Instructions for Applying to the Special Education Program

DEADLINES

Priority: February 1, 2018 @ 4:30 p.m.
Final: May 1, 2018 @ 4:30 p.m.

Applying to the Special Education program is a two step process. The first step is submitting an online application. This step may be completed at any point during the application period, ideally as soon as the applicant decides to apply for admission to the Special Education program. The second step involves developing and submitting hard copies of application materials, which are detailed below. Students do not need to have all hard copy application materials ready to submit before completing the online portion. In fact, we encourage students to complete the online application portion as early as possible! Both steps must be completed by February 1, 2018, at 4:30 p.m. for consideration within the priority application group.

After the priority deadline Education Academic Services will collect, process, and deliver all eligible applications to Special Education for review. Any application received between the priority and final deadlines will be delivered to Special Education in a second group after May 1. This second group of applications will be considered on a “space permitting” admission basis after offers of admission are extended to applicants who applied by the priority deadline.

Prospective applicants are strongly encouraged to meet with an Education Academic Services/Office of Undergraduate Recruitment and Retention advisor. Phone 608-262-1651 or visit Room 139 Education Building (on Bascom Hill) to make an appointment. Students who are applying as prospective transfers to UW-Madison are also strongly encouraged to meet with an EAS/OURR advisor, either in person or via phone.

Questions about the application itself may be directed to soeadmissions@education.wisc.edu; we will try to respond within 24 hours.

In recent years the Special Education program has been able to accommodate all qualified applicants; however, if the number of qualified applicants exceeds program resources, admission will become limited and competitive. Obtaining or exceeding the minimum eligibility criteria does not guarantee admission. Applicants should carefully review the program admission information available in the Guide (http://go.wisc.edu/025892).

Applicants not currently enrolled on the UW-Madison campus must also submit an application to the Office of Admissions and Recruitment (admissions.wisc.edu) by February 1, 2018, to be considered for Fall 2018 admission to campus.

Required Application Materials

Step One: Online Application

The online application for the Special Education program may be accessed via the School’s Apply to a Program page (http://go.wisc.edu/2ohh71) and must be completed by the February 1, 2018, at 4:30 p.m. for consideration within the priority application group.

Step Two: Hard Copy Application Materials

Application materials are due on February 1, 2018, at 4:30 p.m. for consideration within the priority application group. Applicants should include their full name and student ID number (if a current or former UW-Madison student) on every page of printed material. Please do not staple; if necessary, use a paper clip to bind the submitted materials together. All materials must be submitted together, with the exception of letters of recommendation if the letter writer plans to email them to the School of Education. Applicants may submit materials in person or by mail to the following address:
Off-Campus Transcripts. Any coursework completed at other institutions is reviewed as part of the application materials for the Special Education program. To determine whether it is necessary to submit a transcript, consult the following guidance:

Current UW-Madison students who have transferred credits from another college or university to UW-Madison before September 15, 2017, must indicate any previous institution(s) attended on their online application. However, these students do not need to submit official transcripts as long as the relevant transcripts have already been evaluated by UW-Madison’s Office of Admissions and the appropriate transfer credit has been posted.

Current UW-Madison students who submit transcripts for transfer coursework to the Office of Admissions after September 15, 2017, must also submit official copies of these transcripts to the School of Education with their other hard copy application materials. Students are encouraged to consult their academic advisor with questions about the status of transfer credit.

Prospective transfer students who are also applying to UW-Madison for admission must submit separate official transcripts to the School of Education as part of their program application. Applying to a program in the School of Education and to the UW-Madison campus are completely separate processes; both must be completed.

Test Score Reports. Applicants are required to submit one of the following test results: Praxis I/PPST, Praxis Core, ACT, SAT, or GRE. Praxis I/PPST and Praxis Core scores should be sent directly from Educational Testing Service (ETS) to Education Academic Services. UW-Madison undergraduates can find their ACT and SAT scores in the Student Center under the “Academics” tab. Print a copy of your test results and include it with your other application materials. Test scores must be no more than ten (10) years old at the time of application. Find additional information about test requirements via go.wisc.edu/h640hi.

Letters of Recommendation. No more than three (3) letters of recommendation must be submitted from individuals who have observed the applicant working in an instructional or other helping capacity. These may be either paid or volunteer experiences. Letters of recommendation may be:

- emailed by the recommender to soeadmissions@education.wisc.edu, or
- submitted in person or by mail to Education Academic Services.

Résumé. The applicant’s résumé should include a description and dates of educational and work experiences, awards, accomplishments, and a list of references.

Statement of Purpose. Applicants must provide a written statement of reasons for wanting to be a special education teacher. Applicants should pay particular attention to this statement of purpose as it is an important part of their application. This statement might include information about employment goals, such as the student population which the applicant aspires to serve and the type of school or geographical area in which they may desire to work. Applicants may also wish to share contributing factors from their life experiences or background that led them to the teaching profession. This is an open-ended document with no page or style limitations; however, both the information presented and the writing skills demonstrated will be factors considered in the selection process.

Application Checklist. This document serves as the cover sheet of your hard copy application materials. Please print a copy and complete the checklist before submitting your materials to Education Academic Services.

Additional Documents or Materials (optional). Additional documentation that may address or provide insight into any of the following: applicant’s background, experiences, stated professional goals, places where the applicant has resided, future commitment to multicultural education, trends in college grades or course selection patterns, and grade-point average or basic skills test scores.