

Applying for Admission



Work and Learn

<https://uofstthomasmn.my.site.com/Admissions/applicationcreate?at=GSOED>

Before You Begin:

Please review this power point BEFORE beginning your application. This will ensure you select the correct program preventing delays in your application being processed.

Have on-hand the information needed to complete the online application. Please read through this entire presentation prior to starting your application. Missing any of these steps may result in delays to your application completion and review.

You will be asked to provide:

- Information on all colleges or universities you have attended. This includes any transfer credits.
- Current Employment information (if applicable)
- Resume
- A Personal Statement responding to the prompt provided (the prompt appears later in this power point, on page 16).

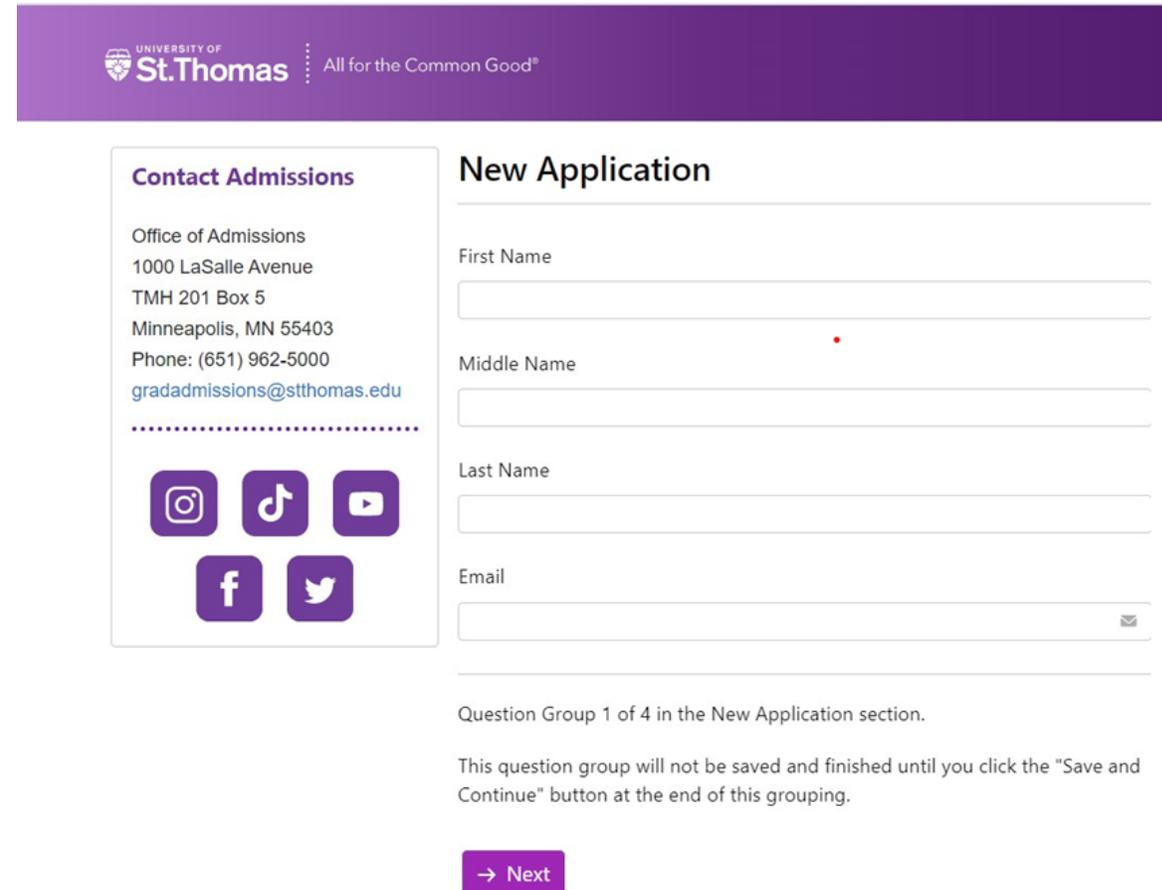
Reminder: The Work and Learn program is a partnership and requires an endorsement from your district employer. The endorsement will be met through the Letters of Recommendations that are required within the application



Starting Your Application - **First time Applicant:**

Go to the [application portal](#)

- If you are a new graduate applicant begin with the first page of your New Application
- ***It is recommended that you use a personal email address vs a school/employer email due to potential firewall challenges and/or job changes***
- Click **“Next”**



The screenshot shows the 'New Application' form on the University of St. Thomas application portal. The header includes the university logo and the motto 'All for the Common Good®'. The form is divided into two main sections: 'Contact Admissions' and 'New Application'.

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu

Social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter are displayed below the contact information.

