

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:	
Music Education (degree programs)	Music Therapy (degree programs)
<p>December 1: Priority consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ All university fellowships or graduate teaching assistantship applicants. <p>February 15: Final consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ All graduate teaching assistantships applicants (if positions are still available). <p>Final consideration deadline for summer term:</p> <ul style="list-style-type: none"> ▪ International (only) admission materials. <p>April 15: Final consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ Domestic and international admission materials. <p>May 1: Final consideration deadline for summer term:</p> <ul style="list-style-type: none"> ▪ Domestic only admission materials 	<p>December 1: Priority consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ All university fellowships or graduate teaching assistantship applicants. <p>February 15: Final consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ All graduate teaching assistantships applicants (if positions are still available). ▪ Music Therapy Entrance Scholarship. - Graduate Equivalency/Masters in Music Therapy applicants <p>Final consideration deadline for summer or fall terms:</p> <ul style="list-style-type: none"> ▪ Domestic and international admission materials.
Music Education (non-degree)	Music Therapy (non-degree)
<p>October 1: Final consideration deadline for spring term.</p> <ul style="list-style-type: none"> • Domestic and international admission materials. <p>February 15: Final consideration deadline for summer term:</p> <ul style="list-style-type: none"> ▪ International (only) admission materials. <p>April 15: Final consideration deadline for fall term:</p> <ul style="list-style-type: none"> ▪ International (only) admission materials. <p>May 1: Final consideration deadline for summer or fall term.</p> <ul style="list-style-type: none"> ▪ Domestic (only) admission materials. 	<p>October 1: Final consideration deadline for spring term.</p> <ul style="list-style-type: none"> ▪ Domestic and international admission materials. <p>February 15: Final consideration deadline for summer or fall terms.</p> <ul style="list-style-type: none"> ▪ Domestic and international admission materials.

Required Documents: *All 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. Please note: Meeting the minimum admission standard does not guarantee admission to the program.

- Graduate Studies Application Form:** <http://www.graduate.ku.edu/application-process>.
- Application Fee:** This is a non-refundable online application fee. See the application fee chart on page 6.
- Transcripts:** For processing purposes, you may attach scanned copies of official transcripts, as well as a copy of your degree certificate and/or diploma to your application from ALL post-secondary schools attended. *Documents uploaded with your application are not considered official. KU does not consider transcripts that come from applicants or that have been in the applicant's possession as official. Transcripts that are in a language other than English must be accompanied with English translations. A printout from a student portal is NOT considered an official copy.*

Applicants with international transcripts or credentials will be instructed to send their official documents through the certification agency Certifile, who will in turn automatically upload an official electronic portfolio of the student's official documents to ADMIT (after certification). This information is found at <http://graduate.ku.edu/international>.

If you are admitted to a program, and accept the offer, you will be required to submit an official final degree conferred transcript to Graduate Admissions either through Certifile (transcripts outside of the U.S.) or directly from the institution (U.S. transcripts) for GPA and degree conferral verification by the end of your 1st semester of enrollment. The official, final transcript must show that a degree has been conferred. **There are no exceptions.**

- ❑ **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).

All degree-seeking applicants will also need to submit the following:

- ❑ **GRE Scores:** The three basic aptitude subtests (Verbal, Quantitative, and Analytical Writing). Registration for the GRE is through the ETS website at www.ets.org. Request that scores be submitted to yourself and the University of Kansas (Code 6871 -KU and/or 2404 - Music).
- ❑ **Video:** Enter video URL at the bottom of pg.5 in the application. Once application is submitted with payment, you **cannot** go back and add items later. Video URL's not submitted in the online application must be sent to memt@ku.edu. See appropriate degree information later in this document for clarification.
- ❑ **Reference Letters:** Three letters of recommendation defining 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 official transcripts <u>directly from the appropriate institution to:</u>
Graduate Admissions University of Kansas 1450 Jayhawk Blvd Strong Hall 313 Lawrence, KS 66045
Email: graduateadm@ku.edu
Video URL's not submitted with the application must be sent to memt@ku.edu.

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 licensure program (GLP) in music education or the graduate equivalency program (GEP) 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 (GEP) or the GEP and 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 GEP 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 KU School of Music Recruiting at musicrecruiting@ku.edu.

Questions regarding the music therapy program may be directed to Dr. Cynthia Colwell, Director of Music Therapy (785)864-9635, ccolwell@ku.edu.

