

Application Instructions

Rehabilitation and Special Education Graduate Programs Auburn University

05-10-12

This department offers several graduate programs in Rehabilitation and Special Education.

Please pay special attention to the **application deadlines** listed at our website. **All** application material needs to be **received** by the deadline in order for the review process to take place. Although you may submit or request the required material to be sent in, the only way to confirm that Auburn University has **RECEIVED** the material is to call the phone number listed beside the requirement.

Please **print off all five pages of the application instructions** so that you will be able to submit the required application material successfully. You are currently reading page 1.

***Pages 2 and 3 list the various programs we offer, with an alphabet letter next to each choice.**

You **ONLY** need to submit the material **listed next to the program choice you have chosen to apply to**. The 4th and 5th pages list the **required way** to submit the material. **Always** include your complete name (including maiden name), and **always** indicate which program you are applying to on all application material that you submit.

Remember – the 4th and 5th pages show how to submit application material - you will not need to submit all of the material on the 4th and 5th pages - **just the material listed as required next to the program choice you have chosen to apply to**.

****If you are accepted in our program, you will be required to submit a Medical Form prior to any class registration.***

Please call 334-844-2876 if you have ANY questions regarding these application instructions. We look forward to receiving your application materials!

**Auburn University Rehabilitation and Special Education Graduate Program Choices
(please make sure you are qualified to apply to the program choice you are selecting)**

REHABILITATION AND SPECIAL EDUCATION PHD DEGREE

A	Rehabilitation & Special Education, PhD <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Vita/Resume, Writing sample, Statement of Intent.</i>	PhD	ED_PHD_RSSG
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REHABILITATION MASTER’S DEGREE

B	Rehabilitation Services, Masters <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts.</i>	MED	ED_MED_RSRG
C	Rehabilitation Services, MS (Thesis) <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts</i>	MS	ED_MS_RSRG
D	Rehabilitation Services, (Distance Program) Masters <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Statement of Intent</i>	MED	ED_MEDO_RSRG

REHABILITATION LEADERSHIP AND MANAGEMENT CERTIFICATE PROGRAM

E	Rehabilitation Leadership & Management Program (post graduate certificate – non-degree) <i>Application requirements: Contact evansna@auburn.edu for application instructions</i>		
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EARLY CHILDHOOD SPECIAL EDUCATION MASTER’S DEGREE

F	Special Education-Early Childhood, Masters Traditional <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Teaching Certificate in Special Education, Praxis (0014 or 5014), Alabama Background Check</i>	MED	ED_MEDT_RSEG EASC
G	Special Education-Early Childhood, MS (Thesis) Traditional <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Teaching Certificate in Special Education, Praxis (0014 or 5014), Alabama Background Check</i>	MS	ED_MST_RSEG EASC
H	Special Education-Early Childhood, Traditional Other <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Teaching Certificate, Praxis (0014 or 5014), Alabama Background Check</i>	MED	ED_MEDT_RSEG EAOC
I	Special Education-Early Childhood, Alternative Masters <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Praxis (0014 or 5014), Basic Skills Assessment Test, Alabama Background Check</i>	MED	ED_MEST_RSEG EANC

DISTANCE PROGRAMS

J	Special Education-Early Childhood, Traditional (Distance) <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Teaching Certificate in Special Education, Praxis (0014 or 5014), Field Practice Letter, Alabama Background Check</i>	MED	ED_MEOT_RSEG EASC
K	Special Education-Early Childhood (Distance), Traditional Other <i>Application requirements: Graduate School Application and Payment, RSED Program Application, 3 Reference letters, GRE, Official College Transcripts, Teaching Certificate, Praxis (0014 or 5014), Field Practice Letter, Alabama Background Check</i>	MED	ED_MEOT_RSEG EAOC
L	Special Education-Early Childhood (Distance Program), Alternative Masters <i>Application requirements: Graduate School Application and Payment, RSED program Application, 3 Reference letters, GRE, Official College Transcripts, Praxis (0014 or 5014), Basic Skills Assessment Test, Field Practice Letter, Alabama Background Check</i>	MED	ED_MSOT_RSEG EANC

The listing below describes some of the requirements that must be submitted towards your application. You DO NOT have to submit everything listed below. ONLY SUBMIT WHAT IS LISTED BESIDE THE ALPHABET CHOICE YOU ARE APPLYING TO (from page 2-3). Please follow the instructions below CAREFULLY regarding how and where to submit the material, keeping in mind that material is sent to two different locations (the Dept or the Grad School, not both). Please feel free to call 334-844-2876 if you have any questions.

AUBURN UNIVERSITY GRADUATE SCHOOL APPLICATION AND PAYMENT – this Grad School application must be submitted online at: <http://www.grad.auburn.edu/>. The application fee must be paid directly to the Graduate School. For questions regarding this please call 334-844-4700.

RSED PROGRAM APPLICATION - this departmental application must be submitted online at: <http://www.auburn.edu/cspd/serc/rsedprogramapp.html>
For questions regarding this please call 334-844-2876.