New Application

First Name

Middle Name

Last Name

Email

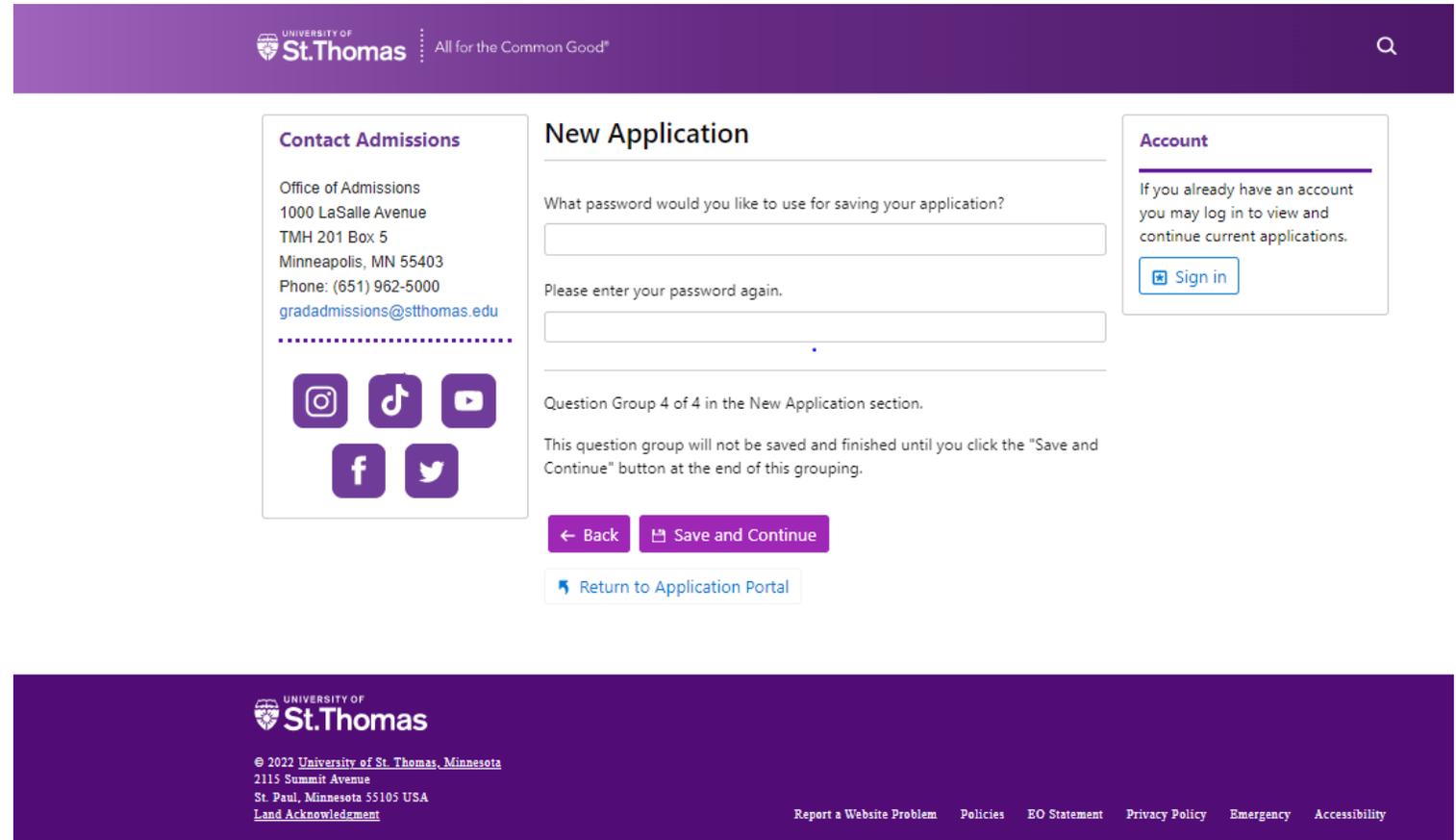
Question Group 1 of 4 in the New Application section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

→ Next

Starting Your Application - **First time Applicant:**

- First Time Applicants will be required to create a password.
- Click **“Save and Continue”**



The screenshot shows the application portal interface. At the top is a purple navigation bar with the University of St. Thomas logo and the motto "All for the Common Good". Below this is a white content area with three main sections:

- Contact Admissions:** Provides contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number (651) 962-5000, and email (gradadmissions@stthomas.edu). It also features social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.
- New Application:** A form section for creating a new account. It asks for a password and a confirmation password. Below the form, it indicates "Question Group 4 of 4 in the New Application section" and provides instructions: "This question group will not be saved and finished until you click the 'Save and Continue' button at the end of this grouping." Navigation buttons include "← Back", "Save and Continue", and "Return to Application Portal".
- Account:** A section for existing users, stating "If you already have an account you may log in to view and continue current applications." with a "Sign in" button.

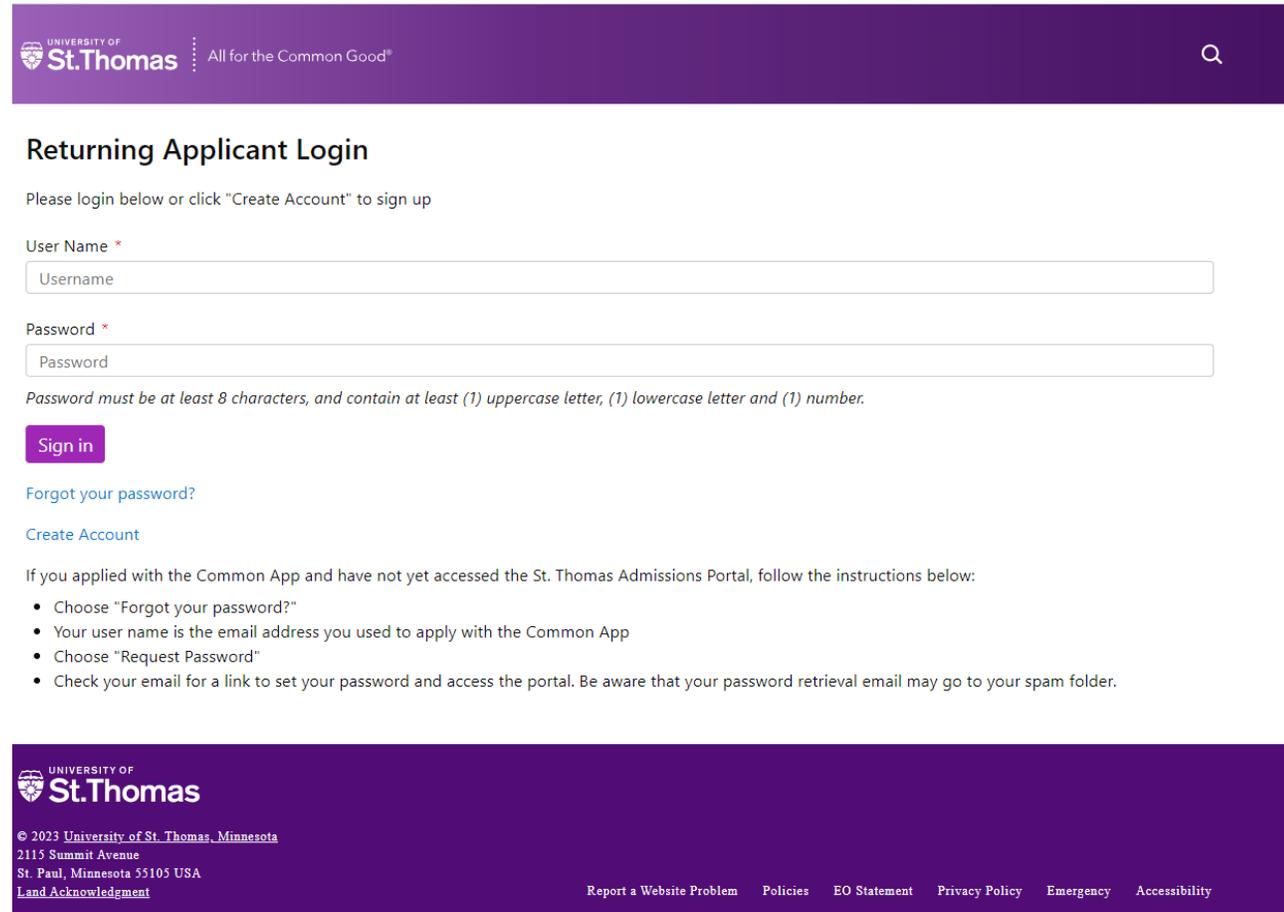
The footer contains the University of St. Thomas logo, copyright information (© 2022 University of St. Thomas, Minnesota), address (2115 Summit Avenue, St. Paul, Minnesota 55105 USA), and a link to "Land Acknowledgment". On the right side of the footer are links for "Report a Website Problem", "Policies", "EO Statement", "Privacy Policy", "Emergency", and "Accessibility".



