



WASHINGTON STATE UNIVERSITY  
**TRI-CITIES**

# Master in Teaching

## **HOW TO APPLY to the MIT Program at WSU Tri-Cities**

You will apply online through GradCAS <https://gradcas.liaisoncas.org/apply/>

**Once your online application is started you will be able to log out and log back in to add additional documents and information until you have submitted the application with payment.**

**The application deadline is January 31<sup>st</sup>. On a space available basis we will consider complete applications received by April 1<sup>st</sup>.**

**During the online application process you will be prompted to provide the items listed below, so we recommend assembling and preparing them before you begin.**

- Unofficial transcripts showing all previous college or university level coursework. Transcripts are **not** required for any coursework taken at WSU. Please note that if admitted into the program, you will be required to submit official transcripts to the WSU Graduate School.
- Current résumé

## Application Instructions for MIT Program at WSU Tri-Cities

- Application Essays. Use the three prompts below to prepare three essays. Save the essays as three different documents as you will upload them separately in GradCAS. Include your name and the prompt at the top of each page. If you have demonstrated special leadership or initiative, be sure to mention that in your essays.
  1. Why do you want to be a teacher? Describe your commitment to the teaching profession and/or children. *Recommended length: 250 words.*
  2. How have you contributed to the learning or development of others? This might include formal or informal learning, along with social and community organizations. *Recommended length: 250 words.*
  3. Describe an experience with an individual (or community) that was different from you. How did this experience change or alter your perceptions? *Recommended length: 250 words.*
- A completed Professional and/or Volunteer Experiences form that lists any experiences relevant to teaching and learning. Download the form from [Professional-Volunteer-Form.pdf \(wsu.edu\)](#). You will upload the completed form as part of the online application in GradCAS.
- Name and contact information for each of three references. After you enter this information in the online application, each reference will receive an email from GradCAS inviting them to submit a letter of recommendation on your behalf. Recommenders should address your interpersonal skills and experience teaching/mentoring youth. The best letters are from educators who have seen you interact with children/youth. Letters from faculty who can address your ability to succeed in graduate school are also appropriate. Letters from family members or friends will not be accepted.
- Please note that submitting the online application form will require a \$90 non-refundable application fee paid online (if applying for multiple programs then an additional \$90 fee is required for each application).
- Personal Statement. **Required for MIT-Secondary applicants only. MIT\_Elementary applicants will not be prompted to upload a Personal Statement.** The personal statement should describe your scholarly and

### Application Instructions for MIT Program at WSU Tri-Cities

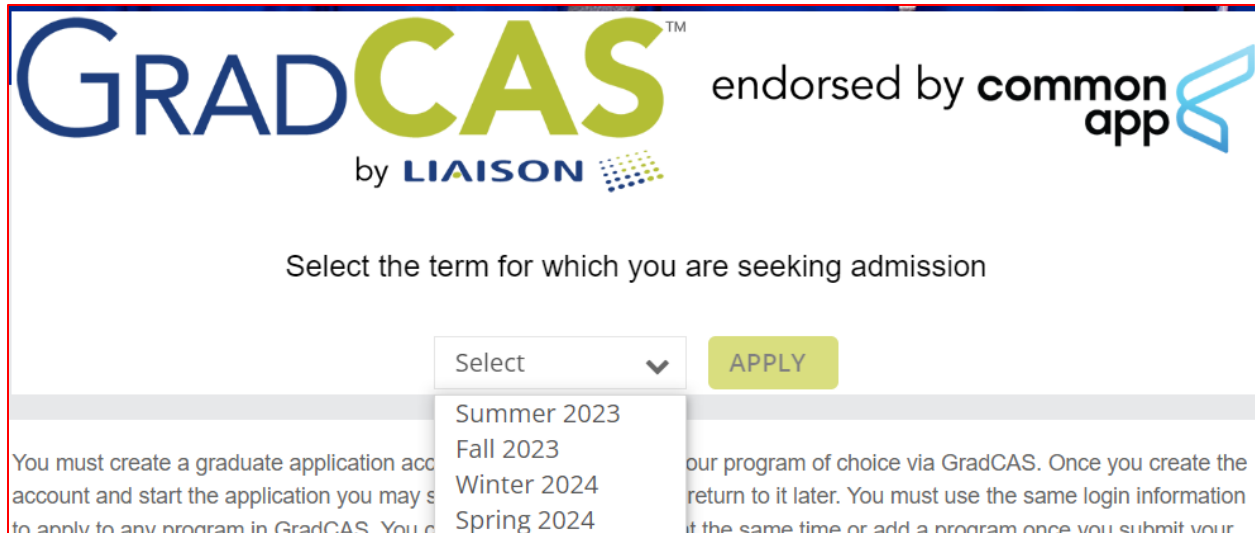
professional objectives and how you believe your enrollment in the WSU master's program will advance these objectives. The statement should include: A summary of your beliefs and/or values about leadership; A description of leadership or other life experience that relates to graduate study; Your scholarly and/or research interests as an educational leader; The unique contributions you would bring to the graduate degree program and community of scholar-practitioners.

