Admissions Application Checklist

Our Student Counselors are ready and available to assist you with the application process. Call Today: 1-855-582-5565

To get started on your application, go to http://graduate.ku.edu/apply

Items you will need to submit when you apply to the University of Kansas:

- Resume: Professional resume or CV
- Transcripts: A scanned version of the official transcript from your undergraduate institution, as well as a scanned version of the official transcript from any post-Bachelor institution
- Goal Statement: Letter of introduction from you, stating your specific interest and licensure status
- References: Provide name, email and position for three professional references
- Application Fee: $55 for U.S. residents, $65 for international applications

International Applicants - Official proof of English proficiency is required. For more information, visit http://specialedu.soe.ku.edu/academics/adaptive/mse/admission/international.

Tips for completing the online form:

- Filling out your form: You can save your work on each page and come back to it later. Tip: When selecting your program (page 4), type "online" to narrow your search.
- Data correction page: This page appears if you have omitted a required field. Changes you need to make will appear in red text. Once you’ve corrected the data, you can advance to the next page.
- Submitting the form: Check your 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 your application fee online: You can pay your application fee by debit/credit card or check (U.S. bank accounts only). If you pay by check, you will need your account number, bank routing number, and account holder name. It may take up to six business days for payment to process.

After completing the form:

- You will receive an email verification that your application has been submitted. Once your form has been submitted and payment has been authorized, you can no longer make changes to the form.
- Within a week of form submission, you will receive a second email with log-in instructions for your online application checklist. This checklist will show your progress toward a completed application.
- After completing the checklist, your application will be reviewed by the School of Education. Our application decisions are typically made within 2-4 weeks. You will be notified by email once your admission decision has been made.