Starting Your Application - **Returning Applicants:**

Go to the [application portal](#)

- If you have submitted a **Graduate**-level application at the University of St. Thomas since June 2016, please sign into you account in the box on the right with your username and password.
- Click **“Sign in”**

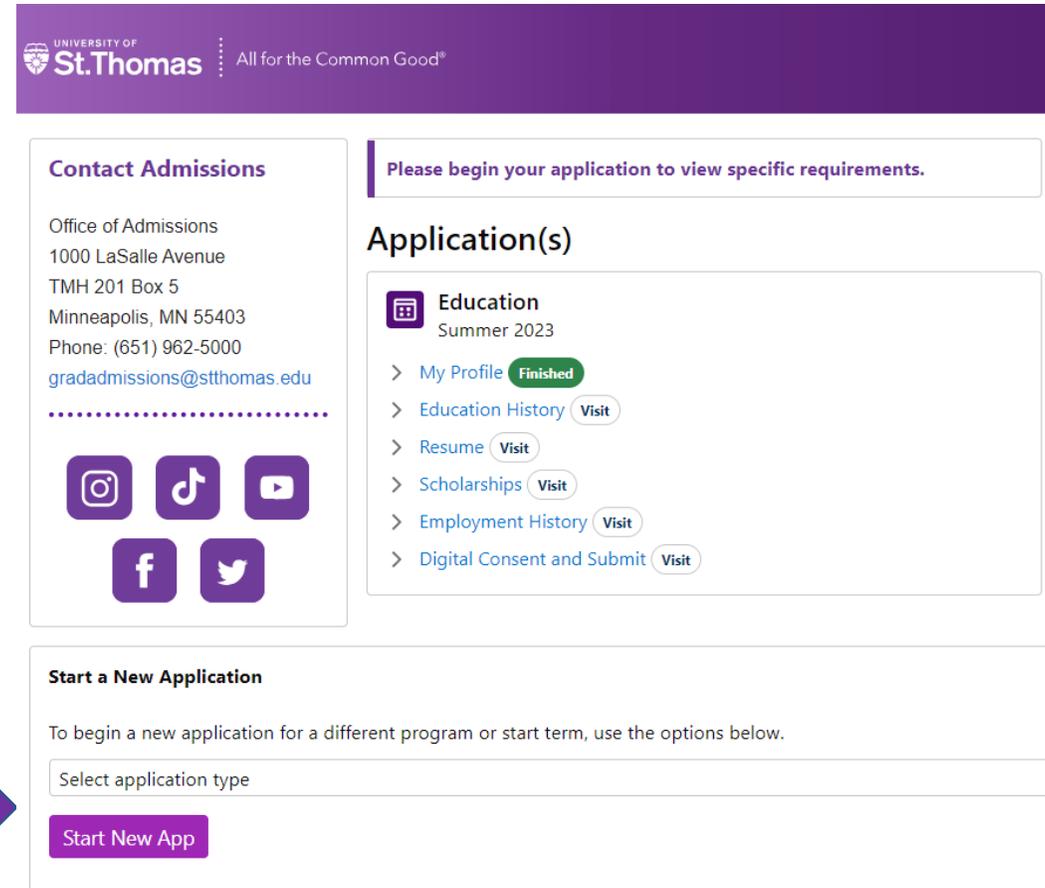


The screenshot shows the 'Returning Applicant Login' page. At the top is a purple header with the University of St. Thomas logo and the motto 'All for the Common Good'. Below the header, the page title is 'Returning Applicant Login'. A message reads: 'Please login below or click "Create Account" to sign up'. There are two input fields: 'User Name *' with a placeholder 'Username' and 'Password *' with a placeholder 'Password'. Below the password field is a note: 'Password must be at least 8 characters, and contain at least (1) uppercase letter, (1) lowercase letter and (1) number.' A purple 'Sign in' button is positioned below the fields. There are two links: 'Forgot your password?' and 'Create Account'. A section titled 'If you applied with the Common App and have not yet accessed the St. Thomas Admissions Portal, follow the instructions below:' contains a bulleted list: 'Choose "Forgot your password?"', 'Your user name is the email address you used to apply with the Common App', 'Choose "Request Password"', and 'Check your email for a link to set your password and access the portal. Be aware that your password retrieval email may go to your spam folder.' The footer is a purple bar with the University of St. Thomas logo, contact information (© 2023 University of St. Thomas, Minnesota, 2115 Summit Avenue, St. Paul, Minnesota 55105 USA, Land Acknowledgment), and a list of links: Report a Website Problem, Policies, EO Statement, Privacy Policy, Emergency, and Accessibility.

Starting Your Application - Returning Applicants:

Once you have logged into your account, you will see any active applications in you account. At the bottom of the page is the option to Start a New Application.

It is critical you select “Graduate School of Education” in the drop down, then click **Start New App.**



The screenshot shows the application portal interface. At the top is a purple header with the University of St. Thomas logo and the motto "All for the Common Good". Below the header, there are two main columns. The left column is titled "Contact Admissions" and contains contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number (651) 962-5000, and email address gradadmissions@stthomas.edu. Below the contact information are social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter. The right column is titled "Application(s)" and contains a message: "Please begin your application to view specific requirements." Below this message is a list of application components for "Education Summer 2023": "My Profile" (Finished), "Education History" (Visit), "Resume" (Visit), "Scholarships" (Visit), "Employment History" (Visit), and "Digital Consent and Submit" (Visit). At the bottom of the page, there is a section titled "Start a New Application" with the instruction: "To begin a new application for a different program or start term, use the options below." Below this instruction is a dropdown menu labeled "Select application type" and a purple button labeled "Start New App".

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu



Please begin your application to view specific requirements.

Application(s)

- Education Summer 2023
 - > My Profile **Finished**
 - > Education History **Visit**
 - > Resume **Visit**
 - > Scholarships **Visit**
 - > Employment History **Visit**
 - > Digital Consent and Submit **Visit**

Start a New Application

To begin a new application for a different program or start term, use the options below.

