

# MEMT Graduate Application Procedure

## 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 final deadline below.

### Application Deadlines:

**December 1:** Priority consideration deadline for applicants interested in University Fellowships or Graduate Teaching Assistantships with possible entry in **fall** term.

**February 15:** Final consideration deadline for applicants interested in Graduate Teaching Assistantships (if positions are still available) with possible entry in the fall term; also, final consideration deadline of international applicant admission materials with possible entry in the **summer** term.

**April 1:** Final consideration deadline for Graduate Equivalency/Masters in Music Therapy applicants who wish to be considered for a [Music Therapy Entrance Scholarship](#).

**April 15:** Domestic and international applicant final consideration deadline of all admission materials with possible entry in the **fall** term.

**May 1:** Domestic applicant final consideration deadline of all admission materials with possible entry in the **summer** term.

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

Additional application materials may be required for a particular major, degree or international and domestic non-native speakers of English status. Review all applicable sections for this specific information.

- Graduate Studies Application Form:** <http://www.graduate.ku.edu/application-process>.
- 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 2.
- Transcripts:** A final official degree conferred transcript must be sent directly from all of your previous colleges or universities showing bachelor's degree and post bachelor's degree work. Transcripts must be received in the MEMT department office in order to process the application for admission. *In the online application, on page 6, by-pass uploading a transcript and proceed directly with the "Education Information" section on that page.*

Only candidates who have not yet graduated, may attach scanned versions of official transcripts to the application. **Please note:** A printout from a student portal is NOT considered to be an official copy. Documents uploaded with your application are not considered official. KU does not consider transcripts that come from applicants or have been in the applicant's possession as official. *If you are admitted to a program, and accept the offer, you will be required to submit an official final degree conferred transcript directly from the institution for GPA and degree conferral verification by the end of your 1<sup>st</sup> semester of enrollment.*

International applicants must [check here for](#) information concerning transcripts and required additional documents to be sent to KU Graduate Admissions.

- GRE Scores:** Submit scores for the three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing). Registration for the GRE is done online through the ETS website at [www.ets.org](http://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).

- ❑ **TOEFL/IELTS/PTE scores:** **ONLY** international and domestic non-native speakers of English students – see page 5. These must be official scores sent from the testing agency to the University of Kansas (Code: 6871).
- ❑ **Video:** Have video URL ready to enter at the bottom of pg.4 in the application prior to payment of fee. Once application is submitted with payment, you **cannot** go back and add items later. If the video URL appropriate to degree of application is not submitted in the online application it must be sent to [memt@ku.edu](mailto:memt@ku.edu). This is 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.
- ❑ **Reference Letters:** Three 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/application-process>.

**Online Application Access**  
<http://www.graduate.ku.edu/application-process>

**Submit all required final official transcripts, financial statement(s) and any other supporting documents directly to:**

University of Kansas  
 Music Education & Music Therapy  
 Attn: MEMT Graduate Director  
 Murphy Hall  
 1530 Naismith Dr., Rm 448  
 Lawrence, Kansas 66045 U.S.A.

**Electronic transcripts** should be sent to [elmer@ku.edu](mailto:elmer@ku.edu). NOTE: Electronic transcripts are accepted only via an electronic delivery service. Emailed or faxed transcripts are not considered official.

**Links to YouTube videos** not submitted with the application should be sent to [memt@ku.edu](mailto:memt@ku.edu).

**Test scores** (*i.e.*, GRE, TOEFL, IELTS, PTE) are to be sent directly from the testing agency to the **University of Kansas Graduate Studies Office;**

## ***Additional Required Documents for Regular Admission***

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

*Applicants 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.*

Examples for the MME with major in Music Education:

- a bachelor's degree with a major in music education
- a bachelor's degree in any music major plus any state certification as a music teacher
- a bachelor's degree in a related field (music, psychology with a music minor, etc.)

