

## Student's Admission Checklist

### Master of Arts in Teaching (MBT) graduate and Transition to Teaching (T2T) degree only

- Complete the free Marian University online application for admission at Online Application
- Be sure to select "Master's Bridge to Teaching Program."
- Prepare a one-page résumé and email it to GRadmissions@marian.edu.
- Two MBT Recommendation Forms. At least one of the recommendations must be a professional recommendation. Please do not ask a member of your family to complete a recommendation form. Recommendation forms from family members will not be accepted. Each form should be mailed or emailed separately to GRadmissions@marian.edu.
- Personal statement or essay. Type your essay in 12-point font on no more than three separate double-spaced pages. Incorporate your response to the four parts listed below into the essay. Do not answer each as a separate question, but incorporate them into your essay and email it to GRadmissions@marian.edu.

Personal statement should include:

- Explain your interest in becoming a teacher.
  - Outline your professional goals.
  - Describe your interest in a culture and/or language different from your own.
  - Reflect on your own learning experiences.
- Request an official transcript from every college or university that you have previously attended. **If you transferred credits or completed a study abroad program, you must send a transcript from the institution(s) from which the credits were transferred.** Official transcripts must be sent directly

to GRadmissions@marian.edu, and they become the property of Marian University once they have been submitted. Transcripts CANNOT be returned to you.

- Obtain a full criminal history check from the Indiana State Police please see instructions on next page. Send the original form to GRadmissions@marian.edu.
- Request that passing scores on the Indiana CORE Academic Skills Assessment (CASA) be sent to **Marian University**. Information about CASA may be found at <http://www.in.nesinc.com/>

You may also document basic skills competency for admission by using one of the following assessments:

- ACT® with a score of at least 24 based on Math, Reading, Grammar, and Science
- SAT® with a score of at least 1100 based on Critical Reading and Math
- GRE® with a score of at least 1100 based on Verbal and Quantitative prior to 8/1/11 **OR**
- GRE® with a score of at least 301 based on Verbal and Quantitative after 8/1/11

**Note: ACT, SAT, and GRE scores do not include writing. Anyone with a master's degree or higher from a regionally accredited institution is exempt from this requirement. Please have your score report sent directly to Marian from the testing agency. Our university numbers for ordering Code 1224 for the ACT and Code 1442 for the SAT.**

**Beginning in July 1, 2013, The ETS Praxis I will no longer be used to assess basic skills competency of prospective Indiana educators. You must complete this prior to admissions.**

- IF your baccalaureate degree was earned from outside the U.S, you will need to have a transcript evaluation completed by World Education Services [www.wes.org](http://www.wes.org). You will also need to request to have an official report of your TOEFL (Test of English as a Foreign Language) score sent to GRadmissions@marian.edu.
- Thoroughly read the **Marian University Code of Student Rights and Responsibilities** at <http://www.marian.edu/Documents/CodeofStudentRightsandResponsibilities.pdf>. If you are accepted into the MBT program, you will be expected to abide by the code outlined in this document.
- Send a \$35.00 non-refundable application fee payable to Marian University. You may send a personal check or a money order, please do not staple. **The \$40 application fee is required and is non-refundable.**
- Applications are accepted on a rolling basis.

## Want to know more?

**Amy M. Price**, Graduate Admission Coordinator  
GRadmissions@marian.edu 317.955.6128  
<http://marian.edu/masters-bridge-teaching>