Admission Process
Master of Arts in Secondary Education with Licensure Program
University of New Mexico
College of Education

The University of New Mexico Secondary Education Program offers a Master’s Degree with Licensure to prospective teachers holding a Bachelor’s Degree. Secondary licensure candidates participate in quality courses and field experiences that prepare them for successful and satisfying teaching careers. The licensure components of the program assist candidates in meeting state regulations for a teaching license and endorsement in one or more subject areas.

Basic Requirements

In order to be admitted to the M.A. in Secondary Education with Licensure Program, you must:

1) Meet graduate school and program requirements, including an overall GPA of 3.0.

2) Meet teaching field requirements, including a 2.5 content area GPA and sufficient course work in the content area. If you do not meet these requirements but wish to apply, please meet with faculty from the program to which you seek admission.

You must also register for, take, and pass the Basic Skills section of the New Mexico Teacher Assessment. The third and fourth sections, the Assessments of Teacher Competency and Content Knowledge, may be completed during or after your field experience courses.

Application Process

To apply for admission, you should:

1) Stop by or write to the Secondary Education Department at the address listed in number four below or call (505-277-0513) for:

   a) An admissions packet for a Master Degree in Secondary Education with Licensure;
   b) A New Mexico Teacher Assessments Registration Bulletin.

2) Register for and take the New Mexico Assessment of Teacher Basic Skills.

3) Call a Faculty Advisor in your content area to set up an appointment. Please bring undergraduate transcripts to the meeting. The Faculty Advisor will analyze your transcripts and plan your coursework with you.

4) Complete the Application Packet and deliver in person or by registered mail to:

   The University of New Mexico
   College of Education – MSC05 3040
   Secondary Education Department
   Hokona Hall, Room 121B
   1 University of New Mexico
   Albuquerque, NM  87131-1041
The application materials will include the following:

- Application for Admission or Readmission
- Residency Information Form
- (2) Official Transcripts in sealed envelopes – UNM transcripts are not required.
- Application Fee - $50 payable to University of New Mexico
- Demographics Form
- Résumé
- Signed Advisement Form
- (3) Letters of Recommendation in sealed and signed envelopes
- Personal Essay
- Academic Work Sample
- Report of Scores of the New Mexico Assessment of Teachers Basic Skills

**************** SPECIAL NOTE ****************

ADMISSIONS DEADLINES:

March 1st (for Summer/Fall semesters)
October 1st (for spring semester)
GUIDELINES FOR PREPARING
YOUR APPLICATION FILE

1. **APPLICATION FOR ADMISSION OR READMISSION**

   Please complete the enclosed Application for Admission or Readmission to the University of New Mexico Graduate Studies.

2. **REGISTRATION INFORMATION**

   Please complete the enclosed Registration Information Form.

3. **DEMOGRAPHIC FORM**

   Please complete the enclosed Demographic Form.

4. **RÉSUMÉ**

   Prepare a one- to two-page resume that provides us with information about your professional goals, your educational achievement, your employment experience, and your community and extra-curricular experience. *This resume will serve as your Letter of Intent for graduate studies admission.* Your résumé represents you as a professional. We encourage you to seek guidance in producing a professional looking résumé.

   **Heading**

   Please begin your résumé with the following information:

   - Your name
   - Current address
   - Phone number where you can be reached
   - e-mail (if applicable)
   - Social security number

   **Professional Goal**

   Please state the area of licensure and endorsement that you would like to pursue in the College of Education. [See Areas of Endorsement enclosure for the exact title of the endorsement area for which you are applying.]

   **Educational Achievement**

   Please list:

   - Degrees completed
   - Overall grade point average
   - Grade point average in major
   - Any academic honors or awards you have received.
Employment Experience

Please list most recent three jobs, and/or jobs relevant to teaching including summer employment and military service. For each job please list:

- Dates and duration of employment (beginning with most recent).
- Employer’s or company’s name
- A brief (one- or two-word) description of the position you held.
- Any awards or special recognition you received.

Community and/or Extra-Curricular Experiences

Please list up to three recent extra-curricular and/or community activities in which you have participated. For each activity, please list:

- Dates and duration of activity (most recent to least recent)
- The sponsor of the activity
- A brief (one- or two-word) description of your role.
- Any awards or special recognition you received.

5. ADVISEMENT FORM

After you meet with your program faculty advisor, make a copy of your Advisement Form for your records. Include the original in your application file. [If travel to Albuquerque is an extreme hardship, advisement can be conducted by fax e-mail and/or phone.]

6. OFFICIAL TRANSCRIPTS

Include your official transcripts from all colleges or universities that you have attended. If you attended the University of New Mexico, you are not required to submit official transcripts from UNM.

7. LETTERS OF RECOMMENDATION

Print your name at the top of each Letter of Recommendation form. Be sure to indicate your choice regarding the confidentiality of the reference. Distribute Letters of Recommendation forms and UNM envelopes to three people who are familiar with your professional, interpersonal, and academic abilities. Ask the person writing the reference to complete the form, seal it in an envelope, and sign across the seal. Submit the three sealed reference envelopes in your completed application file.

8. PERSONAL ESSAY

Write a one-page personal essay in which you describe a profound learning experience that you have had, either in or out of school. Explain how this experience might influence you as a teacher.

9. ACADEMIC WORK SAMPLE

Include an example of academic work in the area you want to teach. For example, you may submit papers written for coursework, projects, reports, etc. Please provide a brief cover letter that describes the content and context of the work sample.
10. REPORTS OF SCORES ON THE NEW MEXICO TEACHER ASSESSMENTS

Take the New Mexico Teacher Assessment, Basic Skills. Please include a report of your scores or a copy of your registration form for the exam.

FINAL CHECKLIST

Please double check to make sure that you have prepared all of the necessary documentation and then arrange all of your documentation in the following order and send to the:

SECONDARY EDUCATION PROGRAM:

☐ Application for Admission or Readmission

☐ Registration Information Form

☐ (2) Official Transcript(s) – UNM transcripts are not required

☐ Application Fee $50 payable to University of New Mexico

☐ Demographics Form

☐ Résumé (Please double check to make sure you have all of the required components: Heading, Professional Goal, Educational Achievement, Employment Experience, Community and/or Extracurricular Experience).

☐ Signed Advisement Form

☐ Three Letters of Recommendation in sealed and signed envelopes

☐ Personal essay

☐ Academic work sample

☐ Report of scores on the Basic Skills section of the New Mexico Teachers Assessment.

REMINDER: Applications are due into the Secondary Education Department office by March 1st (Summer/Fall admissions), and October 1st (Spring admissions).
Areas of Endorsement

Please state in your resume, under Professional Goal, the area of licensure and endorsement you are seeking:

Modern Languages

Social Studies

Science

TESOL (Teaching English as a Second Language)

Bilingual Education

Mathematics

Language Arts