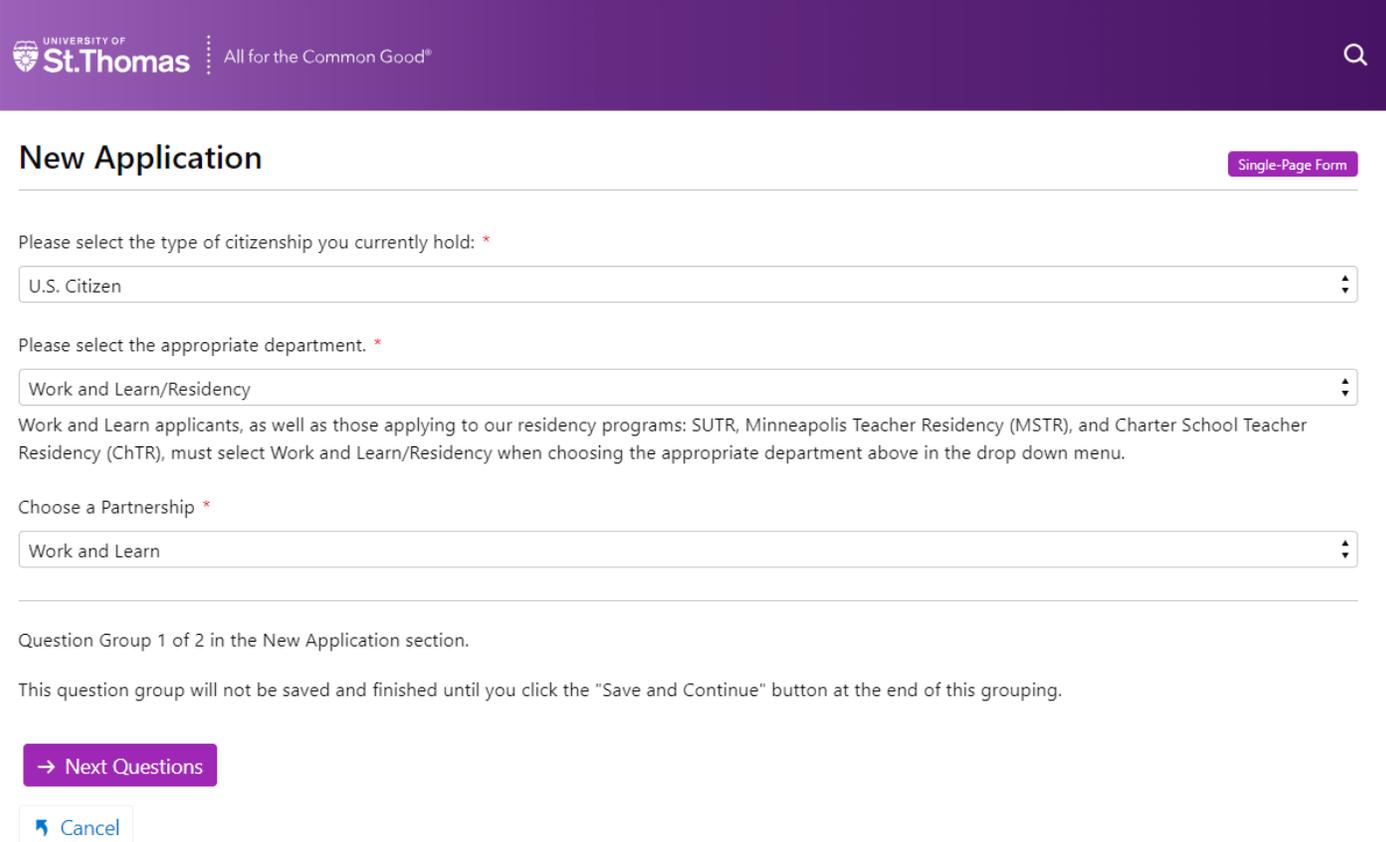
Select application type

Start New App

Starting Your Application - All Applicants:

Answer the Required Questions:

- Citizen Type
- Appropriate Department
 - Work and Learn/Residency
- Choose a Partnership
 - Work and Learn
- Click **“Next Questions”**



The screenshot shows the 'New Application' page on the University of St. Thomas website. The page has a purple header with the university logo and the motto 'All for the Common Good'. A search icon is in the top right. Below the header, the title 'New Application' is displayed next to a 'Single-Page Form' button. The form contains three required dropdown menus: 'Please select the type of citizenship you currently hold: *' (with 'U.S. Citizen' selected), 'Please select the appropriate department. *' (with 'Work and Learn/Residency' selected), and 'Choose a Partnership *' (with 'Work and Learn' selected). A note explains that 'Work and Learn' applicants must select 'Work and Learn/Residency' in the department dropdown. At the bottom, there are two buttons: a purple '→ Next Questions' button and a white 'Cancel' button with a blue arrow icon.

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New Application Single-Page Form

Please select the type of citizenship you currently hold: *

U.S. Citizen

Please select the appropriate department. *

Work and Learn/Residency

Work and Learn applicants, as well as those applying to our residency programs: SUTR, Minneapolis Teacher Residency (MSTR), and Charter School Teacher Residency (ChTR), must select Work and Learn/Residency when choosing the appropriate department above in the drop down menu.

Choose a Partnership *

Work and Learn

Question Group 1 of 2 in the New Application section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

