PROFESSIONAL AND MASTER TEACHER CERTIFICATION APPLICANTS

Professional and master teacher certifications are available in: principal, master reading teacher, master mathematics teacher, master technology teacher, counselor, superintendent, and reading specialist. To sit for the state exams, students must have a master's degree and teaching experience in Texas public schools. These programs are offered as stand-alone certifications or as part of a master's degree (master's degree + certification). Refer to each individual departmental section of this catalog for specific information or visit our certification web page.

Admission Requirements for U.S. Citizens

Stand-Alone Certifications (Principal, Superintendent, Master Technology Teacher, and Master Math Teacher - Elementary)

The items listed below are required for admission during the 2017-2018 academic year (Fall 2017, Spring 2018, and/or Summer I and II 2018). For submission instructions, additional details and admission requirements for semesters beyond 2017-2018 (if applicable), please visit the program’s web page.

- completed online ApplyTexas application
- $10 nonrefundable application fee
- $50 nonrefundable international evaluation fee (if applicable)
- baccalaureate degree from a regionally accredited university (for superintendent and principal certification applicants only)
- official transcripts require from each institution where course credit was granted
- official transcripts required from each four-year institution where course credit was granted (master technology teacher only)
- minimum 2.75 GPA on the last 60 hours of undergraduate course work
- copy of official teaching certificate documenting initial teaching certification
- copy of official teaching service record documenting at least one year's teaching experience
- copy of official principal certificate* (for superintendent certification applicants only)
- three letters of recommendation (master math teacher only)
- statement of purpose (master math teacher and master technology teacher only)

* The program will also accept the equivalent of a principal certificate issued by another state or country or the completion of the superintendent certificate application and approval from the Texas Education Agency (TEA) to substitute three years’ managerial experience in lieu of a principal certificate.

Master's Degree + Certification Programs

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Admission Requirements for International Applicants

An international applicant is defined as an applicant who is not a citizen or permanent resident of the United States. All international applicants fall under regulations of the United States Department of Homeland Security. Federal law governs university rules regarding non-U.S. citizens; hence, admission requirements for international applicants, including permanent residents, differ from those for U.S. citizens.

The following items, in addition to those listed for U.S. citizens, are required for admission consideration for semesters of entry during the 2017-2018 academic year (Fall 2017, Spring 2018, and/or Summer I and II 2018). These items apply to both stand-alone certifications and master's degree + certification programs.

- $50 nonrefundable international evaluation fee. (The application fee for international students is $10 plus the $50 evaluation fee for a total application fee of $60.)
- official transcripts from every institution attended: on in the native language and one certified English translation (if transcripts are issued in a language other than English)
- a copy of the graduation/degree certificate (diploma) showing the type of degree and the date in which the degree was earned
- official (iBT) TOEFL scores of 78 or higher, with a minimum of 26 on the speaking section and a minimum of 19 in all other sections. The Texas Education Agency (TEA) does not accept any other English proficiency exams.

Refer to the International Admission Documents section of this catalog or the international applicant web pages for more information about these requirements.

F-1 Visa Enrollment Requirements

A student under F-1 student visa must be enrolled full-time (nine hours) in the fall and spring terms. An F-1 student does not have to enroll during the summer if they student is eligible and intends to register for the next term. A new initial F-1 student who recently gained admission into the U.S. with a program start date set to begin with the summer session must enroll full-time for that summer session. Please contact the International Office at 512-245-7966 for more information.