

Application Checklist

Name: _____ SSN: _____ Date: _____

	√	Item
1		Complete HT application at www.applytexas.org
2		Resume or Curriculum Vita
3		Official Transcripts from all Institutions Attended
4		Teaching Certification
5		Service Record
6		<p>Letter of Intent -- In your letter, please briefly describe:</p> <ul style="list-style-type: none">a) your reasons for pursuing a graduate degree or advanced study program,b) the goals to be accomplished through the program,c) your personal and professional qualities that will contribute to the your success in the program and as a professional educator, andd) your perspectives about education as a profession, teaching, learning, leading, or other aspects related to the education of children and youth. <p>Please use Times New Roman 12 point font with 1" page margins and double space your work. Do not exceed 2 pages. Please submit with your name and the last four digits of your social security number as a footer.</p>
7		Letter of Recommendation from Professional Colleague (1)
8		Letter of Recommendation from Professional Colleague (2)
9		Letter of Recommendation from Professional Colleague (3)
10		<p>Texas Department of Public Safety criminal record report *Current employees of public school districts are not required to submit the criminal background check. Proof of employment is required.</p>
11		For Applicants with Foreign Transcripts Only: Complete and certified English evaluations must accompany original transcripts
12		For Applicants with Foreign Transcripts Only: Official TOEFL-iBT scores with a minimum of 26 on the Speaking section

Mail completed checklist with attached materials to

**Ruth Kane, Ph.D.
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