

Graduate Application Procedure for Music Education or Music Therapy Degrees / Programs

To be considered for graduate admission to Music Education and Music Therapy in the School of Music all application materials must be received in the **MEMT Office** by the deadline below. [Non-degree applicant information is noted on page 3.](#)

Application Deadlines:

December 15: Priority consideration deadline for MME or Ph.D. students interested in University Fellowships or Graduate Teaching Assistantships (entry is fall term of the following year).

February 15: Final consideration deadline for MME, MME-MT, Ph.D. and music therapy graduate equivalency students interested in Graduate Teaching Assistantships (if positions are still available). Entry is for the fall term.

May 15: Final deadline of all applicant admission materials for review and possible entry in the summer or the fall term.

Non-Degree Applicants (ONLY) A description can be found in the Graduate Catalog. This admission status is not for full time study.

May 15: Deadline of all admission materials for review and possible entry in either the summer or fall terms.

December 1: Deadline of all admission materials for review and possible entry in the spring term.

Required Documents: *All degree-seeking students must submit the following items.*

- ❑ **Graduate Studies Application Form:** http://www.graduate.ku.edu/01-00_abt_admissions.shtml.
- ❑ **Application Fee:** This is a non-refundable processing fee. Online application fees are paid electronically within the online process. See the application fee chart on page 4 for actual amounts.
- ❑ **Transcripts:** A final official degree conferred transcript must be sent directly from all of your previous colleges or universities showing bachelor's degree or post bachelor's degree work. These transcripts must be received in the MEMT department office in order to process the application for admission. In the online application, please by-pass on page 5 the option to upload an unofficial transcript. This can be done by selecting "save" and "next page" at the bottom of the page.
- ❑ **Reference Letters:** Three graduate letters of recommendation regarding your qualifications for graduate study in your selected program. This form is available through the online application process and at http://www.graduate.ku.edu/-downloads/05_d6_Recommendation_GradAdmission.pdf.
- ❑ **Video:** Must submit video appropriate to degree of application. Required of all graduate degree seeking students in music education or music therapy and graduate equivalency students in music therapy. (see appropriate degree information later in this document for clarification).
- ❑ **GRE Scores:** Submit scores for the three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing). The examination scores are required for masters and Ph.D. admission. Registration for the GRE is done online through the ETS website at www.ets.org. Select GRE under the main menu and follow the directions to register for the test. Request that scores be submitted to yourself and the University of Kansas using code 6871 (KU) and 2404 (Music).
- ❑ **Additional documents:** specific additional materials are required for each particular major, degree or international status. Review all applicable sections below for this specific information.

Readmission of returning graduate students: A graduate student not enrolled in the preceding semester (fall or spring) must be readmitted in order to enroll. To do this, the student must process readmission by one of the following means as appropriate. 1) If currently on leave of absence via the Graduate Progress to Degree (GPtD) form, submit an e-mail to elmer@ku.edu requesting a GPtD Return from Leave of Absence form be processed for the intended term/year or 2) Complete the Readmit Online Application located at http://www.graduate.ku.edu/01-00_abt_admissions.shtml. (There is a fee for this option once it goes live. If this application is not active you may use the old Permit to Re-enroll located at <http://www.graduate.ku.edu/-downloads/PTDforms/PermitRe-enrollDomestic.pdf>. Former KU graduate students not enrolled in the past five years must reapply for admission like a new applicant at http://www.graduate.ku.edu/01-00_abt_admissions.shtml.

Students are highly encouraged to request the GPtD - Leave of Absence when not going to be continuously enrolled so that they may use the GPtD - Return from Leave of Absence request to reactive their status for enrollment rather than paying the fee and completing the Readmit Online Application. The old "Permit to Re-enroll" will be used until the new Readmit application is active later this spring.

* Access to online applications are available at:	http://www.graduate.ku.edu/01-00_abt_admissions.shtml
<p>Submit all online application materials (<i>application, fee, and letters of recommendation</i>) electronically.</p> <p>Submit final official transcripts, test scores (<i>i.e., GRE, TOEFL, IELTS</i>), financial statement(s), video and any other supporting documents directly to the MEMT Department Office.</p>	<p>Department Address:</p> <p>University of Kansas Music Education & Music Therapy Attn: MEMT Graduate Director Murphy Hall 1530 Naismith Dr., Rm 448 Lawrence, Kansas 66045 U.S.A.</p>

International Students Only: Additional Required Documents for Regular Admission

Acceptable verification of English proficiency can be done by one of the following four methods. The following requirements may differ from those posted by Graduate Studies. Applicants must follow the more stringent requirements set by MEMT.