Examples for the MME with major in Music Therapy:

- a bachelor's degree with a major in music therapy
- a bachelor's degree in any music major plus a professional music therapy credential
- a bachelor's degree in a related field such as music or psychology with a music minor, etc. (for students who will complete the graduate equivalency program and then the master’s degree program)

## Music Therapy Graduate Equivalency Students

Applicants who wish to enter either the graduate equivalency program (GEQ) or the GEQ and the master's degree program in music therapy must submit all documents required for the M.M.E. with Major in Music Therapy (see below). **Successful completion of the GEQ program must occur prior to completion of the master's degree.**

### **ATTENTION! GRADUATE MUSIC THERAPY EQUIVALENCY APPLICANTS** **without an undergraduate degree in music must also:**

Follow the instructions in the [MEMT Graduate Application Procedure](#) document and apply for graduate admission to the master's and equivalency music therapy programs through [Graduate Studies](#).

1. **DO NOT** apply for admission as an undergraduate student.
2. Go to <https://music.ku.edu/grad-apply> and select **MEMT** on left menu
3. Read and follow directions on this page and select **Audition** on left menu
4. **Select:** Music Therapy Graduate Equivalency on left menu.
5. **Follow:** Instructions to sign up for an audition.
6. **Follow** the directions on the website at this point. Under step 2 select **“What to Prepare”** for specific requirements by instrument.

Applicants must pass an audition on a classical instrument or voice at the UG level. If you have questions regarding this audition process, please contact [escholle@ku.edu](mailto:escholle@ku.edu).

If you have any questions regarding music therapy program, please contact Dr. Cynthia Colwell, Director of Music Therapy (785)864-9635, [ccolwell@ku.edu](mailto:ccolwell@ku.edu).

### M.M.E. with major in Music Therapy (minimum requirements for entering)

Applicants pursuing the Graduate Equivalency Program followed by the Master's degree or applicants who are already board certified but wish to only complete a Master's degree must submit the following.

- ❑ **Undergraduate and Graduate GPA:** 3.0 or higher on a 4-point scale.
- ❑ **Video (YouTube format with clear URL link):** Demonstrate music skills:
  - 1) Face the camera, state your name, and tell why you are interested in Music Therapy at the University of Kansas (2 minutes maximum).
  - 2) Play or sing music from 2 different time periods or styles according to your best principal applied music skill (5 minutes maximum).
  - 3) From the [Music Therapy Master Song List](#), choose 10 songs across varied categories. Sing 2 of these songs a cappella and accompany 3 additional selections on either piano or guitar. The remaining 5 may be requested as part of the interview process.
- ❑ **Résumé:** listing scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment. *This document is not required for admission but highly encouraged.*

Pending review of the above minimum requirements for acceptance, applicants may be invited for an interview at the discretion of the faculty.

- ❑ **On-site or Skype one hour interview that will include the following (TBA by Music Therapy faculty):**
  - 1) Singing with or without accompaniment as needed based on assessment of initial video submission, be prepared with 10 songs chosen for minimum requirements (see above)
  - 2) Music skills: melodic echo singing/sight-reading, rhythmic echo production/sight-reading rhythms as needed
  - 3) Discussion with faculty about educational training and related experiences, clinical and research interests
  - 4) Impromptu writing sample (2 to 5 paragraphs) based on a prompt from the faculty. Applicant will submit this sample via

email to: [ccolwell@ku.edu](mailto:ccolwell@ku.edu), [dvorak@ku.edu](mailto:dvorak@ku.edu), [dhansonabromeit@ku.edu](mailto:dhansonabromeit@ku.edu), and [matneyb@ku.edu](mailto:matneyb@ku.edu).. The writing sample will be returned within 1 hour of the interview completion.

### **M.M.E. with major in Music Education**

- ❑ **Undergraduate and Graduate GPA:** 3.0 or higher on a 4-point scale
- ❑ **Video (DVD or YouTube format with clear URL Link):** Demonstrate music skills
  - 1) Label video with your full name, instrument, date of video and e-mail address.
  - 2) Face the camera, state your name, and tell why you are interested in your designated program at the University of Kansas (2 minutes maximum)
  - 3) Select 3-4 contrasting pieces (12 minutes maximum) and demonstrate one of the options (a, b, or c) below.
    - a) Play or sing music from different time periods or styles according to your best applied music skill
    - b) Conduct each piece or chosen portion thereof without interruption placing the camera so that we see your entire body and face. Conducting can be in a rehearsal or concert setting.
    - c) Mix singing/playing with conducting, if desired.
  - 4) Applicants who do not sing in #3 above must sing without accompaniment one verse of a familiar song of your choosing (e.g., "My Country Tis of Thee").
- ❑ **Résumé:** listing scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment. *This document is not required for admission but highly encouraged.*