→ Next Questions

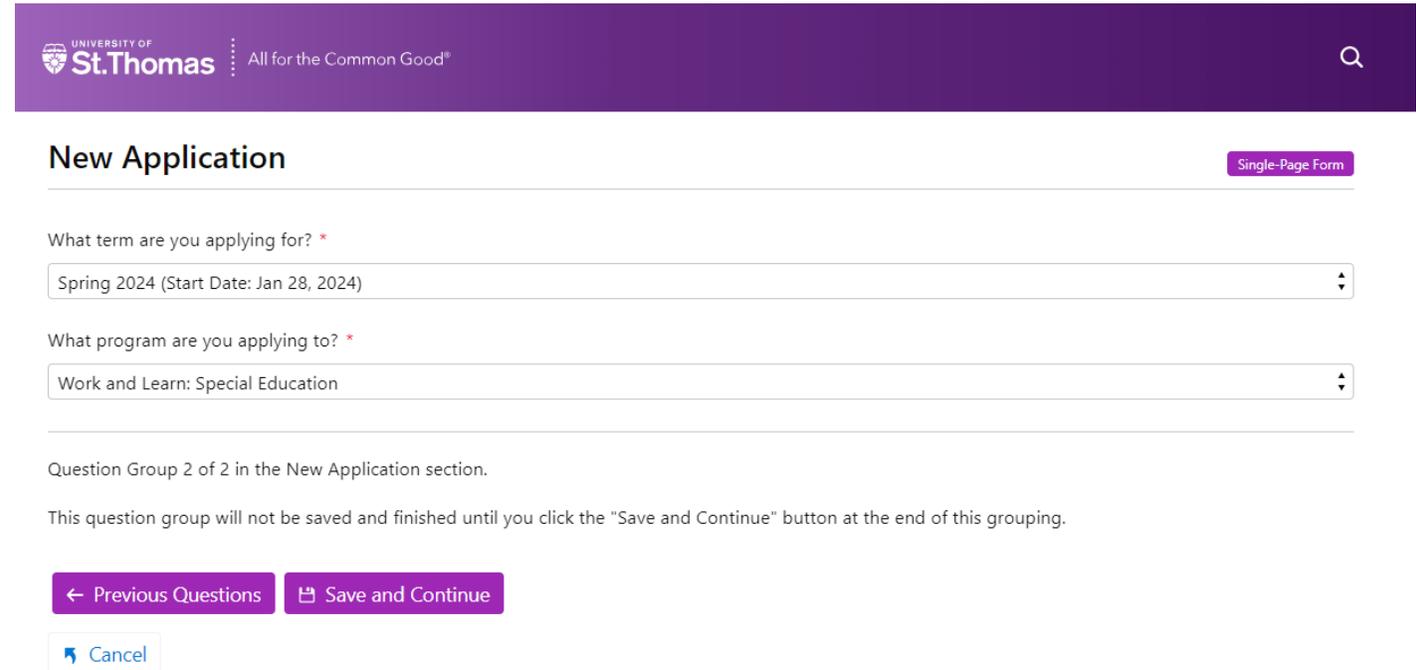
Cancel



Starting Your Application - All Applicants:

Answer the Required Questions:

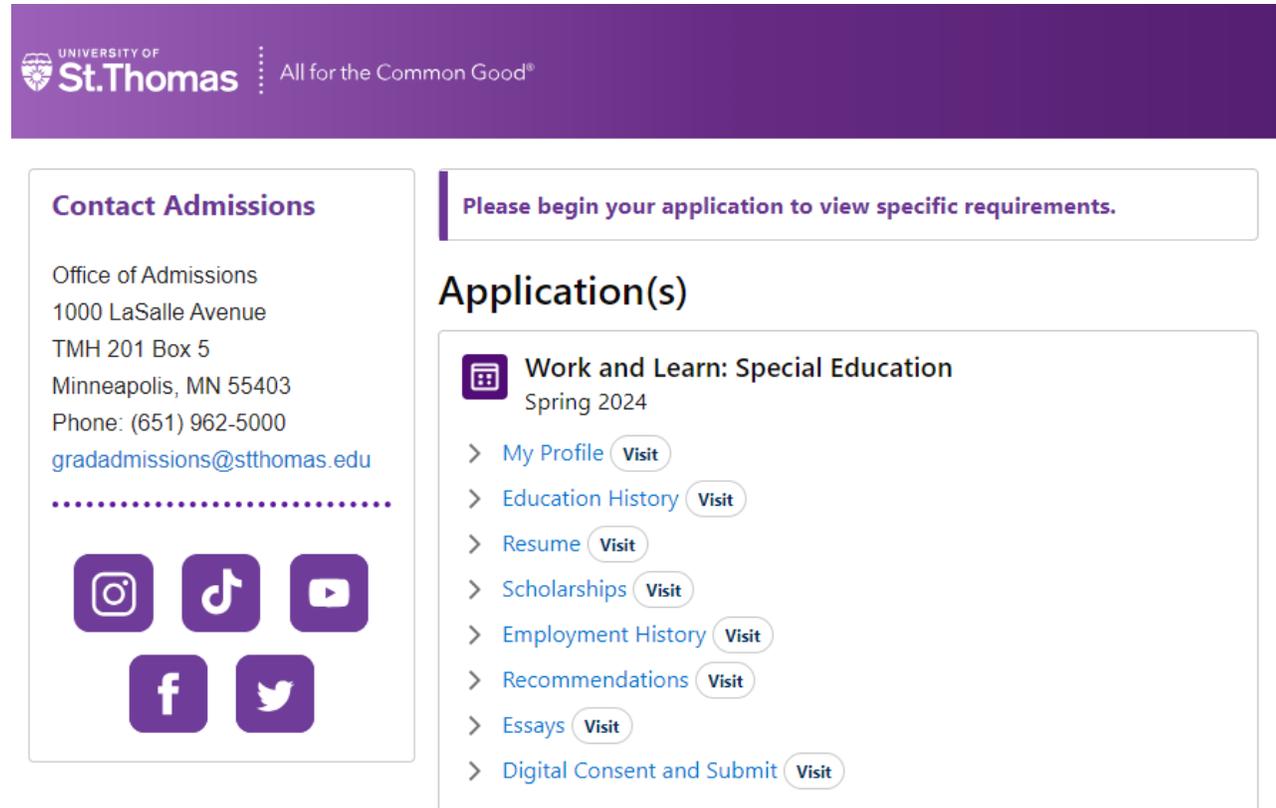
- What Term are you Applying for?
 - Select Spring 2024
- What Program are you applying to?
 - Work and Learn: Special Education
- Returning Applicants will have the option to **“Save and Continue”** here.
- New Applicants click **Next**.



The screenshot shows the 'New Application' page on the University of St. Thomas website. The header includes the university logo and the motto 'All for the Common Good'. The page title is 'New Application' with a 'Single-Page Form' label. The form contains two dropdown menus: 'What term are you applying for?' with 'Spring 2024 (Start Date: Jan 28, 2024)' selected, and 'What program are you applying to?' with 'Work and Learn: Special Education' selected. Below the form, there is a message: 'Question Group 2 of 2 in the New Application section. This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.' At the bottom, there are three buttons: 'Previous Questions', 'Save and Continue', and 'Cancel'.

Application Checklist- All Applicants:

- All applicants will see their Work and Learn Application Check list displayed.
- Work through each checklist item. When the requirements of a checklist item have been satisfied, oval “visit”, will flip to “finished”.
- Each time you log back in, you will see the status of your checklist items.



The screenshot shows the application portal interface. At the top, there is a purple header with the University of St. Thomas logo and the motto "All for the Common Good®". Below the header, there are two main sections. On the left, a white box titled "Contact Admissions" provides contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number ((651) 962-5000), and email (gradadmissions@stthomas.edu). Below the contact information are social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter. On the right, a white box contains a message: "Please begin your application to view specific requirements." Below this message is a section titled "Application(s)" which lists the "Work and Learn: Special Education Spring 2024" application. Underneath, there is a list of checklist items, each with a chevron icon and a "Visit" button: My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.

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Contact Admissions

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gradadmissions@stthomas.edu

.....

Please begin your application to view specific requirements.