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

Applicants pursuing the Graduate Equivalency Program (GEP) 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 KU (2 min. max).
 - 2) Play or sing music from 2 different time periods or styles according to your best principal applied music skill (5 min. max).
 - 3) Choose 10 songs across varied categories from the [Music Therapy Master Song List](#).
 - 4) Sing 2 of these songs a cappella and accompany 3 additional selections on either piano or guitar.
 - 5) The remaining 5 songs may be requested as part of the interview process.
- ❑ **Résumé:** List 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.*

NOTE: 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 by music therapy faculty includes the following:**
 - 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, dvorak@ku.edu, dhansonabromeit@ku.edu, and 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 (YouTube format with clear URL link):** Demonstrate music skills.
 - 1) Face the camera, state your name and tell why you are interested in Music Education at KU (2 min. max).
 - 2) Select 3-4 contrasting pieces (12 min. max.) 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.
 - 3) Applicants who do not sing in #2 above must sing without accompaniment one verse of a familiar song of your choosing (e.g., "My Country Tis of Thee").
- ❑ **Résumé:** List 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):

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 (YouTube format with clear URL link):** Demonstrate music skills.
 - 1) Face the camera, state your name and tell why you are interested in pursuing the Ph.D. program at KU (2 min. max).
 - 2) Select 3 contrasting pieces (12 min. max.) 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.
 - 3) Show yourself in action (15 min. max.).
 - 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.

NOTE: 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. Christopher Johnson 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:** List 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.*

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 (6871). 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

TOEFL (paper)	TOEFL (iBT)	IELTS - Academic	PTE
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

The [Applied English Center](#) (AEC) maintains a check-in process for non-native speakers of English. This process serves to confirm each student's level of English proficiency and determine whether English courses will be included as a requirement of the student's academic program. In order to graduate, students who are required to complete AEC courses must meet KU's English proficiency standards as demonstrated by their performance in AEC coursework and evaluations.

- Students who demonstrate English proficiency at the waiver level or who have earned a degree from one of the specified English-speaking countries listed above are not required to check in at the AEC.
- All other non-native speakers of English who gain admission to campus-based programs are required to check in at the AEC upon arrival on campus

Those applying for Graduate Teaching or Research Assistantships who are not native English speakers must submit the test results for either the Speaking Proficiency English Assessment Kit (SPEAK) or Test of Spoken English (TSE) ≥ 50 ; or the Test of English as a Foreign Language Internet Based Test (TOEFL iBT) **spoken English component ≥ 22** ; or the International English Language Testing System (IELTS) **spoken English component ≥ 8** with their Graduate Teaching Assistantship application. This is separate from those submitted for applying to Graduate study. For information regarding these tests go to [ETS](#) online. Additional information on eligibility for graduate teaching assistants and graduate research assistants may be found in the [GTA/GRA/GA Eligibility Guidelines](#).

In addition, all non-native speakers of English must be interviewed by three institutional representatives to determine sufficient English proficiency. More information may be found at the [Kansas Board of Regents Policy on Spoken English Language Competency of Faculty and Graduate Teaching Assistants](#).

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

Students requesting F-1 status must prove that enough funds are readily available to cover the [first year of estimated expenses](#) and should be prepared to prove that additional funds will be available for the duration of studies. Students requesting J-1 status must prove that funding is *available for the entire J-1 program*. Sufficient proof of finances must be provided before an I-20 or DS-2019 immigration document is created.

Non-degree Admission

Non-degree seeking students must submit the graduate application with associated fee and proof of a bachelor's degree from their undergraduate institution showing a conferred bachelor's degree or equivalent. Those whose native language is not English will be required to provide proof of English proficiency.

Regular admission status (3.0 GPA or higher), but the applicant does not intend to work toward an advanced degree.

Provisional admission status (2.75-2.99 GPA, domestic only), of a non-degree seeking applicant who does not meet the regular admission standards.

If a non-degree student later applies for admission as a regular degree-seeking student, and is accepted by a KU department, the total of transfer credit may not exceed 9 hours (this total includes credit from other accredited graduate schools as well as non-degree credit earned at KU).

International students should contact International Student and Scholar Services at 785-864-3617 or <http://www2.ku.edu/~issfacts/> in order to verify how non-degree status will affect them.

MEMT Graduate Teaching Assistants

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

Graduate Application Fee Chart

(amount is subject to change)

Graduate Application Type	Domestic	International
Degree Seeking Online 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 the appropriate means shown in the **MEMT Process to Request LOA/RFA/Readmit** document found on this [page](#).

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 master's students.

Links to additional information resources:

- Music Education or Music Therapy <http://music.ku.edu/memt>
- School of Music <http://music.ku.edu/>
- Schedule of Classes <https://classes.ku.edu/Classes/ExternalDisplay.action>
- International Student Services <http://iss.ku.edu/>
- Office of Student Housing <http://housing.ku.edu/>
- Lawrence Chamber of Commerce <http://lawrencechamber.com/lawrence/move-to-lawrence/>.