

Application Instructions: Graduate Programs in Education

Application Instructions and Checklist

The application for the Graduate programs at Viterbo University can be found online at the top of Viterbo University's home page and throughout the website on the left hand navigation ("Apply Now" green button) at (www.viterbo.edu):



Creating your Application Account

1. Select the **Graduate Programs Application**
2. Creating your **Applicant Account** (or log in if already have an account – skip to Step 3):
 - Entry Term: (select entry term)
 - Academic Area: **Graduate Education – Wisconsin or Iowa**
 - Academic Program: (select appropriate level and program)
 - **Master's degree select:** Master of Arts in Education – WI or IA (with your emphasis/licensure/certificate of interest)
 - **Licensure or Certificate programs only select:** Graduate Education (with your licensure or certificate of interest)
 - Academic Level: **Graduate**
 - Admit Type: (select appropriate level and program)
 - **Master's degree select:** Master of Arts in Education – WI or IA (with your emphasis/licensure/certificate of interest)
 - **Licensure or Certificate programs only select:** Graduate Education (with your licensure or certificate of interest)
3. Create your **Password**

Completing your Application:

Welcome to the application process! Please plan for about 30 minutes to complete your application without the required supplemental items. Once you submit the application form you will be directed to log back in to submit the additional required (supplemental) application documents (e.g. essays, resume, proof of licensure, etc.)

Section 1: Student Information

Section 2: Demographics

Section 3: Enrollment Information

- Entry Term: *(select entry term)*
- Academic Area: **Graduate Education – Wisconsin or Iowa**
- Academic Program: *(select appropriate level and program)*
 - **Master's degree select:** *Master of Arts in Education – WI or IA (with your emphasis/licensure/certificate of interest)*
 - **Licensure or Certificate programs only select:** *Graduate Education (with your licensure or certificate of interest)*
- Location: *(select appropriate location)*
- Admit Type: *(select appropriate level and program)*
 - **Master's degree select:** *Graduate Degree Seeking*
 - **Licensure or Certificate programs only select:** *Graduate non-degree*
- Teaching Experience
- Certifications
- References/Recommenders

Section 4: Academics

- Must list *all* degree granting institution(s)
(Do not include institutions where you did NOT earn a degree, unless you are transferring in credits from these schools. Type in the school name then select "search" to find each College/University)

Section 5: Employment Information: *List only Teaching experience(s)*

Section 6: Signature

- Sign and date
- **FINAL STEP**
- **Submit Application**
- If an error pops up, simply click on the error item and correct, then SUBMIT again.
- Log Out

Checklist and Submitting your Supplemental Application Documents:

Log back into your **Application Account** and submit the following supplemental items: *(Details found below the list)*

	Official Transcripts (All Degree Granting)	Educational Loan Agreement	Teacher/ Educator License	Letters of Rec.	Essays
Teacher Licensures/Certificates					
Cross-Categorical (WI 801 +)	X	X	X	-	-
Reading Teacher (WI 316)	X	X	X	-	-
Reading Specialist (WI 17)	X	X	X	-	-
Teacher Leadership & Instructional Coaching	X	X	-	-	-
Education Leadership Licensures					
Principal (WI 51 & IA 189)	X	X	X	X	Iowa Only
Dir. of Instruction	X	X	X	X	-
Dir. of Special Ed & Pupil Services (WI 10)	X	X	X	X	-
Superintendent (WI 03)	X	X	X	X	-
Master of Arts in Education with:					
Generalist (All)	X	X	X	-	X
Cross-Categorical (WI 801 +)	X	X	X	-	X
Reading Teacher (WI 316)	X	X	X	-	X
Reading Specialist (WI 17)	X	X	X	-	X
Teacher Leadership & Instructional Coaching	X	X	X	-	X
Principal (WI 51 & IA 189)	X	X	X	X	X
Dir. of Instruction	X	X	X	X	X
Dir. of Special Ed & Pupil Services (WI 10)	X	X	X	X	X

1. Transcripts

Official transcript(s) evidencing baccalaureate and master's degree (if applicable) from an accredited, degree-granting institution. Faxed, emailed, or hand delivered transcripts are not accepted.

Transcripts **must be requested and sent directly from the institution** electronically (transcripts@viterbo.edu) or via mail:

Enrollment Operations
Viterbo University
900 Viterbo Dr.
La Crosse, WI 54601

[Viterbo University](http://www.viterbo.edu) also accepts electronic transcripts from Parchment, National Student Clearinghouse, and Credentials Solutions. Please select "Office of Admission – Traditional Programs" as your destination, if given more than one option when ordering electronic transcripts.

2. Educational Loan Agreement and Disclosure Statement

Please **carefully read, and sign**, the Viterbo University disclosure statement regarding billing, late fees, refund policy and electronic signature approval.

3. Teacher/Educator License(s)

Please **upload a copy** of your current teacher and or administrator licenses, you may also print a PDF directly from your State's Department of Instruction/Education website.

4. Letters of Recommendation

One letter of recommendation is required for application and consideration to the **Educational Leadership programs**. Please select a current academic administrator who can speak to your leadership potential and academic potential at the graduate level. Please provide your recommender with the following link:

<https://clgreport.exchange.viterbo.edu/LetterofRecommendation/LetterofRecommendation.aspx>

- **Licensures:** Principal, Director of Instruction, Director of Special Education and Pupil Services, and Superintendent
- **M.A. in Education** with the following specializations: Principal, Director of Instruction, and Director of Special Education and Pupil Services

5. Essays

The Master of Arts in Education program (required for all emphasis/licensures) must also submit a three part writing assignment responding to the three required components noted below.

- Reflection on Philosophy of Education*
- Professional Development Plan*
- Professional Application of Teaching Standards*

(Note: Detailed instructions regarding the essay format and the specific topics/questions you must address are found under the M.A. in Education, [Resources section](#) of the website. Please, upload only ONE document – combine all three questions into one PDF or Word document)

Notice of Decision:

Once the program application for admission is complete and all supplemental items have been submitted, your application will be reviewed for admission to the program and notification of the admission decision letter will be sent via email from the Graduate Education.

Registration:

You will be registered for your first semester classes automatically by the Graduate Education Advisor. You will register yourself for all subsequent terms through Viterbo University's online registration system.

For assistance with any of the above, please contact the appropriate Graduate Education Admissions Office listed below:

Wisconsin:

Mary Beth Sinniger
Graduate Admissions and Education Advisor
mbsinniger@viterbo.edu
1-608-796-3095

Iowa and States other than Wisconsin:

Michael Gonzalez
Off-Campus Coordinator
mrgonzalez@viterbo.edu
1-888-235-2200