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. **May 1:** Domestic applicant final consideration deadline of all admission materials with possible entry in the summer or fall term; also, international applicant final consideration deadline of all admission materials with possible entry in the fall term.

Required Documents: ***All degree-seeking students 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 later in this document 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 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, please by-pass the option to upload an unofficial transcript on page 6. This can be done by selecting "save" and "next page" at the bottom of the page.*

  If you have not yet graduated, an additional final degree conferred official transcript must be sent to the MEMT department prior to the end of your 1st semester enrolled at KU.

- ☐ **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).

- ☐ **TOEFL/IELTS scores:** *International and domestic non-native speakers of English students only* – see page 4. These must be official scores sent from the testing agency to the University of Kansas (Code: 6871).

- ☐ **Video:** Submit video appropriate to degree of application. 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.

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 attaching the MEMT Return from Absence (RFA) Request form** found on the MEMT website under "Documents and Forms". 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.

Online Application Access

http://www.graduate.ku.edu/application-process

Submit all required final official transcripts, test scores *(i.e., GRE, TOEFL, IELTS)*, **financial statement(s), video 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 66045-3103 U.S.A.

Electronic transcripts, links to YouTube videos can 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 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

Examples for the MME with major in Music Therapy:

a bachelor's degree with a major music therapy

a bachelor's degree in any music major plus a professional music therapy credential

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

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

Music Therapy Graduate Equivalency Students (Only):
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. Successful completion of the GEQ program must occur prior to completion of the master's degree.

If your undergraduate degree is **NOT** in music, you must:

1) **Pass** an audition on a classical instrument or voice at the undergraduate level. Follow the audition requirements listed in the Undergraduate Music Audition Packet and complete the form, marked as appropriate. If you have questions regarding this audition process, please contact: music@ku.edu.
2) **Do Not apply for admission as an undergraduate student.**
3) **Apply** as a graduate student to the master's and equivalency music therapy program through Graduate Studies.

If you have any questions regarding this process, please contact Dr. Cynthia Colwell, Director of Music Therapy *(785)864-9635, ccolwell@ku.edu*.

- **Undergraduate and Graduate GPA:** 3.0 or higher on a 4-point scale
- **Video (DVD or YouTube format):** 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 and why you chose 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").

  Applicants supplying the video via YouTube must meet the stated requirements and provide very clear URL directions.
- **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 – 18 months 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 equal 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):**
  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 a Ph.D. program, and why you chose the University of Kansas (2 minutes maximum)
  3) Select 3 contrasting pieces (12 minutes maximum) and demonstrate one of the options (a or b) 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.
  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.

  Applicants supplying the video via YouTube must meet the stated requirements and provide very clear URL directions.

  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. James Daugherty, MEMT Graduate Director 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 differ from those posted by Graduate Studies. Students with TOEFL/IELTS 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. Baccalaureate degrees earned online may not be used to verify English proficiency.

2. Receipt of an official copy (not student's copy) of an applicant's English proficiency standardized test scores (e.g. TOEFL) achieved not more than two years prior to the semester of first enrollment. Acceptable scores are noted below.

MEMT Regular Admission and obtain waiver from AEC

TOEFL (paper)	TOEFL (iBT)	IELTS
Total score at least 570 All part scores at least 57, TWE 5.0	Total score at least 91 Reading, Listening, & Writing part scores at least 23	Total score at least 6.5 Listening, Reading, & Writing scores at least 6.0

International and domestic students (not native English speakers) 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 ≥ 22**; 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.

All international and domestic (not native English Speaking) students 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.

Transcripts from some countries must be supplemented with additional materials as shown below. A Graduate Studies Hold on the student's account won't be removed until all documents have been received. (List is subject to change, verify ISS.)

Country	Requirement
India	Transcript & Diploma
China	Transcript, Diploma, & Certificate

Financial requirements for international students

An official Financial Statement showing equal to or greater than $30,398.00 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.

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 through Graduate Studies.

MEMT Graduate Teaching Assistants

Applicants interested in applying for a MEMT Graduate Teaching Assistantship (GTA) should complete and submit the form.

Graduate Application Fee Chart

(amounts are subject to change)

Graduate Application Type	Domestic	International
Degree Seeking **Online** Application Fee:)	$55.00	$75.00
Non Degree Seeking Online Application Fee:	$30.00	$30.00
Permit to Re-Enroll Online Application Fee:	$20.00	$20.00

- Music Education or Music Therapy degree/program information and e-mail contact is available online at: www.memt.ku.edu.
- The School of Music information is available online at: www.music.ku.edu.
- Schedule of classes and a wealth of other information are accessible through the Registrar's website: www.registrar.ku.edu.
- International Student Services: www.iss.ku.edu.
- Applied English Center: www.aec.ku.edu.
- Office of Student Housing: www.housing.ku.edu.
- Lawrence Chamber of Commerce: http://lawrencechamber.com/lawrence/move-to-lawrence/.