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APPLICATION
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PURDUE UNIVERSITY®

TRANSITION TO TEACHING
LICENSURE PROGRAM (T T T)

PROGRAM CHECKLIST

The Transition to Teaching program leads to an Indiana Instructional Initial Practitioner license. Admissions to a graduate level licensure program is contingent on requesting and receiving a Transcript Evaluation and Credential Reviewing (TECR). The TECR will be initiated upon receipt of all required documents including official transcripts and may take up to at least two weeks to complete.
The deadlines below are firm.

Contact the College of Education Office of Teacher Education and Licensure (OTEL) at licensure@purdue.edu if you hold or expect to obtain a teaching license outside the state of Indiana. Questions about the program itself are best directed to transitiontoteaching@purdue.edu.

During the application process, be sure to reach out to the admissions representative to determine your eligibility and to help you through the process.

Please use the checklist that belowto gather all necessary documents and to correctly complete your Graduate School application and your Transcript Evaluation and Credential Review (TECR).

Completed applications should be submitted by the deadlines listed below:

Deadlines:	TERM	TECR DEADLINE	GRADUATE APPLICATION DEADLINE
	Fall Start	July 1	July 15
	Spring Start	November 1	November 15
	Summer Start	March 15	April 1

☐ Create an application account to start your Graduate School Application.
☐ Login to the Graduate School Application using your account credentials.
☐ Complete the following sections of the application based upon your enrollment objective:

Teacher Licensure Program Seeking (Transition to Teaching)
○ Applicant Information - Personal Background, Emergency Contact, Residency
○ Campus and Program
  ▪ Campus: Select "West Lafayette"
  ▪ Proposed Graduate Major: Select "Curriculum and Instruction"
  ▪ Area of Interest: Select "Transition to Teaching"
  ▪ Degree Objective: Select "Teacher License"
  ▪ Course Delivery: Select "Distance" (online or off-campus location)
○ Supplemental Licensure Form
○ Education Background
○ Employment & Other History
○ Academic Statement of Purpose
○ Personal History Statement

PROGRAM CHECKLIST CONTINUED:

- Diversity Essay Upload (not required)
- Fellowship Applicant Essay Upload (not required)
- Recommendations (two professional references required)
- Acknowledgments
- Faculty Selections (not required)

☐ THE GRADUATE ADMISSIONS APPLICATION is of no cost. If, however, sections have been completed incorrectly, the system may require an application fee. If paid, the application fee is not refundable. If the system will not let you continue, review the campus and program information and/or contact edgrad@purdue.edu.

☐ ACADEMIC STATEMENT OF PURPOSE
An essay is required for all applicants. Your statement is an opportunity for you to share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.

☐ PERSONAL HISTORY STATEMENT
An essay is required for all applicants. Your statement is an opportunity to help reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

☐ TWO LETTERS OF RECOMMENDATION are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors, and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommenders submit an online recommendation by entering their email within the application.

☐ SUBMIT OFFICIAL TRANSCRIPTS
One set of official transcripts from every college or university a degree was awarded or any subsequent, relative coursework for consideration needs to be submitted. In addition to the transcript(s) you will upload to the application, you must also submit an e-transcript (sent by the University's Registrar e-parchment services) to gradadm@purdue.edu Attn: Graduate School Admissions or a hard copy transcript sent to:

Purdue University Graduate School Admissions
155 S Grant Street,
Young Hall Room 170
West Lafayette, IN 47907

> If desired for expedience, another official set of transcripts may also be sent to licensure@purdue.edu.
> - *Social Security numbers **must be marked out** before any document is uploaded.*

☐ Transcripts that do not have degree/date awarded listed must be accompanied with a copy of the original diploma that must be verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write "This is a true original copy of the diploma for (applicant's full name)" on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email; it must be mailed.

☐ INTERNATIONAL TRANSCRIPTS
For the TECR, different requirements apply from the Indiana Department of Education, including an official evaluation of Foreign Studies from a member of the National Association of Credential Evaluation Services. Please contact licensure@purdue.edu for more information. For a list of members, go to www.naces.org/members.html. Please send the original report to OTEL at licensure@purdue.edu.

☐ RESUME

Your resume should provide the Admissions Committee with more information than what's included in the application and focus on what they need to know to better evaluate your application. Resumes are typically 1-2 pages

- ○ Separate your work and non-work experiences into different sections
- ○ Include all your experiences – not just the ones targeting a specific job
- ○ Some of the most commonly included categories in a graduate school resume are:
- ○ Objective
- ○ Education/Academic Experience/Highlights
- ○ Employment
- ○ Volunteer, Community, and/or Extra-Curricular Involvement
- ○ Certifications/Professional Development

☐ ENGLISH PROFIENCY

International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission.
View the Graduate School's minimum score requirements. *The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized English-speaking countries.*
Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

☐ DO NOT FORGET THIS STEP

Complete the Transcript Evaluation and Credential Review (TECR) request here.

- ○ Read the entire page then click on Start Your TECR Process (complete the form)
- ○ In the Area of Interest, Under the Transition to Teach (TTT) – (Online) Programs select one area of interest.

☐ TRANSCRIPTS

- ○ Complete the Transcript Evaluation and Credential Review (TECR) request here.
- ○ Read the entire page then click on Start Your TECR Process (complete the form)
- ○ In the Area of Interest, Under the Transition to Teach (TTT) – (Online) Programs select

*Only one set of original transcripts need to be sent to Purdue. Please send them to gradadm@purdue.edu ATTN: Graduate School Admissions.

If you request official transcripts be sent to the Purdue Graduate School, those can be accessed by the licensing advisors for your TECR. If a TECR deadline is less than 7 business days away, official transcripts may be ordered and sent from the issuing institution to licensure@purdue.edu (This only meets the TECR requirement, not the Graduate School requirement for continued enrollment.)

You may check the status of your submitted application by logging into your online application. If you have any questions during the application process, please reach out to edgrad@purdue.edu. Once all required materials are received, you will receive an email from edgrad@purdue.edu notifying you that your application is complete and has been forwarded on for faculty and Graduate School review.

PURDUE UNIVERSITY | *EVERY GIANT LEAP STARTS WITH ONE SMALL STEP*