### **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 towards the end of the first semester of enrollment.

### **Additional Required Documents for Regular Admission**

- ❑ **Master's GPA:** 3.5 or better
- ❑ **Official Documentation of Professional Experience:**
  - Music Education Emphasis – 3 years or more of successful full time experience (or equivalent) as a public school music educator.
  - Music Therapy Emphasis - 5 years or more of successful full-time experience (or equivalent) as a professional music therapist. 750 contact hours is equivalent to 1 year full time experience.
- ❑ **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.
- ❑ **Video (DVD or YouTube format with clear URL Link):**
  - 1) Label video with your full name, date of video, and e-mail address.
  - 2) Face the camera, state your name, tell why you are interested in pursuing the Ph.D. program at the University of Kansas (2 minutes maximum)
  - 3) Select 3 contrasting pieces (12 minutes maximum) and demonstrate one of the options (a, b, or c) below.
    - a) Play or sing music from different time periods or styles according to your best applied music skill
    - b) Conduct each piece or chosen portion thereof without interruption placing the camera so that we see your entire body and face. Conducting can be in a rehearsal or concert setting.
    - c) Mix singing/playing with conducting, if desired.
  - 4) Show yourself in action (15 minutes maximum).
    - Music Education Emphasis - as a teacher, either in a rehearsal, another type of music class, or a private lesson
    - Music Therapy Emphasis - as a clinician, 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 education) or therapeutic (music therapy) goals and objectives being addressed and how those goals are being met.

- ❑ **Interview:** Upon receipt of all application materials and after verification that the submitted materials evidence fulfillment of all stated requirements for regular admission, PHD applicants will be contacted via email by Dr. Debra Hedden for music education and by Dr. Cynthia Colwell for music therapy to set up an interview. This interview will be either in person or with Skype with the appropriate faculty. The admission review process will include all required application documents and the interview results.
- ❑ **Résumé:** Include a list of scholarships/fellowships, awards, and history of employment. In addition, list employment since bachelor's degree and begin with latest employment. *This document is not required for admission but highly encouraged.*

### **International and Domestic Applicants (who are not native speakers of English) Only:** **Additional Required Documents for Regular Admission**

Acceptable **verification of English proficiency** can be satisfied by one of the methods below. These requirements may be more stringent and differ from those posted by Graduate Studies. Students with TOEFL/IELTS/PTE scores less than the scores indicated below are **not** eligible for graduate admission in MEMT.

1. Graduation with a baccalaureate degree (or higher) earned in residence from an accredited English-medium U.S. college or university or a college or university in the United Kingdom, Australia, New Zealand, Ireland, English-speaking province of Canada, or an English-speaking Caribbean country, with instruction conducted in English. Degrees earned online may not be used to verify English proficiency.
2. Receipt of official scores from an applicant's English proficiency standardized test scores (e.g. TOEFL, IELTS-Academic, or PTE), sent by the testing agency to the University of Kansas. Official scores must be less than two years prior to time of admission processed by Graduate Admissions. Acceptable scores are noted below.

### **MEMT Regular Admission and obtain waiver from AEC**

<b>TOEFL (paper)</b>	<b>TOEFL (iBT)</b>	<b>IELTS - Academic</b>	<b>PTE</b>
Total score at least 570	Total score at least 91	Total score at least 6.5	Overall score at least 58
All part scores at least 57, TWE 5.0	Reading, Listening, & Writing part scores at least 23	Listening, Reading, & Writing scores at least 6.0	Listening, Reading, & Writing part scores at least 53

All students admitted to campus-based programs, who are international and/or domestic (not native English Speaking) are required to check-in at the [Applied English Center](#) (AEC) upon arrival to campus. At that time, the AEC will confirm the student's level of English proficiency and determine if additional English courses are required. Any U.S. citizen or U.S. permanent resident who has declared that his or her native language is not English must report to the AEC for verification of English proficiency before enrolling.