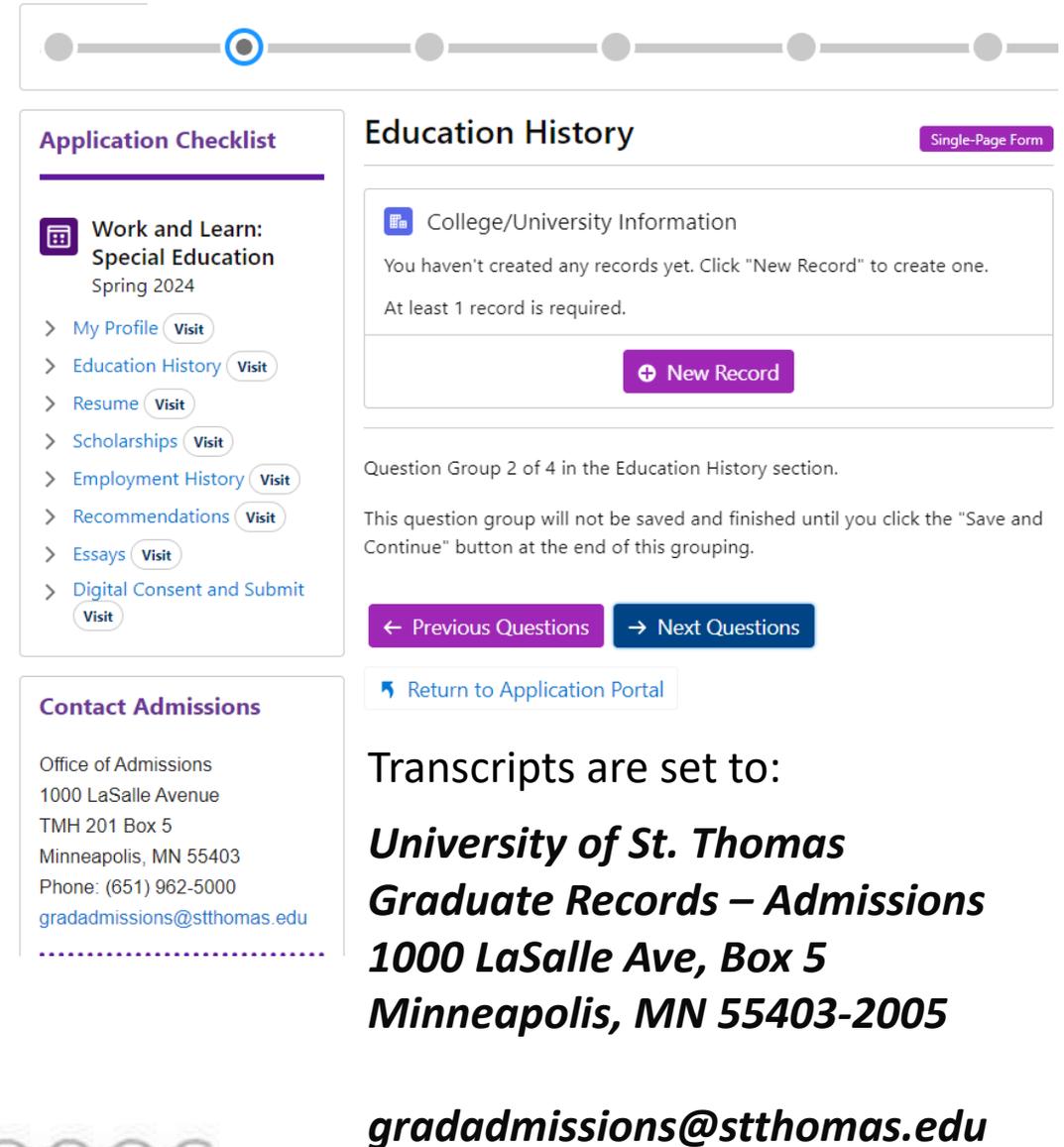
Application(s)

 **Work and Learn: Special Education**
Spring 2024

- > My Profile **Visit**
- > Education History **Visit**
- > Resume **Visit**
- > Scholarships **Visit**
- > Employment History **Visit**
- > Recommendations **Visit**
- > Essays **Visit**
- > Digital Consent and Submit **Visit**

Education History

- The first page of Education History outlines what records are required for admission. Please read through it carefully
- Hit **NEW RECORD** and enter the information for each institution of higher education you have attended and hit **ADD RECORD**
- Repeat the process for all previous colleges/universities you have attended, including institutions where you took a course to transfer credits towards your undergraduate degree. We must receive an official transcript from EVERY institution.
- Once you have completed this section, click **“Save and Continue”**.



The screenshot displays the application portal interface. At the top, a progress bar shows the current step. The left sidebar contains an 'Application Checklist' with links to 'My Profile', 'Education History', 'Resume', 'Scholarships', 'Employment History', 'Recommendations', 'Essays', and 'Digital Consent and Submit'. Below this is 'Contact Admissions' information for the Office of Admissions. The main content area is titled 'Education History' and includes a 'Single-Page Form' button. It shows a section for 'College/University Information' with a 'New Record' button. Navigation buttons for 'Previous Questions', 'Next Questions', and 'Return to Application Portal' are visible. The bottom right of the screenshot displays the address for the University of St. Thomas Graduate Records – Admissions.

Application Checklist

Work and Learn: Special Education
Spring 2024

- > My Profile [Visit](#)
- > Education History [Visit](#)
- > Resume [Visit](#)
- > Scholarships [Visit](#)
- > Employment History [Visit](#)
- > Recommendations [Visit](#)
- > Essays [Visit](#)
- > Digital Consent and Submit [Visit](#)

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu

Education History [Single-Page Form](#)

College/University Information

You haven't created any records yet. Click "New Record" to create one.
At least 1 record is required.

[+ New Record](#)

Question Group 2 of 4 in the Education History section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Previous Questions](#) [→ Next Questions](#)

[Return to Application Portal](#)

Transcripts are set to:

**University of St. Thomas
Graduate Records – Admissions
1000 LaSalle Ave, Box 5
Minneapolis, MN 55403-2005**

gradadmissions@stthomas.edu

Education History - International Applicants

International Transcript Requirements:

All post-high school or post-secondary academic transcripts from institutions originating outside of the United States must be evaluated by a transcript evaluation service that is a current member of the National Association of Credential Evaluation Services (NACES). Two recommended services are:

- [WES](#)
- [ECE](#)

Evaluations must meet the following requirements:

- A statement that the evaluation report was based on original and/or authenticated educational documents
- A statement of U.S. equivalence of a baccalaureate degree from an instituting institution that has institutional (formerly called "regional") academic accreditation
- A course-by-course analysis that includes grades and GPA.

Please have the institution send your final transcript to us as soon as it is available.