## STEP BY STEP INSTRUCTIONS for the ONLINE APPLICATION FORM

Go to GradCAS <https://gradcas.liaisoncas.org/apply/>

**Select the Term** you wish to begin your graduate studies

- Always choose Summer term for the MIT program, then click Apply.



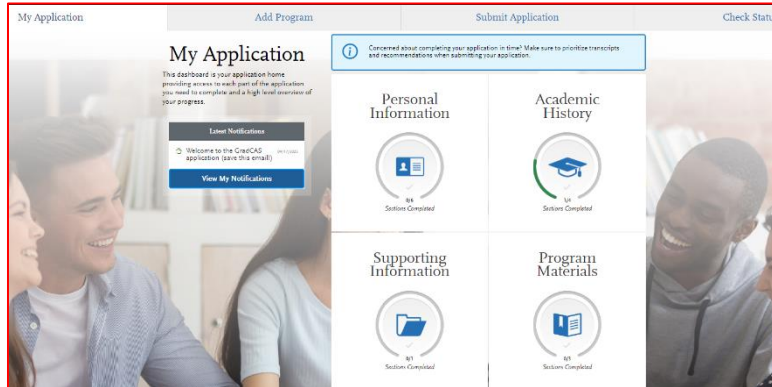
The screenshot shows the GradCAS application interface. At the top, it features the GradCAS logo (with 'GRAD' in blue and 'CAS' in green) and the text 'by LIAISON' with a small grid icon. To the right, it says 'endorsed by common app' with the Common App logo. Below this, the instruction 'Select the term for which you are seeking admission' is centered. A dropdown menu is open, showing the current selection 'Select' and three options: 'Summer 2023', 'Fall 2023', and 'Spring 2024'. A green 'APPLY' button is visible to the right of the dropdown. At the bottom of the page, there is a footer with text: 'You must create a graduate application account and start the application you may submit to apply to any program in GradCAS. You must use the same login information to return to it later. You must use the same login information at the same time or add a program once you submit your'.

Set up an account with GradCAS.

- Make note of your Username and Password as well as the e-mail address you associate with your GradCAS account.

## Application Instructions for MIT Program at WSU Tri-Cities

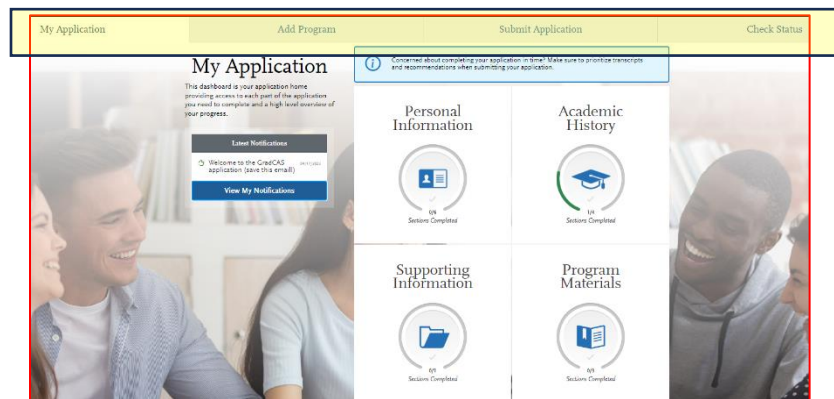
Once you are logged in with your GradCAS account, familiarize yourself with the GradCAS landing page.



**Make a note of your CAS ID number** which can be found on the top right under your name (the CAS ID number will be different to your WSU ID number).

Note the four tabs across the top of the landing page:

- **My Application**
  - Most of your application information will be entered in this tab.
  - Select the My Application Tab at any time to return to the landing page.
- **Add Program**
  - In this tab you will pick which program(s) you wish to apply for.
- **Submit Application**
  - This is where you will pay the application fee and do final submission.
- **Check Status**
  - This tab allows you to track the status of your application.