**Those applying for Graduate Teaching Assistantships who are international and domestic students (not native English speakers) must submit the test results** for either the Speaking Proficiency English Assessment Kit (SPEAK)  $\geq 50$ ; or the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) **spoken English component**  $\geq 22$ ; or the International English Language Testing System (IELTS) **spoken English component**  $\geq 8$  with their Graduate Teaching Assistantship application. For information regarding these tests go to [ETS](#) online.

In addition, all non-native speakers of English must be interviewed by three institutional representatives, including at least one student. The interview allows the representatives to determine whether the candidate GTA possesses sufficient English proficiency.

Policy information is located at <http://policy.ku.edu/KBOR/spoken-english-competency-BOR-policy>.

Transcripts from some countries must be supplemented with additional materials. Check at <http://graduate.ku.edu/transcripts> for your specific requirements. A Graduate Studies **Hold** on the student's account won't be removed until all documents have been received. (List is subject to change.) Transcripts that are in a language other than English must be accompanied with English translations.

### **Financial requirements for international students**

An official Financial Statement showing equal to or greater than \$31,160.00 U.S. (academic year) must be submitted with the applicant materials. *The amount is subject to change and can be found at <http://iss.ku.edu/cost-sheets>.* 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.

The admitted student may request an immigration document from International Student Services (ISS) when the student has provided both the financial documentation and accepted the offer of admission. International student orientation is mandatory.

### **Non-degree Admission**

Non-degree seeking graduate student admission applications are processed at the University level directly through [Graduate Studies](#).

### **MEMT Graduate Teaching Assistants**

Applicants interested in applying for a MEMT Graduate Teaching Assistantship should complete and submit this [form](#).

## **Graduate Application Fee Chart**

(amount is subject to change)

<b>Graduate Application Type</b>	<b>Domestic</b>	<b>International</b>
Degree Seeking <b>Online</b> Application Fee	\$65.00	\$85.00
Non Degree Seeking Online Application Fee	\$30.00	\$30.00
Permit to Re-Enroll Online Application Fee	\$20.00	\$20.00

### **Readmission of returning graduate students:**

Graduate students must be continuously enrolled in fall and spring terms in order for their status to remain active. A graduate student not enrolled in the preceding one or two semesters (fall/spring) must be readmitted (reactivated) in order to enroll. To do this, the student must process readmission by one of the following means as appropriate.

1. Students currently on an official leave of absence (LOA) must submit an e-mail to [elmer@ku.edu](mailto:elmer@ku.edu) attaching the **MEMT Return from Absence (RFA) Request** at <http://music.ku.edu/memt/documents#graduate>. This form will be used by office staff to process the official Graduate Progress to Degree (GPtD) for the intended term(s)/year.
2. Students not on an official Leave of Absence (LOA) who has been actively enrolled in a degree-seeking graduate program but who has not been enrolled for one academic year (three consecutive semesters, including the summer semester) or less, may be

eligible to use the [Permit to Re-enroll](#) form with the consent of his/her department/program. Before completing the Permit to Re-enroll form, students should contact their graduate program directly to confirm availability of the Permit to Re-enroll.

The permit to re-enroll form is not available to a student who:

- was dismissed from a program at KU;
- was voluntarily discontinued (formally withdrew) from a graduate program;
- completed the graduate degree program; or
- most recently enrolled as a non-degree seeking graduate student.

- 3) A student who has been actively enrolled in a degree-seeking program and has not enrolled for four or more consecutive semesters without an approved Leave of Absence is not eligible to use the permit to re-enroll form and must re-apply for Graduate admission like a new applicant.

Graduate students are highly encouraged to request an official Leave of Absence when not expecting to be continuously enrolled (fall/spring). This process is particularly important for summer's only students.

Links to additional information resources:

- Music Education or Music Therapy <http://music.ku.edu/memt>
- School of Music <http://music.ku.edu/>
- MEMT GTA application form <http://music.ku.edu/memt/documents#graduate>
- Office of University Registrar <http://registrar.ku.edu/>
- Schedule of Classes <https://classes.ku.edu/Classes/ExternalDisplay.action>
- International Student Services <http://iss.ku.edu/>
- Applied English Center <http://aec.ku.edu/>
- Office of Student Housing <http://housing.ku.edu/>
- Lawrence Chamber of Commerce <http://lawrencechamber.com/lawrence/move-to-lawrence/>.