



# Admissions Checklist

## Submitting Your Application

**KU** DEPARTMENT  
OF CURRICULUM  
& TEACHING

---

**The University of Kansas**

Admission Application Checklist

To get started on your application, visit [graduate.ku.edu/apply](https://graduate.ku.edu/apply)

**STEP 1: Apply through the KU Office of Graduate Studies**

- Begin the online application through the KU Office of Graduate Studies: [graduate.ku.edu/apply](https://graduate.ku.edu/apply).
- Establish an account, complete application, submit supporting documents, and pay application fee online:
  - o \$65 for U.S. Residents, \$85 for international applicants.
- You can save your work on each page and come back to it later.
- If you encounter problems with the online application process, please email [help@applyweb.com](mailto:help@applyweb.com).
- Questions regarding the program in general can be emailed to the C&T Department at [ctdepartment@ku.edu](mailto:ctdepartment@ku.edu).

**STEP 2: Submit required supporting documents with online application form**

- TRANSCRIPTS:** One official copy of your academic transcript from each college or university attended. More information can be found: [graduate.ku.edu/transcripts](https://graduate.ku.edu/transcripts).
- RESUME:** A current copy of your professional resume, curriculum vita (CV), or an electronic portfolio.
- STATEMENT OF GOALS:** 1-2 page statement indicating how the program relates to your career goals.
- ONLINE LETTERS OF RECOMMENDATION:** 3 letters from qualified individuals, attached to the online recommendation form. These are not character references; it is important that the letters speak specifically to the applicant's academic skills and abilities.
- ENGLISH PROFICIENCY** (non-native English speakers): C&T programs require either minimum scores of 92 total (IBT) with subscale scores of at least 23 on the TOEFL - OR - a minimum 7.0 total score with subscale scores of at least 7.0 on the IELTS. These requirements are higher than the university's requirements: [graduate.ku.edu/English-proficiency-requirements](https://graduate.ku.edu/English-proficiency-requirements).

**STEP 3 (If applicable): International applicants are also required to submit the following items:**

- ENGLISH TRANSLATION OF TRANSCRIPTS:** Official transcripts from an international university must include an English translation of all documents **in addition to** the transcript in the original language.
- FINANCIAL DOCUMENT:** Required by U.S. Government in order to issue the DS-2019 or I-20.
- Strongly encouraged to complete their application files well in advance of the application deadlines in order to ensure adequate time for processing of visa-related paperwork.

**Tips for completing the online application process:**

- FILLING OUT YOUR FORM:** In order for your application to register, it is important that you work through page 4 and save your form before exiting. On page 4, select "Curriculum & Teaching" and "Curriculum & Instruction MSE – Edwards Campus" for your program. **BE SURE TO CONFIRM YOUR PROGRAM CHOICE.**
- SUBMITTING THE FORM:** Check your application form carefully. When you are satisfied, click the "Submit" button at the bottom of the final page. This saves your data in final form and takes you to the payment page.
- PAYING THE APPLICATION FEE:** You can pay your application fee by debit/credit card or check (U.S. Bank accounts only.) Cash payments are not accepted.

**Once your graduate application is completed:**

- EMAIL CONFIRMATION:** You will receive email verification that your application has been submitted.
- DEPARTMENT NOTIFICATION:** Once your application has been submitted, you will receive an official update on your application status via email from the C&T Department. (Note: This response will take approximately two weeks, especially if the application submission is close to the application deadline.)
- ADMISSION DECISION:** After the C&T Department and the School of Education have processed an admissions decision, the decision will be forwarded to the Office of Graduate Studies. Once Graduate Studies has processed the decision, you'll receive an email with log-in information for the decision portal. The decision portal letter is your official notification of the admission decision from the University of Kansas.