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 31st. On a space available basis we will consider complete applications received by April 1st.

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 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
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.

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.
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.
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.
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.
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.
3. **Supporting Information**
   - In this section you will upload your résumé.
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).
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 or by calling 509-372-7394.