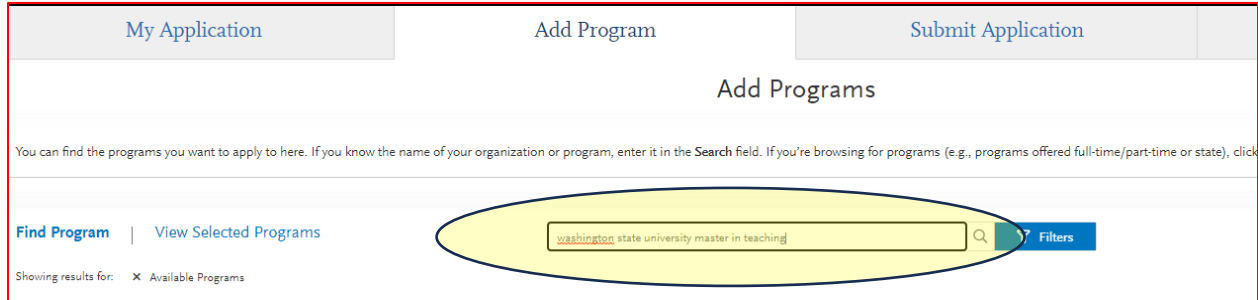


## Application Instructions for MIT Program at WSU Tri-Cities

Begin by selecting the **Add Program** tab.



To find your program of interest, enter **Washington State University Master in Teaching** in the Search box and press return.



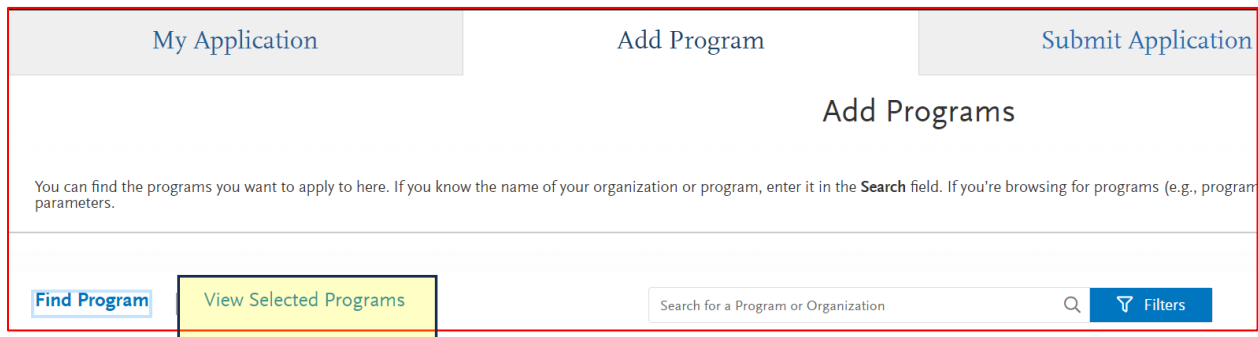
Review the options generated.

Click on the "+" Sign on the left of the program you are interested in. This will change the "+" to a "✓" and add that Program to your selections.

Programs you have selected can be viewed by clicking "View Selected Programs".

**If you are applying to the Tri-Cities campus, be sure you have selected a program that has Tri-Cities in the name of the program.**

- **Elementary and Secondary MIT programs have different applications so be sure to choose the correct one for you.**



## Application Instructions for MIT Program at WSU Tri-Cities

Now return to the **My Application** Tab.

As shown in the screenshot below, the My Application Tab has 4 sections. As you continue with your application you will click through these four sections, entering information as you go.

