

Department of Educational Psychology
School Psychology Program
MS Educational Specialist (EdS) Certificate Application Requirements

Application deadline is December 1 to be considered for admission the following Fall semester.

The **online application** is available at <https://grad.wisc.edu/apply/>. The application fee can also be paid online.

Complete the following sections within the online application:

a. Personal Information

b. Citizenship

c. Program Select

Within Program Select, do the following:

- Select **Fall 2019** for Application Term
- Indicate **Full Time**
- For Program 1, select **Educational Psychology MS**; do not check **Continue to PhD**
- Select **Save & Next**, which will take you to Supplemental Apps

d. Supplemental Apps

Within Supplemental Apps, complete the following:

- Select **Start**, which appears next to Educational Psychology MS.
- Select **School Psychology** from the drop-down box associated with **Program Area you intend to apply to for fall admission only**.
- You do not need to select anyone for **Advisor preference**
- For **Next degree to be completed**, select **EdS**
- For **Final degree goal**, select **EdS**
- Complete the **Questionnaire for Admission**
- Select **Save**

e. Education

Transcripts (Department and Graduate School requirement)

- A PDF of your undergraduate and graduate (if applicable) transcript is required for admission review by the department. Follow the instructions on the on-line application to upload transcripts with your application. When you are recommended for admission, the Graduate School will contact you if they need an official copy of your transcript(s).

Grades

- A minimum undergraduate grade point average (GPA) of 3.00, or the equivalent of the last 60 semester hours (approximately two years of work), or a master's degree with a minimum cumulative

GPA of 3.00 is required. Applicants from an international institution must demonstrate strong academic achievement comparable to a 3.00 for an undergraduate or master's degree. All GPAs are based on a 4.00 scale. The Graduate School will use your institution's grading scale. Do not convert your grades to a 4.00 scale.

Degree

- A bachelor's degree from a regionally accredited U.S. institution or a comparable degree from an international institution is required. International applicants must have a degree comparable to a regionally accredited U.S. bachelor's degree.

Graduate Record Examination (GRE)

- Applicants are required to take the GRE. For more information on taking the GRE, please visit the Educational Testing Service (ETS) website https://www.ets.org/gre/revised_general/about. The Department of Educational Psychology does not require a subject test.
- Official scores for the GRE must be received at the department by the December 1st application deadline. If the official scores will not be available for submission by the application deadline, you may do the following:
 1. Submit your UNOFFICIAL scores for temporary use by the department until the official scores are available by entering the scores on your online application form. Or, you can send them via email (ep-admissions@education.wisc.edu) as soon as you have taken the test
 2. If the scores are sent via email, the department will add the information to your other application materials

f. Statements & CV

- As an EdS applicant, please answer each of the questions below. This statement should be no more than 3 pages, single-spaced. Email this document as an attachment to ep-admissions@education.wisc.edu.
 - i. How have your life experiences shaped your decision to pursue an EdS in school psychology?
 - ii. What do you view as the most critical issues (no more than 3) in our schools that school psychologists can help address?
 - iii. How do you plan to practice school psychology upon graduation that will allow you to address the critical issues you identified?
 - iv. What are your reasons for seeking entry into the EdS program at UW-Madison?
- Attach your **Curriculum Vitae/CV/Resume**

- Select **Save & Next**

g. Recommendations

- Letters of recommendation are required from **three** people qualified to judge the potential of the applicant as a graduate student. It is advised that those making the recommendations submit their letters electronically. Instructions for inviting recommenders to submit their letter online can be found on the Graduate School's Electronic Application. Letters submitted are stored electronically and automatically attached to the application. If a recommender is unable to submit their letter electronically, they may send it directly to ep-admissions@education.wisc.edu.

h. Funding

i. Residency

j. Sign & Submit

What will occur after materials are submitted:

1. After your materials are submitted, they are reviewed by the Admissions Committee consisting of all School Psychology Program Faculty.
2. If your application packet is selected for further consideration, you will be contacted via email near the end of December for an on-campus interview to be held Thursday, January 24th, 2019.

If you have questions while completing the admissions process, please contact Educational Psychology's Graduate Admission Coordinator via email at ep-admissions@education.wisc.edu or by calling 608-262-1427.

Additional Information Relevant to Applying to the EdS Certificate Program

Test of English as a Foreign Language (TOEFL) (Graduate School requirement)

- Applicants whose native language is not English or whose undergraduate instruction was not in English, must provide an English proficiency test score by taking the TOEFL test.
- Scores are accepted if they are within two years of the start of the admission term. Country of citizenship does not exempt applicants from this requirement. Language of instruction at the college or university level and how recent it has been are the determining factors in meeting this requirement.
- Applicants are exempt if:
 - English is the exclusive language of instruction at the undergraduate institution; OR
 - You have earned a degree from a regionally accredited U.S. college or university not more than five years prior to the anticipated semester of enrollment; OR
 - You have completed at least two full-time semesters of graded course work, exclusive of ESL courses, in a U.S. college or university or at an institution outside the U.S. where English is the exclusive language of instruction. Completion of graded course work cannot be more than five years prior to the anticipated semester of enrollment.
- The required proficiency scores are:
 - Minimum TOEFL requirement: 92 internet (iBT); 580 paper-based test (PBT)
 - Minimum IELTS requirement: 7.0
 - Minimum MELAB requirement: 82
- Request that your scores be sent to UW-Madison
 - Use the institution code of 1846 for UW-Madison
- Scores may not be older than 2 years
- Official score for the TOEFL must be received at the department by the December 1 application deadline. If the official score will not be available for submission by the application deadline, you may do the following:
- Submit your UNOFFICIAL score for temporary use by the department until the official scores are available by entering the score on your online application form or send them via email (ep-admissions@education.wisc.edu) as soon as you have taken the test
- If the score is sent via email, the department will add the information to your other application materials

Special Services

- Students with disabilities may obtain information about learning aids, transportation, medical attendants, parking, building access, housing, library services, etc., from the McBurney Disability Resource Center website <https://mcburney.wisc.edu/>.