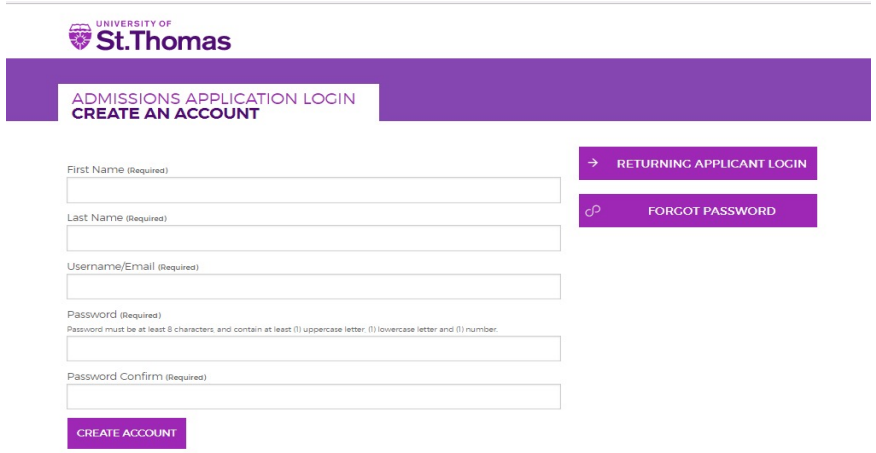
Go to https://stthomas.force.com/applicantportal

- If you have started a Graduate-level application at the University of St. Thomas since June 2016, please enter your username and password.
- If you are a new Graduate applicant, select “Create Account”



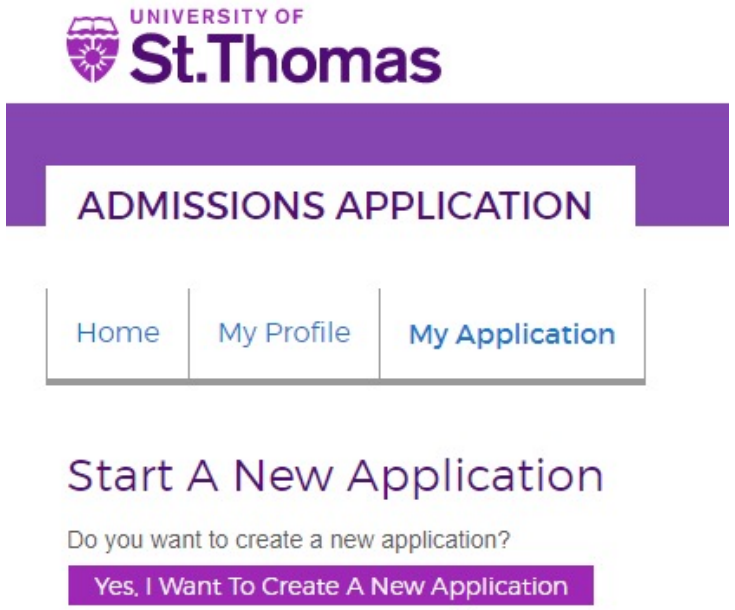
Starting Your Application:

If creating a new account, complete the required fields:



Starting Your Application:

Once you are successfully logged in to your applicant portal, select “Yes I Want To Create A New Application” under the *My Application* tab.



Your Application:

To apply specifically for a School of Education, Graduate-level program, make the following selections

- Are you interested in an undergraduate or graduate degree?
  - Graduate
- Citizenship Status
  - Your answer as it applies to you
- What college or school are you interested in?
  - School of Education

From here, you will be asked to select your specific degree level/type, program and start term.

Your Application:

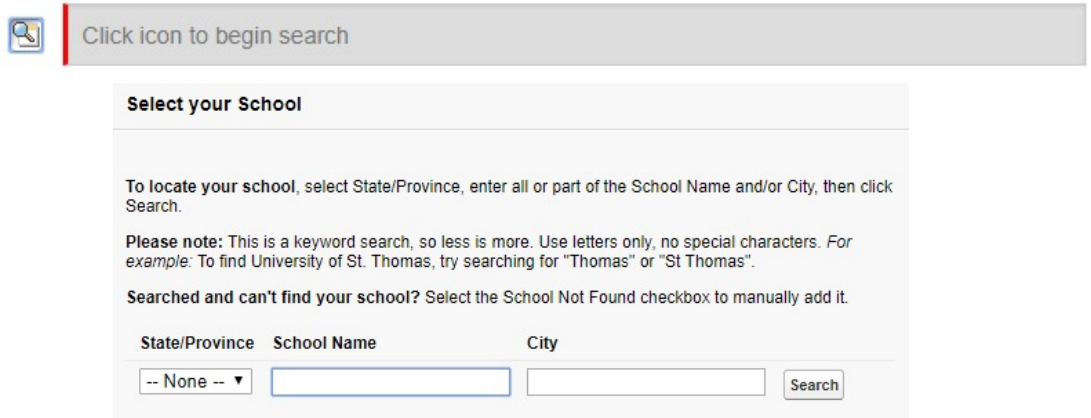
- Degree:
  - Master or Arts
- Program:
  (At the bottom of the list)
  Teacher Residency: Special Education
  Or
  Teacher Residency: Elementary Education
- Cohort:
  - St. Paul Urban Teacher Residency
- Start Term:
  - Summer <YEAR>

Once you have selected your program, cohort and start term, complete the remaining fields as the apply and “SAVE”

You will be brought to the first page of your application: **Academic History**

Academic History

Add your previous colleges/universities by searching the database:



Complete the fields that follow.

Repeat the process for all previous colleges/universities you have attended.
(add a new college by selecting “Add Another College” at the end of each entry)

When finished, mark as complete, and “Save and Continue”

Employment

Enter your current or most recent employment information.

