**Changes to MiT Application Form**

Is it possible to remove “\*=Required Field” from tabs without fillable fields?

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| --- | --- |
| Tab Order | * Information and Introduction
* Application Requirements
* Personal Information
* Hispanic Origin and Racial Identity
* Contact & Residency Information
* Academic History
* General Pre-Requisites
* Recommendations
* Application Attachments
* Signature Page
* Required Fields Checklist
* Application Fee
 |
| Information and Introduction Tab | * 1. Review the materials you will need to complete your application on the MiT Application and Requirements webpage (link). Contact Access Services to request disability accommodation in the application process at (360) 867-6348 or (360) 867-6834 (TTY).
	2. Complete all required questions. It is helpful to refer to your transcript(s) while completing the application form.
	3. Electronically sign and date your application.
	4. Submit a non-refundable $50 application fee or apply for a fee waiver if you qualify ([please see waiver options](http://www.evergreen.edu/graduatestudies/applicationfeewaiver)). Your application is only considered complete when **we receive** all of your application materials. Your materials must include: completed application form, transcripts, required test results, personal statement, thesis-based essay, resume, recent school experience hours log sheet, endorsement worksheet(s), and contact information for three recommenders.

**NOTE: ALL ATTACHMENTS** should be uploaded on the "**APPLICATION ATTACHMENTS**" tab found along the left side of the application.In your document title: your name, graduate program, and type of document (example: SusanBloomMiTresume).**Preferred formats: WORD, PDF, OR EXCEL** |
| Application Requirements | * Include both academic requirements and specific information and requirements here in one tab. Please make headings, “Academic Requirements” (Bachelor’s degree, Minimum GPA, etc.) and then supporting documents (personal essay, thesis-based essay, etc.) with own headings. Please add the following to the list of Academic Requirements:
	+ General Pre-Requisites:
		- Course in college-level math
		- 8 quarter credits in social sciences such as psychology, history, etc.
		- 10 quarter credits of academic writing to include a course in expository or research writing. Writing-intensive courses besides creative writing may be considered with appropriate documentation.
* **Bachelor’s degree:** Move “Applicants may be admitted provisionally pending BA completion by program start.” to follow “**Bachelor's degree** verified on an official transcript.” on same line.
* **Official transcripts:** Will Graduate Admissions have a webpage that includes a physical address (other than in the directory)? If so, can we link “Evergreen’s Graduate Office of Admissions” to it? If not, can we please link the phrase to <http://www.evergreen.edu/mit/apply>
* **WEST-B** and **WEST-E/NES** need links to <http://www.evergreen.edu/mit/tests>
* **International Students**: please link “appropriate documentation to <http://www.evergreen.edu/mit/apply> and “NACES” to <http://www.naces.org/>
* Please put a period or colon at the end of “Verification of English as First Language Status”.
* Please remove “This section is for MiT candidates only.”
* We’d like to make this information only and move all fillable fields to other tabs. Could we please move “Is English your first language?” to Personal Information tab? Could we please move Pre-Requisites fields to their own tab?
* **Resume:** Change five years to ten years. “Also include other work and volunteer experience**s** within the past ten years.”
* The **Recent School Experience Hours Log** link is broken. Please fix.
* **Recent School Experience Hours Log** section should now read: Complete and upload the [School Experience Hours Log Sheet](http://www.evergreen.edu/mit/docs/RecentSchoolExperienceHoursLog.docx) (40 hours minimum expected), verifying dates of experience within the past two years in a public school classroom(s) in the endorsement area(s) or with the age range of students you desire to work with. Experiences can include observing, volunteering, and paid work. The supervising teacher(s) should sign the log sheet as verification.
* Please add an “Endorsement Worksheet(s)” section in same style as “Personal Statement” section, to read:
	+ In order to teach a specific subject, you must demonstrate coursework in that area.  You will complete a worksheet with completed, planned, and in progress coursework for each endorsement area to upload with your application.  See your endorsement options and requirements.
	+ Please link “See your endorsement options and requirements.” To <http://www.evergreen.edu/mit/endorsements>
* Please add a “Three Recommendations” section in same style as “Personal Statement” section, to read:
	+ You will be providing email addresses for three people who can provide letters of recommendation. All recommendations should be from professionals, who can write about one or more of the following: your work with children, academic work, writing ability, interpersonal skills, and job-related experiences. Recommenders should include:
		- a teacher or other educator who has observed your interaction with children/youth (ideally the teacher who hosted your observation/work in a public school setting
		- and one of your college professors if you have attended college within the past three years.
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| Personal Information | * Remove “Are you at least a .50 FTE permanent Evergreen staff?”
* Add “Is English your first language?”
* Add Peace Corps, AmeriCorps, and McNair check boxes from General Application Information tab
* Add Legacy Information questions
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| Hispanic Origin and Racial Identity | * No edits
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| Contact & Residency Information | * No edits
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| Academic History | * Please make the following edit: “List in order of attendance and have all official transcripts sent from all colleges or universities you have ever attended or will attend before enrollment at Evergreen**’s MiT Program**.”
* **Please make the following edits: Hint:** “Type the primary name of the school (Santa Cruz) without University, College, Community College, **or varied abbreviations**.  The school list is sorted alphabetically by school name with the city, state listed at the end. Once the list appears, locate your ~~high school~~ **institution** and click to select. If school is not listed, use **SCHOOL NOT FOUND - UNKNOWN** as the value.”
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| General Pre-Requisites | * Please put Math, Social Studies, and Writing pre-requisite sections here (previously in “Specific Information & Requirements).
* Please put at top of page: “Prior to entering MiT, regardless of endorsement areas, all candidates must have completed the following with a minimum grade of C, or 2.0, or satisfactory evaluation.”
* Add minimum credit amounts next to headers:
	+ Math Pre-Requisites (Minimum of one math course of 4-5 quarter credits.)
	+ Social Sciences Pre-Requisites (Minimum of 8 quarter credits in courses such as anthropology, history, psychology, etc.)
	+ Writing Pre-Requisites (Minimum of 10 quarter credits of academic writing, including a course in expository or research writing. Do not include creative writing courses.)
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| Recommendations | * Please change title on tab and page from “Recommendation Information” to “Recommendations”.
* Please remove “TBD” at top of page.
* Please add instructional language at the top of the page: “Please provide the contact information for three recommenders. For information on who is an appropriate reference, visit Apply to the MiT Program”
* Please link “Apply to the MiT Program” to (<http://www.evergreen.edu/mit/apply>).
* Please remove “The graduate program I am applying to is:”
* Please remove “Please refer to each program specific information tab for details regarding recommendations.”
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| Application Attachments | * Can we include a list of required documents on this tab?
	+ personal statement
	+ thesis-based essay
	+ resume
	+ recent school experience hours log sheet
	+ endorsement worksheet(s)
 |
| Signature Page, Required Fields Checklist, Application Fee | * No edits
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