1. Graduation with a baccalaureate degree (or higher) earned in residence from an accredited U.S. institution of higher education, or from such an institution whose medium of instruction is English. This does not apply to degrees earned online.
2. Receipt of official copy (not student's copy) of applicant's proficiency scores achieved not more than two years prior to the semester of admission.

Graduate admission requires a total score of **570 or higher on the PBT (Paper Based Test) with each part = 57 or more**, or a total score **of 230 or higher on the CBT (Computer Based Test) with each part = 23 or more and essay = 5.0 or more**, or a total score **of 92 or higher on the iBT (Internet Based Test) with each part = 23 or more**. Students with TOEFL scores below this level are not eligible for graduate admission in MEMT, but may apply for undergraduate admission at <http://www.ku.edu/admissions/>.

3. Receipt of official copy of the ACADEMIC format of the International English Language Testing System (IELTS) administered by the University of Cambridge ESOL achieved not more than two years prior to the semester of admission.

Graduate admission requires a minimum band score of 6.5 with no part score below 6.0 on the IELTS. Students with scores below this level are not eligible for graduate admission in MEMT, but may apply for undergraduate admission at <http://www.ku.edu/admissions/>.

4. Graduation with a baccalaureate degree or higher from a program taught in English at an international institution. Verification of English instruction from the university is required as part of the application and must be included as part of the application package. Verification can be from a catalogue or program description brochure or an official letter from a department chair, dean or other university official stipulating English language as the method of instruction.

International students applying for an assistantship must submit the test results for either the Speaking Proficiency English Assessment Kit (SPEAK) ≥ 50 ; or the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) spoken English component ≥ 24 ; or the International English Language Testing System (IELTS) spoken English component ≥ 8 with their Graduate Teaching Assistantship application. For information regarding these tests see <http://www.ets.org/portal/site/ets/menuitem>.

Financial requirements for international students follow.

- An official Financial Statement showing equal to or greater than \$23,510.00 U.S. (academic year) must be submitted with the applicant materials. (*Amount is subject to change.*). If the student's name is not indicated on the financial statement a letter of sponsorship or an affidavit of support must also be submitted noting the sponsor's name, date of birth, and the name of the student they will be sponsoring financially. If a fellowship or assistantship is offered, the amount of the stipend is deducted from the total amount required.

Non-degree Music Education or Music Therapy Programs: Required Documents for Regular Admission

Non-degree seeking students must submit the graduate online application, application fee, and appropriate items as listed below according to the specific status requested. International students are typically not admitted as non-degree students. Please contact International Student and Scholar Services for additional information at 785-864-3617 or <http://www2.ku.edu/~issfacts/>.

- ❑ Non-degree "Regular": Applicants must have a 3.0 GPA or higher and submit one official transcript from their undergraduate institution showing a conferred bachelor's degree or equivalent.
- ❑ Non-degree "Provisional" Applicants must have a 2.75-2.99 GPA and submit one official transcript from their undergraduate institution showing a conferred bachelor's degree or equivalent.
- ❑ Non-degree "Easy Admit" Applicants must present at least evidence of receipt of a baccalaureate degree from an accredited institution, to take one course per semester, without needing to meet the additional requirements for a regular non-degree admission. This category is limited to enrollment in short or continuing education courses, institutions, workshops, or certificates in graduate studies. Admission and enrollment for "Easy Admits" are not done online but through a special registration ticket (\$10.00 fee, subject to change) process.

Master's Programs (M.M.E. with major in Music Education or M.M.E. with major in Music Therapy):

Additional Required Documents for Regular Admission/Advising

- ❑ **Must have a bachelor's degree in an area appropriate to support goals for master's study. Students seeking entrance into the graduate initial certification program in music education or the graduate equivalency program in music therapy should have substantial backgrounds in music regardless of undergraduate major.**

For example:

A bachelor's degree with a major in music education (for the MME in music education) or music therapy (for the MME in music therapy).

A bachelor's degree in any music major plus any state certification as a music teacher (for MME in music education) or professional music therapy credential (for the MME in music therapy).

A bachelor's degree in a related field (music, psychology with a music minor, etc.).

Students wishing to simultaneously enter the graduate equivalency program as well as the master's degree program in music therapy must submit all documents required for the M.M.E. with Major in Music Therapy. Successful completion of the equivalency program must occur prior to completion of the masters.