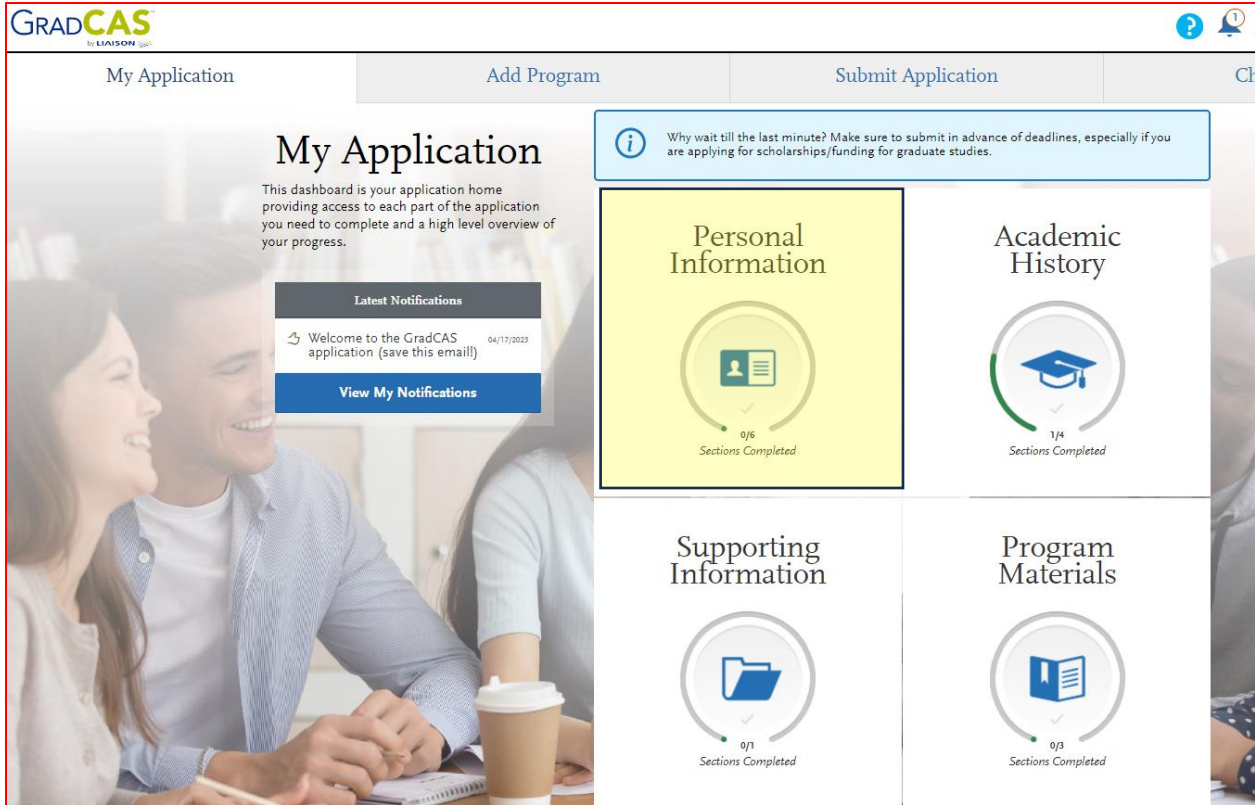
The screenshot displays the 'My Application' dashboard on the GradCAS platform. The dashboard includes a navigation bar with 'My Application', 'Add Program', and 'Submit Application' tabs. A central heading 'My Application' is followed by a descriptive paragraph. A 'Latest Notifications' box contains a welcome message dated 04/17/2023. Four main sections are highlighted with red boxes and numbered 1 through 4:

- 1 Personal Information**: 0/6 Sections Completed
- 2 Academic History**: 1/4 Sections Completed
- 3 Supporting Information**: 0/1 Sections Completed
- 4 Program Materials**: 0/3 Sections Completed

A blue information banner at the top right reads: 'Why wait till the last minute? Make sure to submit in advance of deadlines, especially if you are applying for scholarships/funding for graduate studies.'

**1. Personal Information:**

- In this section you will enter basic applicant information including your biographic information and contact information.





## 2. Academic History:

- In this section you will enter information about all colleges and universities attended and will upload unofficial transcripts.

The screenshot displays the GradCAS application dashboard. At the top, there are navigation tabs: "My Application", "Add Program", "Submit Application", and "CL". The "My Application" tab is active. Below the navigation, there is a "My Application" section with a description: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." To the right of this section is a notification box that says: "Why wait till the last minute? Make sure to submit in advance of deadlines, especially if you are applying for scholarships/funding for graduate studies." Below the notification, there are four main sections, each with a circular progress indicator and a "Sections Completed" count:

- Personal Information:** 0/6 Sections Completed
- Academic History:** 1/4 Sections Completed (highlighted in yellow)
- Supporting Information:** 0/1 Sections Completed
- Program Materials:** 0/3 Sections Completed

On the left side of the dashboard, there is a "Latest Notifications" section with a notification: "Welcome to the GradCAS application (save this email)" dated 04/17/2023, with a "View My Notifications" button.