(IF Electronic)

gradadmissions@stthomas.edu

(IF Paper)

[University of St. Thomas - Graduate Admissions TMH 201 Box 5 1000 LaSalle Ave Minneapolis,
MN 55403](#)



Resume and Scholarships

- You will be asked to upload a current resume
 - After it is uploaded, click “Save and Continue”.
- The **Scholarship Tab** offers links to how to begin the Financial Aid process.
 - Once you have reviewed the information, click **“Save and Continue”**

Application Checklist

 **Work and Learn:
Special Education**
Spring 2024

- > [My Profile](#) **Visit**
- > [Education History](#) **Visit**
- > [Resume](#) **Visit**
- > [Scholarships](#) **Visit**
- > [Employment History](#) **Visit**
- > [Recommendations](#) **Visit**
- > [Essays](#) **Visit**
- > [Digital Consent and Submit](#) **Visit**

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu

Resume

Please upload your Resume.

File must be a MS Word (.doc or .docx), Rich Text Format (.rtf), Text (.txt) or PDF (.pdf) document, and not exceed 4 MB. Please be advised, PDF file format uploads are strongly recommended as other file formats may be altered during the upload process.

 Upload file

Previously uploaded: None

 Upload Files or Drop Files

Currently Selected: None

Currently selected files will be uploaded once the "Save and Continue" button at the end of this grouping.

Question Group 1 of 1 in the Resume section.

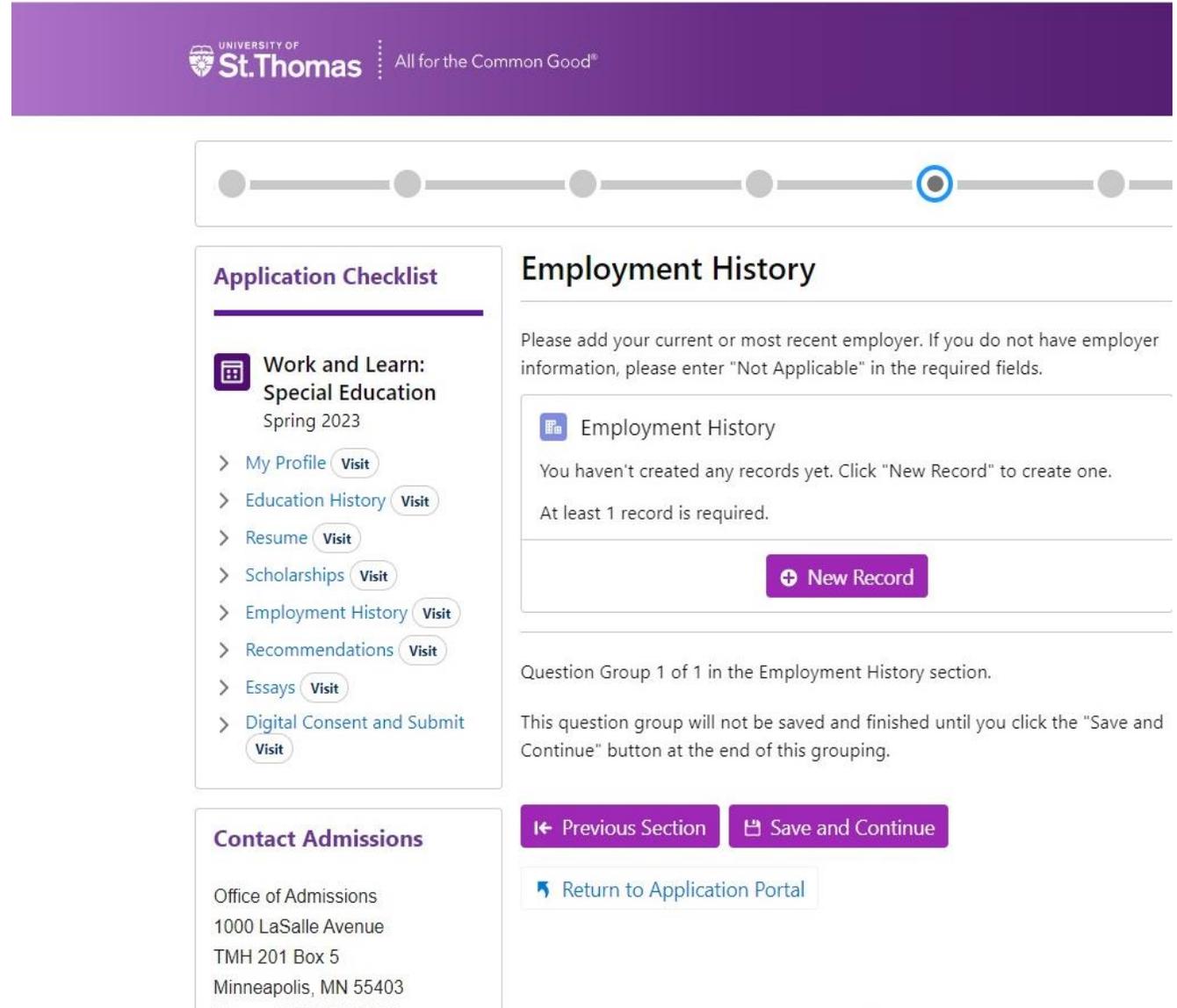
This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

 Previous Section

 Save and Continue

Employment History

- Enter your current or most recent employment information. You will also be uploading a current resume.
- If you do not have employment information, Enter N/A (not applicable) for the fields in this section.
- When finished, click **“Save and Continue”**



The screenshot displays the application portal interface. At the top, a purple header contains the University of St. Thomas logo and the motto "All for the Common Good®". Below the header is a progress bar with six steps; the fifth step, "Employment History", is highlighted with a blue circle. The main content area is divided into three columns. The left column, titled "Application Checklist", lists various sections with "Visit" buttons: My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit. The middle column, titled "Employment History", contains instructions to add employer information and a "New Record" button. The right column shows a "Previous Section" button, a "Save and Continue" button, and a "Return to Application Portal" button. At the bottom, contact information for the Office of Admissions is provided.

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Application Checklist

Work and Learn: Special Education
Spring 2023

- > My Profile [Visit](#)
- > Education History [Visit](#)
- > Resume [Visit](#)
- > Scholarships [Visit](#)
- > Employment History [Visit](#)
- > Recommendations [Visit](#)
- > Essays [Visit](#)
- > Digital Consent and Submit [Visit](#)

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403

Employment History

Please add your current or most recent employer. If you do not have employer information, please enter "Not Applicable" in the required fields.

Employment History

You haven't created any records yet. Click "New Record" to create one.

At least 1 record is required.

