

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). ▪ <u>Music Therapy Entrance Scholarship.</u> - 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.

MEMT Graduate Teaching Assistants

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

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:** <https://gradapply.ku.edu/apply>.
- Application Fee:** This is a non-refundable online application fee. See the application fee chart on page 8.
- Transcripts:** For processing purposes, you may attach scanned copies of official transcripts, as well as a copy of your degree certificate and/or diploma (if the degree has been earned outside the U.S.), to your application from ALL post-secondary schools attended. **KU graduates are no longer required to submit a copy of an official or final official KU transcript in order to have their application processed by MEMT. KU graduates should upload an advising report available via the MyKU Portal (subject to change).**

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 must send their official documents as noted at <https://gradapply.ku.edu/International-requirements>.

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 prior to the start of your 2nd 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 6. These must be official scores sent from the testing agency to the University of Kansas (Code: 6871) and must be less than two years old at the time Graduate Admissions processes the application. Additional information is found at <https://gradapply.ku.edu/english-requirements>.

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

- Video:** Enter video URL (YouTube or Zoom) 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>.
- Résumé:** List scholarships/fellowships, awards, and history of employment. List employment since bachelor's degree and begin with latest employment.

Online Application Access

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

Submit all required hard copy **official transcripts** directly from the appropriate institution to:

KU Visitor Center
1502 Iowa St.
Lawrence, KS 66045 USA

Submit secure electronic transcripts from a transcript delivery service to:

processing@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.**

If you do **NOT** have an undergraduate degree in a music field (performance, education, general studies), **read** the box below.

If you **DO** have an undergraduate degree in a music field, skip this box and go directly to the information on MME with a major in Music Therapy.

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 one of the instruments listed on the audition requirement webpage 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 or Zoom format with clear URL link)** demonstrating musical skill. Applicants from China unable to use YouTube may use Youku or Tudou, must provide password if needed.
 - 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 Song Resource 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.

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, Zoom, 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, dhansonabromeit@ku.edu, and matneyb@ku.edu. The writing sample will be returned within 24 hours 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 or Zoom format with clear URL link)** demonstrating musical skill. Applicants from China unable to use YouTube may use Youku or Tudou must provide password if needed.
 - 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.

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 or Zoom format with clear URL link)** demonstrating musical skill. Applicants from China unable to use YouTube may use Youku or Tudou must provide password if needed.
 - 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, with Skype or ZOOM 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.

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 or Full Proficiency are **not** eligible for graduate admission in MEMT. Additional information is found at <https://gradapply.ku.edu/english-requirements>.*

1. If you have earned a baccalaureate degree (or higher) in residence from an accredited university or from a foreign university which conducts all instruction in English and which maintains substantially equivalent bachelor's, master's, or doctoral degree requirements, then you will be considered fully proficient and will not be required to complete AEC testing or coursework. Degrees earned online may not be used to verify English proficiency.
2. Employment as an officer in the U.S. military with documentation of selection or promotion to the rank of Major or higher (or the equivalent U.S. Navy or Coast Guard rank). These applicants will be considered to demonstrate **full proficiency** and will not be required to complete AEC testing.
3. Satisfactory completion of all assigned coursework from the [Applied English Center](#) (AEC), the university will consider you **fully proficient**. You will not be required to continue any further English-language testing or coursework. See the following table for further details.
4. 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 old at the time that Graduate Admissions process the application. Acceptable scores are noted below.

MEMT Full Proficiency Admission and obtain waiver from AEC

TOEFL (paper)	TOEFL (iBT)	IELTS - Academic	PTE	AEC Coursework	AEC Testing Required?
Total score at least 570	Total score at least 91	Total score at least 6.5	Overall score at least 58	Completion of all AEC coursework and designation as "Proficiency Obtained"	If applicant has received one of these levels or higher, no AEC Testing is required.
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 testing process for non-native speakers of English. This process serves to confirm each student's level of English proficiency and determines whether English courses will be included as a requirement of the student's graduate studies. In order to graduate, students who are required to complete AEC courses must meet KU's Full Proficiency standard as demonstrated by their performance in AEC coursework and/or testing.

- Students admitted in the full Proficiency band are not required to complete AEC testing.
- All other non-native speakers of English who gain admission to campus-based programs are required to complete AEC testing prior to enrollment.

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.

It also requires that the student be interviewed by three institutional representatives to determine sufficient English proficiency. More information may be found in 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 <https://gradapply.ku.edu/apply> 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 or J-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 issued.

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 by a regionally-accredited university or a foreign university with substantially equivalent degree requirements. A bachelor's degree may not be accepted if it was not evaluated in units that identify the academic content (e.g., if

the work was graded on a P/F or S/U basis). 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.

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 [here](#). Before completing the form, students should verify with their graduate program that they are eligible to re-enroll.

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/>.