### 3. Supporting Information

- In this section you will upload your résumé.

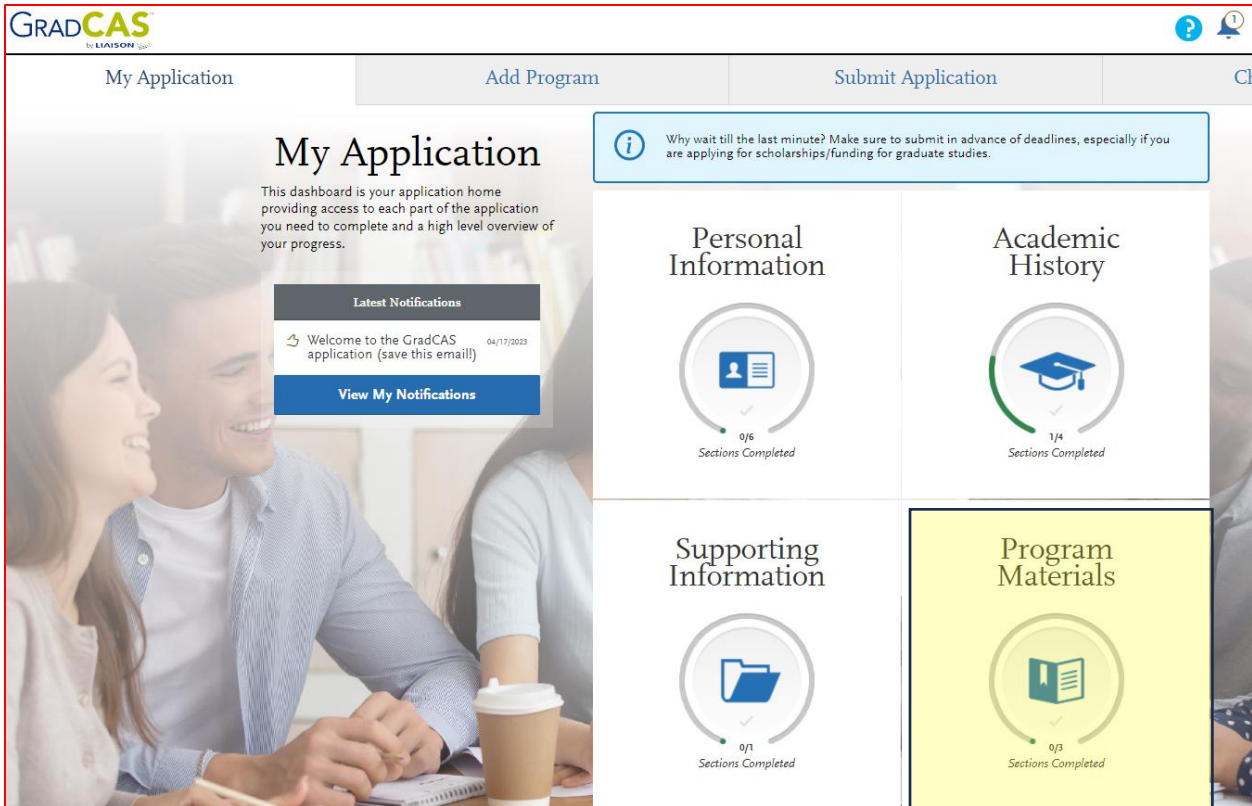
The screenshot displays the GradCAS application dashboard. At the top, there are navigation tabs for "My Application", "Add Program", "Submit Application", and "Cl". The "My Application" tab is active. A blue notification banner at the top right reads: "Why wait till the last minute? Make sure to submit in advance of deadlines, especially if you are applying for scholarships/funding for graduate studies." Below this, the dashboard is divided into four sections, each with a progress indicator:

- Personal Information:** 0/6 Sections Completed
- Academic History:** 1/4 Sections Completed
- Supporting Information:** 0/1 Sections Completed (highlighted in yellow)
- Program Materials:** 0/3 Sections Completed

On the left side of the dashboard, there is a "My Application" heading and a sub-heading: "This dashboard is your application home providing access to each part of the application you need to complete and a high level overview of your progress." Below this is a "Latest Notifications" box with a message: "Welcome to the GradCAS application (save this email)" dated 04/17/2023, and a "View My Notifications" button. The background of the dashboard features a blurred image of three people sitting at a table, smiling and talking.