- ❑ If you are **seeking admission to the graduate music therapy equivalency program** (with or without an M.M.E. in Music Therapy) and **DO NOT** have an undergraduate degree in music, you will need to pass an audition on an instrument or voice at the *undergraduate (UG) level*. Follow the audition requirements in the UG Audition Application at <http://music.ku.edu/prospective/auditions.shtml>. **Do not apply for admission as an undergraduate student.** In addition to scheduling this audition, you will need to apply as a graduate student to the program at: http://www.graduate.ku.edu/01--11_abt_admissions.shtml. If you have any questions regarding this process, please contact: music@ku.edu or Dr. Cynthia Colwell, Director of Music Therapy (785)864-9635, ccolwell@ku.edu
- ❑ **Undergraduate and Graduate grade-point average of 3.0 or higher on a 4-point scale**
- ❑ **Video (DVD format):** Label video with your full name, instrument, date of video and e-mail address. Face the camera, state your name, tell why you are interested in your designated program and why you chose the University of Kansas (2 minutes maximum), then play or sing three to four contrasting pieces (e.g., different time periods or different styles) of music according to your best applied music skill (12 minutes maximum) OR by conducting three contrasting selections (12 minutes maximum). If choosing a conducting component, place the camera in such a way that we see your entire body and face. The conducting need not necessarily be in a concert setting. A rehearsal setting is fine, as long as you conduct each piece or chosen portion thereof without interruption (12 minutes maximum). You may mix singing/playing with conducting, if desired, so long as 3-4 contrasting selections are included and the maximum time limit of 12 minutes is not exceeded. If voice is not your applied skill, you must also sing one or two songs (accompanied or a cappella) for a total duration of 2-3 minutes.
- ❑ **GRE Scores:** Submit scores for the three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing).

The following item(s) are not required for admission but highly encouraged:

- ❑ **Résumé:** listing scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment.

Ph.D. Programs (Ph.D. in Music Education w/emphasis in Music Education or Ph.D. in Music Education w/emphasis in Music Therapy):

NOTE: Full admission into the **Ph.D. program** is contingent upon passing a Music Education and Music Therapy **diagnostic** examination during the first semester of study.

Additional Required Documents for Regular Admission

- ❑ **Master's grade point average of 3.5 or better**

- ❑ **GRE Scores:** Submit scores for the three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing).
- ❑ **Official Documentation of Professional Experience:** 18 months or more of successful full time experience as a professional music educator if seeking an emphasis in music education, or 5 years or more of successful full-time experience as a professional music therapist, or its equivalent, if seeking an emphasis in music therapy.
- ❑ **Video (DVD format):** Label video with your full name, date of video, and email address. Please face the camera, state your name, tell why you are interested in pursuing a Ph.D. program, and why you chose the University of Kansas (2 minutes maximum). Demonstrate music skills by either singing or playing three contrasting pieces of your choice **OR** by conducting three contrasting selections (12 minutes maximum). If choosing a conducting component, place the camera in such a way that we see your entire body and face. The conducting need not necessarily be in a concert setting. A rehearsal setting is fine, as long as you conduct each piece or chosen portion thereof without interruption. Show yourself in action as a teacher (music education), either in a rehearsal, another type of music class, or a private lesson, or as a clinician (music therapy) (15 minutes maximum). Choose the best available excerpts of your clinical skills while also demonstrating singing/accompanying skills.

All Non-English videos must provide an English narration that describes the educational (music ed) or therapeutic (music therapy) goals and objectives being addressed and how those goals are being met.

- ❑ **Writing Sample:** Write a statement of your professional goals and research interests, along with your reasons. Tailor your response to either music education or music therapy. Limit your statement to 2 pages, double-spaced, 12-point font.

The following item(s) are not required for admission but highly encouraged:

- ❑ **Résumé:** listing scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment.

Graduate Application Fee Chart (amounts are subject to change)

Students may apply online at: http://www.graduate.ku.edu/01-00_abt_admissions.shtml

Graduate Application Type	Domestic	International
Degree Seeking Online Application Fee:	\$55.00	\$65.00
Non Degree Seeking Online Application Fee:	\$30.00	\$30.00
Readmit Online Application Fee: (to be effective mid spring 2012)	\$30.00	\$30.00

- Music Education or Music Therapy degree/program information and e-mail contact is available online at: <http://www.memt.ku.edu>.
- The School of Music information is available online at: <http://music.ku.edu/>.
- The Graduate Teaching Assistant application form can be found at <http://music.ku.edu/resources/>.
- Schedule of classes and a wealth of other information are accessible through the Registrar's website: <http://www.registrar.ku.edu/>.
- Lawrence Chamber of Commerce site to review cost of living expenses: <http://www.lawrencechamber.com/cwt/external/wcpages/index.aspx>.