[+ New Record](#)

Question Group 1 of 1 in the Employment History section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Previous Section](#) [Save and Continue](#)

[Return to Application Portal](#)

Recommendations

- Your **current principal** is the first recommender that you need to list.
- They **are required** to upload a letter of recommendation after completing the form questions.
- When finished, click **“Next Questions”**

Application Checklist

Work and Learn: Special Education Spring 2024

- > My Profile [Visit](#)
- > Education History [Visit](#)
- > Resume [Visit](#)
- > Scholarships [Visit](#)
- > Employment History [Visit](#)
- > Recommendations [Visit](#)
- > Essays [Visit](#)
- > Digital Consent and Submit [Visit](#)

Contact Admissions

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1000 LaSalle Avenue
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Phone: (651) 962-5000
gradadmissions@stthomas.edu



Recommendations

Single-Page Form

Two (2) letters of recommendation, one from the Principal at your school and one from the District Special Education Director or equivalent, are required for this application.

Principal Recommender:

Principal First Name *

Principal Last Name *

Principal Email *

I hereby waive my right to inspect the personal reference letters which I am requesting as a requirement for admission. I understand I may not be required by the institution to waive that right as a condition for admissions, employment or honor.

Waive Right to Review Recommendation *

Question Group 1 of 2 in the Recommendations section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Previous Section](#)

[→ Next Questions](#)

Recommendations

- The ***District Special Education Director or equivalent*** is the second recommender that you need to list.
- They are ***not required*** to submit a letter – only complete the form questions.
- When finished, click **“Save and Continue”**

Application Checklist

- Work and Learn: Special Education Spring 2024
 - > My Profile [Visit](#)
 - > Education History [Visit](#)
 - > Resume [Visit](#)
 - > Scholarships [Visit](#)
 - > Employment History [Visit](#)
 - > Recommendations [Visit](#)
 - > Essays [Visit](#)
 - > Digital Consent and Submit [Visit](#)

Contact Admissions

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Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu

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Recommendations Single-Page Form

Two (2) letters of recommendation, one from the Principal at your school and one from the District Special Education Director or equivalent, are required for this application.

Special Ed Director/ Other Recommender:

Recommender First Name *

Recommender Last Name *

Recommender Email *

I hereby waive my right to inspect the personal reference letters which I am requesting as a requirement for admission. I understand I may not be required by the institution to waive that right as a condition for admissions, employment or honor.

Waive Right to Review Recommendation *

--None--

Question Group 2 of 2 in the Recommendations section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Previous Questions](#) [Save and Continue](#)



Essay

Also referred to as: *Personal Statement, Statement of Purpose, Writing Sample*

- Upload your Personal Statement discussing what the University of St. Thomas School of Education's mission statement means to you and your career aspirations.
- The length of this statement should be 1-2 pages.

The Mission of the University of St. Thomas School of Education is to educate practitioners to be morally responsible leaders who: Think Critically, Act Wisely and Work Skillfully to advance the common good

- When finished, mark as complete, and **“Save and Continue”**

Application Checklist

 **Work and Learn: Special Education**
Spring 2024

- > [My Profile](#) Visit
- > [Education History](#) Visit
- > [Resume](#) Visit
- > [Scholarships](#) Visit
- > [Employment History](#) Visit
- > [Recommendations](#) Visit
- > [Essays](#) Visit
- > [Digital Consent and Submit](#) Visit

Essays

Personal Statement*

Upload your Personal Statement discussing what the University of St. Thomas School of Education's mission statement means to you and your career aspirations. The length of this statement should be 1-2 pages. The Mission of the University of St. Thomas School of Education is to educate practitioners to be morally responsible leaders who:

- Think Critically,
- Act Wisely and
- Work Skillfully to advance the common good

 Upload file

Previously uploaded: None

[Upload Files](#) or Drop Files

Currently Selected: None

Currently selected files will be uploaded once the "Save and Continue" button at the end of this grouping.

Question Group 1 of 1 in the Essays section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[Previous Section](#) [Save and Continue](#)

Contact Admissions

Office of Admissions
1000 LaSalle Avenue
TMH 201 Box 5
Minneapolis, MN 55403
Phone: (651) 962-5000
gradadmissions@stthomas.edu

.....



Submit

- Affirm the two statements on this page by reading them and checking the box next to each one.
- Sign your digital signature by entering your name in the “Student Signature” field.
- Click either “Save and Continue”
- or “Submit” – whichever is visible to you.

Application Checklist

 **Work and Learn:
Special Education**
Spring 2024

- > [My Profile](#) **Visit**
- > [Education History](#) **Visit**
- > [Resume](#) **Visit**
- > [Scholarships](#) **Visit**
- > [Employment History](#) **Visit**
- > [Recommendations](#) **Visit**
- > [Essays](#) **Visit**
- > [Digital Consent and Submit](#) **Visit**

Contact Admissions

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Phone: (651) 962-5000
gradadmissions@stthomas.edu

Digital Consent and Submit

Please affirm the following before you submit your application.

I understand that I have reviewed each page of my application. I certify that the information contained in this application, including all attachments and credentials, is complete and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for denial of admissions or cancellation of admissions and registration. I understand that all materials received by the University of St. Thomas in connection with this application are not returnable. *

--None--

I understand that once my application has been submitted it may not be altered; I will need to contact the Office of Graduate Admissions via email at gradadmissions@stthomas.edu to provide additional information or make changes (ex. address change). *

--None--

The University of St. Thomas is an equal opportunity educator and employer. St. Thomas does not unlawfully discriminate, in any of its programs or activities, on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information or any other characteristic protected by applicable law. <http://www.stthomas.edu/eostatement>

Your Application File

After you have submitted your online application, your application may remain incomplete.

For your application file to be complete, we must have received:

- Official Transcripts from **all** previous post-secondary institutions you have attended, even if you transferred the credits to another institution
- Personal Statement responding to the prompt provided (see page 16 of this presentation to review the prompt)
- Letters of Recommendation from your **Principal** and **Special Education director or supervisor**

You can view what items you are still missing at any time by logging back into your applicant portal.

Please be sure that you have requested transcripts be sent to St. Thomas Graduate Admissions: gradadmissions@stthomas.edu and to follow up with your recommenders.



Application Review & Decision

Once your application file is complete, it will be sent to our admissions committee to be reviewed.

It is possible that the admissions committee will determine additional materials are needed for your application. You will be notified via email if this occurs.

Review times can will vary.

Once an admissions decision has been made, you will be notified via email from soed-admissions@stthomas.edu.

If admitted, you will receive instructions on your next steps to enroll via e-mail.



Application Questions and Support

If you need guidance during the Application process, please email soed-admissions@stthomas.edu and the enrollment team will walk through the steps with you.