THREE REFERENCE LETTERS – Your reference writers **MUST** include in their letters: (1) *which program you are applying to*, and (2) *why you will be a good candidate for the specific program you are applying to*. These letters must be emailed **DIRECTLY** from the reference writers (not forwarded from the applicant) to evansna@auburn.edu. For questions regarding this please call 334-844-2876.

GRE SCORES – Testing information is at www.ets.org. Scores must be sent electronically to Auburn University's Graduate School directly from the ETS (use AU Code #1005). They must be no more than 5 years old. It sometimes takes 4-6 weeks for the Graduate School to receive and post these scores, so please schedule your testing accordingly in order for them to be received before the deadline. For questions regarding this please call 334-844-4700.

OFFICIAL COLLEGE TRANSCRIPTS – Individual original transcripts must be sent to Auburn University's Graduate School directly from each institute(s) that you attended. **EVERY** individual college that you attended must be submitted. These must be sent directly to: *Auburn University Graduate School, 106 Hargis Hall, Auburn, AL 36849* (please note – all original, official transcripts *must be sent directly from the college(s), not* from the applicant). It sometimes takes the Graduate School 3-4 weeks for the transcripts to be received, confirmed and posted, so please request these early in order for them to be processed by the deadline. For questions regarding this please call 334-844-4700.

TEACHING CERTIFICATE – A copy of this certificate must be scanned and emailed to evansna@auburn.edu, or faxed to 334-844-767. Please indicate the program you are applying to when you send this to us. For questions regarding this please call 334-844-2876. **NOTE:** In order to be considered a *traditional* masters student, you must have a valid and renewable teaching certificate.

PRAXIS SCORES (only test #0014 or #5014 will be accepted) – Testing information is located at www.ets.org. When you register for the Praxis, you **MUST** identify as score recipients BOTH the Alabama Department of Education (code #7020), and Auburn University (code #1005). If you have already taken the Praxis but did not request these recipients to receive the results, please contact ETS immediately to request this (additional fees at ETS may apply however). A copy of your passing results must also be scanned and emailed to evansna@auburn.edu, or faxed to 334-844-7677. Please indicate the program you are applying to when you send this to us. It sometimes takes 2 months for the scores to be received, so please schedule your testing accordingly in order to have them received by the deadline. For questions regarding this please call 334-844-2876.

BASIC SKILLS ASSESSMENT TEST (APTTT) – To register for this, please go to www.act.org/alabamaptt . You must request that Auburn University be a recipient of your scores in order for the University to receive an official copy. To obtain score reports, please go to the Registration Bulletin (page 9) at <http://www.act.org/host/alabamaworkkeys/bulletin.pdf> . A copy of your passing results must also be scanned and emailed by you to evansna@auburn.edu, or faxed to 334-844-7677. Please indicate the program you are applying to when you send this to us. It sometimes takes 2 months for the scores to be received, so please schedule your testing accordingly in order to have them received by the deadline. For questions regarding this please call 334-844-2876.

FIELD PRACTICE LETTER – This is an official letter from a school system (typically a school principal) granting permission to complete field-based experiences (practicum and internship) at that site during the duration of the degree program. If the applicant is employed as a Special Education teacher, he or she may be allowed to complete some of his or her field-experiences in his or her own classroom. Official letters verifying this must be emailed to evansna@auburn.edu. Please indicate the program you are applying to when you send this to us. For questions regarding this please call 334-844-2876.

CORE CLASS REQUIREMENTS – A copy of your transcripts showing proof of passing 12 credit hours of previous coursework in 4 content areas (Math, English, Science, Social Studies) must be scanned and emailed to evansna@auburn.edu, or faxed to 334-844-7677. Please indicate the program you are applying to when you send this to us. For questions regarding this please call 334-844-2876.

VITA OR RESUME – this must be emailed to evansna@auburn.edu. Please indicate the program you are applying to when you send this to us. For questions regarding this please call 334-844-2876.

WRITING SAMPLE – This can be an essay or class/work report that you have written on a particular topic. You **MUST** include your name, and “Writing Sample” on this document. This must be emailed to evansna@auburn.edu, Please indicate the program you are applying to when you send this to us. For questions regarding this please call 334-844-2876.

STATEMENT OF INTENT – this can be a 1-2 page summary of why you are applying to the particular program in our department. You **MUST** include your name, and “Statement of Intent” on this document. It must be emailed to evansna@auburn.edu. For questions regarding this please call 334-844-2876.

ALABAMA FINGERPRINT/BACKGROUND CHECK - For locations to have this procedure please visit: <https://www.cogentid.com/AL>. Please email evansna@auburn.edu with the date you had this processed, and indicate the program you are applying to when you email us. For questions regarding this please call 334-844-2876.

MEDICAL FORM – if accepted into the program, you will be required to submit a Medical Form before you can register for any classes. You can print the following link and have it processed at your physician's office, and then fax it over to the Medical Clinic. We suggest calling the number on the form to confirm receipt of your fax. Link: <https://cws.auburn.edu/aumc/Students.aspx> For questions regarding this form, please call 334-844-4416.