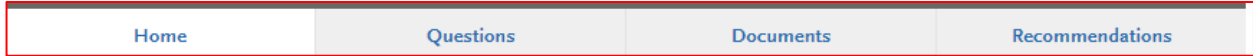
#### 4. Program Materials

- The Program Materials section opens on a Home tab that displays information about the specific program(s) that you have selected to apply for (*Note: if you are applying for multiple programs you will first need to select one of the programs*).



## Application Instructions for MIT Program at WSU Tri-Cities

- There are 4 tabs within the **Program Materials** section:
  - Home
  - Questions
  - Documents
  - Recommendations



As you work your way through the *Questions* and *Documents* tabs, you will be prompted to enter and upload information as required by the program.

Note: In the *Questions* tab, when prompted to identify your **Content Area**:

- MIT-Elementary applicants – please enter Elementary Education
- MIT-Secondary applicants – please enter the subject area for which you are seeking certification.

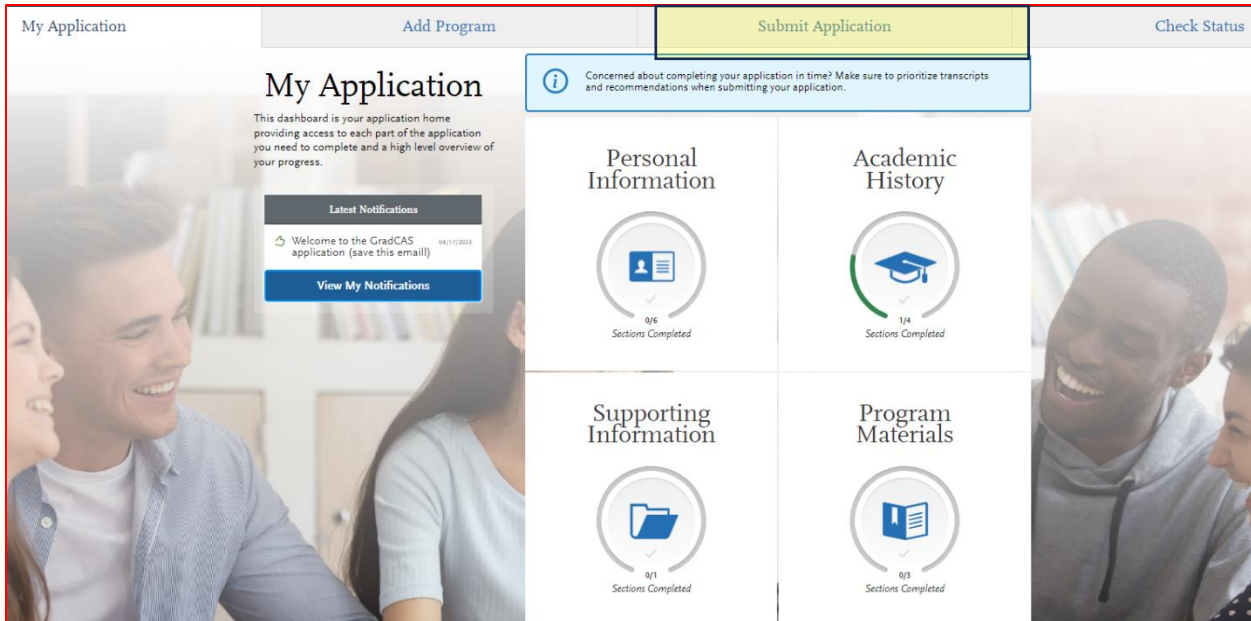
In the *Recommendations* tab you will enter the name and contact information for each of three references (up to 5 can be submitted if desired).

After you enter this information, each reference will receive an email from GradCAS inviting them to submit a letter of recommendation electronically on your behalf.

**You do not submit the recommendation letters yourself.**

## SUBMITTING YOUR APPLICATION

When your application is finished and you are ready to submit, click the **Submit Application** tab from across the top of your screen. You will be prompted to enter a non-refundable online payment.



Your application is not ready for faculty review until all required items, including the letters of recommendation your references upload to GradCAS, have been received. Please check frequently to make sure your letter writers have submitted their letters.

### QUESTIONS?

If you have questions about the application process, please contact Niamh O’Leary by e-mail [Niamh.oleary@wsu.edu](mailto:Niamh.oleary@wsu.edu) or by calling 509-372-7394.