If you do not have employment information, Enter N/A (not applicable) for the fields in this section.

When finished, mark as complete, and “Save and Continue”

Essay

Also referred to as: Personal Statement, Statement of Purpose, Writing Sample

Upload your **Personal Statement discussing what the University of St. Thomas School of Education's mission statement means to you and your career aspirations**. The length of this statement should be 1-2 pages.

The **Mission of the University of St. Thomas School of Education** is to educate practitioners to be morally responsible leaders who:

Think Critically,
Act Wisely and
Work Skillfully to advance the common good

When finished, mark as complete, and "Save and Continue"

Scholarship

Scholarship and financial aid can vary based on program and full-time or part-time student status.

Please use the links on the “Scholarship” page to explore the different funding options that may be available to you.

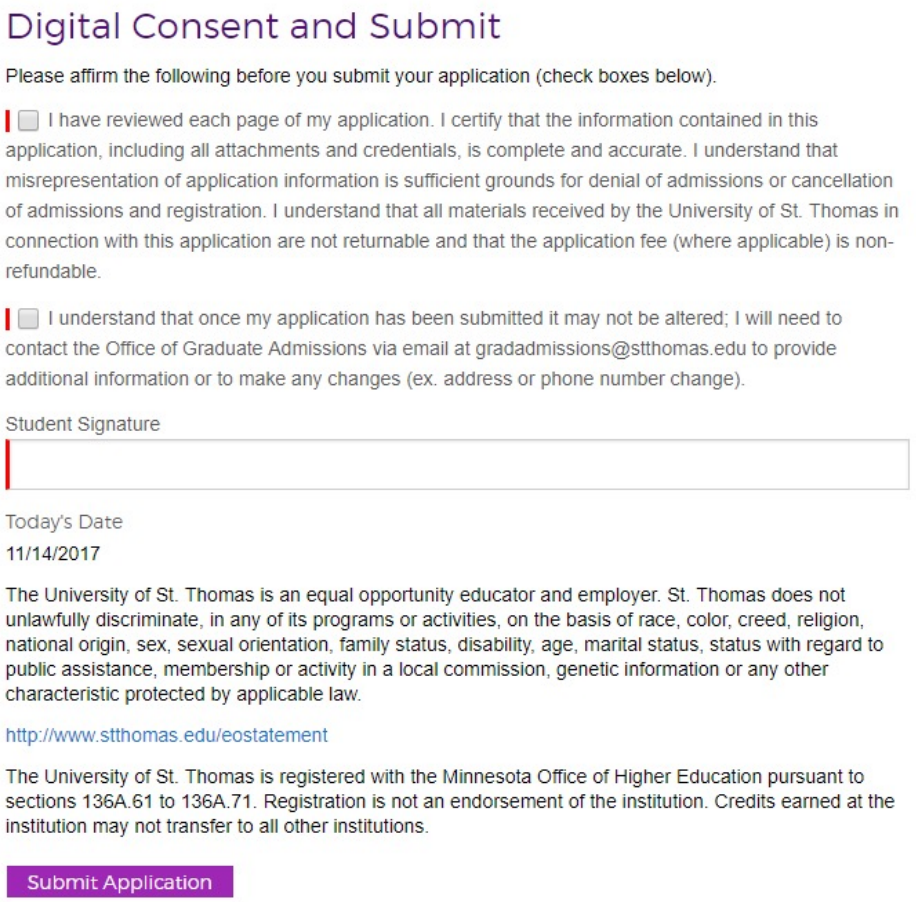
When finished reviewing this page, mark as complete, and “Save and Continue”

Licensure

In this section, you must indicate whether or not you hold a valid education license from any state. If you do hold a license, you will be asked to provide further details.

When finished, mark as complete, and “Save and Continue”

Submit



Digital Consent and Submit

Please affirm the following before you submit your application (check boxes below).

☐ I have reviewed each page of my application. I certify that the information contained in this application, including all attachments and credentials, is complete and accurate. I understand that misrepresentation of application information is sufficient grounds for denial of admissions or cancellation of admissions and registration. I understand that all materials received by the University of St. Thomas in connection with this application are not returnable and that the application fee (where applicable) is non-refundable.

☐ I understand that once my application has been submitted it may not be altered; I will need to contact the Office of Graduate Admissions via email at gradadmissions@stthomas.edu to provide additional information or to make any changes (ex. address or phone number change).

Student Signature

Today's Date

11/14/2017

The University of St. Thomas is an equal opportunity educator and employer. St. Thomas does not unlawfully discriminate, in any of its programs or activities, on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information or any other characteristic protected by applicable law.

http://www.stthomas.edu/eostatement

The University of St. Thomas is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Submit Application

Affirm the two statements on this page by reading them and checking the box next to each one.

Sign your digital signature by entering your name in the “Student Signature” field.

Hit “Submit Application”

Your Application File

After you have submitted you online application, your application may remain incomplete.

For your application file to be complete, we must have received:

- Your Personal Statement, responding to the prompt provided
- Official Transcripts from all previous post-secondary institutions you have attended
- Letters of Recommendation – The recommendations submitted to the district can fulfill this requirement. The District will provide what they receive to St. Thomas

You can view what items you are still missing at any time by logging back into your applicant portal.

Please be sure that you have requested your transcripts be sent to St. Thomas and to follow up with your recommenders.

Application Review & Decision

Once your application file is complete, it will be sent to our admissions committee to be reviewed.

It is possible that the admissions committee will determine addition materials are needed for your application. You will be notified via email if this occurs.

Review times can vary based on your desired program.

Once an admissions decision has been made, you will be notified via email from education@stthomas.edu.

If admitted, you will be given instructions on your next steps to enroll.