

Washington State University – Department of Teaching and Learning Supplemental Form

For the Department of Teaching and Learning, this form requests information in addition to that required by the Graduate School. The faculty uses this information in the admission and advising process. The PRIORITY deadline for submitting a complete application for the *doctoral program is December 1st for summer/fall admission*. In addition, the deadlines for the *master programs are January 10th for summer/fall admission and July 1st for spring admission*. Although late applications may be considered, the department cannot guarantee an admission decision will be made prior to the start of the semester for which you apply.

Note: The MIT program has a separate application packet. Please contact us or visit our website for more information and the priority deadline.

Checklist and Instructions for Admission Requirements

1. Submit the following items to the WSU Graduate School:

Graduate School, Washington State University
P. O. Box 641030, French Administration 336, Pullman, WA 99164-1030
(509) 335-6424 (<https://www.gradsch.wsu.edu/>)

- Graduate School Application**, available online at <https://gradschool.wsu.edu/FutureStudents/Apply.html>
 - \$75 application fee** *paid with credit card when submitting on-line application*
 - Current resume or vita.**
- Letter of Intent:** The letter of intent must include: (1) the reason for pursuing a graduate degree, (2) a description of teaching or other life experience that relates to graduate study, (3) a commitment to scholarship or professional development, (4) a specific research or inquiry interest, (5) the unique perspective you would bring to the graduate program, and, if applying for an assistantship, (6) why you would be an effective teacher at the college level.
- Academic writing sample** (doctoral applicants only). This writing sample must be a formal, academic writing sample such as a thesis or paper.
- Copy of official Graduate Record Exam (GRE) scores** (*only required for doctoral applicants to the Mathematics/Science Education and Special Education doctorate program*)
- Three letters of reference as described on the supplemental information form.** The three letters of recommendation (submitted as part of the online Graduate School application) must address your (1) interpersonal skills, (2) scholarship, (3) experience with children or youth, and (4) facility with written, oral, and interpersonal communication. In addition, if applying for a teaching assistantship, one of the letters must also address your effectiveness as a teacher.
- OFFICIAL transcripts from any colleges/universities:**
 - Where any degrees have been granted or are expected.
 - That show the last 60-graded semester (90 quarter) credits of course work
 - That show graded graduate level work (including doctoral) taken after the bachelor's degree.

- **Unofficial copies may be uploaded with your Graduate School application, if you are admitted you will be required to submit official copies.**
- “Official” transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelope are NOT considered official.

Transcripts are NOT required for course work taken at WSU.

- International Students must meet the university’s English proficiency and funding requirements.** Please view the current requirements on the Graduate School’s – International Student Requirements page <https://gradschool.wsu.edu/international-requirements/>.

2. Submit the following items to your primary campus of enrollment:

Washington State University-Pullman
Office of Graduate Studies
 College of Education
 Cleveland Hall 70
 PO Box 642114
 Pullman, WA 99164
 Fax: (509) 335-9172
 Email: gradstudies@wsu.edu

Washington State University-Tri-Cities
 College of Education
Helen Berry,
Academic Coordinator
 2710 Crimson Way
 Richland, WA 99354-1671
 Phone: (509) 372-7394
 Email: hberry@wsu.edu

Washington State University-Spokane
 College of Education
Kelly LaGrutta,
Academic Coordinator
 PO Box 1495
 Spokane, WA 99210-1495
 Phone: (509) 358-7942
 Fax (509) 358-7933
 Email: lagrutta@wsu.edu

Washington State University-Vancouver
 College of Education
Jennifer Gallagher,
Academic Coordinator
 Undergraduate (VUB) 308
 Phone: (360) 546-9075
 Fax: (360) 546-9040
 Email: j.gallagher@wsu.edu

- Completed Supplemental Information Form** (*attached*)

- Copies of currently held education certificates.**

3. Mandatory Research Training

All graduate students are required to complete the **Responsible Conduct of Research Education** online training module. This is a web based training located at <https://myresearch.wsu.edu/MandatoryTraining.aspx>. Students are encouraged to take this training as soon as they are admitted to any program. Once you have completed this training, you will receive email confirmation of your completion. Please forward this email to the Office of Graduate Studies (gradstudies@wsu.edu).



College of Education

**DEPARTMENT OF TEACHING and LEARNING
GRADUATE PROGRAM SUPPLEMENTAL INFORMATION FORM**

Yes! I have applied to Washington State University WSU ID# _____

GENERAL INFORMATION

Name (in full): _____
 (Last) (First) (Middle)

Mailing Address: _____
 Street City State Zip Country

Telephone : () () ()
 Home Cell Work

E-mail (required): _____

PROGRAM AND ENDORSEMENT INFORMATION

Check the appropriate box to indicate the degree, campus and your principal field of interest:

Program	Degree	Pullman	Spokane	TriCities	Vancouver	Distance Degree
Cultural Studies and Social Thought in Education	Ph. D.	<input type="checkbox"/>				
	Ed.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Curriculum and Instruction	M.A.	<input type="checkbox"/>	<input type="checkbox"/>			
	Ph. D.	<input type="checkbox"/>				
Language, Literacy, and Technology Education	Ed.M.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	M.A.	<input type="checkbox"/>	<input type="checkbox"/>			
Mathematics & Science Education	Ph. D.	<input type="checkbox"/>				
	Ed.M.	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
Special Education	M.A.	<input type="checkbox"/>				
	Ph. D.	<input type="checkbox"/>				

Semester you plan to begin the program: Fall Spring Summer Year: _____

If you will also be seeking an endorsement*, please indicate which endorsement: _____

***Note: Program course credits also may be used to meet continued certification requirements, lead to a Reading, Bilingual, Special Education, Middle Level Math, and/or ELL Endorsement as well as be used to fulfill the Professional Certification Requirements.**

EDUCATIONAL EXPERIENCE

Bachelor Degree (list additional undergraduate education/degree on a separate page)

Institution: _____ City: _____ State: _____

Degree: B.A. B.S. Other: _____ Major: _____
Date Earned: _____ (specify) _____

Graduate Degree (list additional graduate education/degree on a separate page)

Institution: _____ City: _____ State: _____

Degree: M.A. M.Ed. Other: _____ Specialization: _____
Date Earned: _____ (specify) _____

WORK EXPERIENCE

List specific teaching experience that relates to your degree plans:

Place	Principal/Supervisor	Dates	Grade(s)/Subject(s)
_____	_____	_____	_____
_____	_____	_____	_____

Please list other professional experience that relates to your degree plans:

Place	Supervisor	Dates	Position/Dates
_____	_____	_____	_____
_____	_____	_____	_____

ASSISTANTSHIP INFORMATION

Are you applying for an assistantship? NO YES

If you are applying for an assistantship, please discuss with your advisor the requirements once you admission is complete.

Signature

Date

Please note: All application and supplemental materials MUST be received by the Department of Teaching and Learning before the January 10th or July 1st cutoff date in order for candidate to be considered for the priority application deadline.

Follow up with your primary campus of enrollment to make sure they have received all of your application materials or if you have questions.