

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

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

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 by the close date.

The application deadline is January 31st. On a space available basis we will consider complete applications submitted with payment by the close date and time of 11:59PM EST on 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. Include all colleges and universities attended, not just the ones where degrees were granted. 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 Essay (also known as the Written Statement of Personal Commitment and Relevant Experiences)

Use the three prompts below when writing your essay. The essay is an opportunity to introduce yourself to the faculty that will review your application. Highlight any special leadership roles or initiatives you have undertaken in your essay.

- 1. Why do you want to be a teacher? Describe your dedication to the teaching profession and/or to working with children. *Recommended length: 250 words*.
- 2. How have you contributed to the learning or development of others? This could be through formal or informal educational activities, or involvement in 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 interaction influence or change your perceptions? *Recommended length: 250 words*.

Essay tips:

- Combine your responses to all 3 prompts into a single document. Embed each prompt into the essay so that it is clear which essay section corresponds with which prompt.
- Use a formal writing style throughout
- Use 12 point font, double-spaced lines, and 1 inch margins on all sides
- Include your name at the top of the first page
- A completed Professional and/or Volunteer Experiences form that lists any experiences relevant to teaching and learning. This could include working with children, youth, and/or adults. 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.

It is recommended that before you start your application you contact your references and ask them to write a letter that discusses your:

- interpersonal skills
- experience working with youth/adolescents
- facility with written and oral communication, and,
- ability to do graduate-level work.

It is preferred that letters come from people:

- who have directly observed or worked with you in the experiences you listed on the Professional and/or Volunteer Experiences form
- letters from faculty who can address your ability to succeed in graduate school are also appropriate.
- Note: letters from family members or friends will not be accepted.

After you enter name and contact information for each of three references in the online application, each reference will receive an email from GradCAS inviting them to submit a letter of recommendation on your behalf. Please advise your recommender to look for this email in their inbox, as well as their spam or junk-mail folder, as emails do occasionally get filtered out.

• 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).

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 a **Summer term** for the MIT program *as the Tri-Cities MIT program only starts in the Summer,* then click **Apply**.

LIAISON gradCAS Apply Today				
Select the	Summer 2025			
You must create a graduate Once you create the accour later. You must use the same programs at the same time o	Select a Term Summer 2024 Fall 2024 Winter 2025 Spring 2025	am of choice via GradCAS. rmation and return to it ICAS. You can apply to all 1.		
	Summer 2025 Fall 2025 Winter 2026 Spring 2026			

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.

My Application	Add Program	Submit Application	Check Status

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

My Application	Add Program Submit Application			
	Add Programs			
You can find the programs you want to apply to here. If you know the name of your organization or program, enter it in the Search field. If you're browsing for programs (e.g., programs offered full-time/part-time or state), click				
Find Program View Selected Programs Showing results for: × Available Programs	washington state university master in teaching	Q 7 Filters		

Review the options generated.

Click on the "+" Sign on the left of the program you are interested in. This will change the "+" to a " $\sqrt{}$ " 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.

M	y Application	Add Program	Submit Application
		Add Pr	ograms
You can find the prog parameters.	rams you want to apply to here. If you kr	now the name of your organization or program, enter it in the Search f	ield. If you're browsing for programs (e.g., progran
Find Program	View Selected Programs	Search for a Program or Organization	Q 7 Filters

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

o 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

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. Your Application Essay and your completed *Professional and/or Volunteer Experiences* form will be uploaded in the *Documents* tab.

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.

My Application Add Program			Su	bmit Application	Check Status
	My Application	Concerned abo and recommer	rned about completing your application in time? Make sure to prioritize transcripts commendations when submitting your application.]
	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.	Pers Inform	onal nation	Academic History	
	Littest Notifications Services Services Services Services View My Notifications	Sections C	e ompleted	Via Section Completed	
SA		Suppo Inform	orting nation	Program Materials	DE
		of Sections C	Dompleted	op Sections Completed	TP

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 <u>Niamh.oleary@wsu.edu</u> or by calling 509-372-7394.