Important information to know when applying for the MATC program at Michigan State University:

- Application deadlines for the program are as follows:
  - **Summer**: April 1st
  - **Fall**: July 15th
  - **Spring**: November 20th
- Chinese Cert and NOYCE/SETSUP applicants - use code 6727
- ALL other applicants - use code 6728
- The MATC program is done entirely online (No on-campus class options are offered)
- The MATC program may not be offered to residents of Kentucky
- All application materials (listed below) must be submitted to the graduate application portal before review
- Application fee of $65 must be paid before review (NOTE: The application fee is $75 dollars if applicant is an international student)
- Applicants must possess a bachelor’s degree or its equivalent from an accredited institution. Please note that consideration is given to the quality of undergraduate courses taken and grades earned in major-areas of study
- Applicants must have earned a minimum grade-point average of 3.0 for the final two years of undergraduate study
- The MATC program does not lead to teacher certification.
- The MATC program is no longer considering post-certification experience in admissions decisions
- Review committee does look for a match between applicant’s goals and what the MATC program offers
• For international applications the University requires proof of English language proficiency if their first language is not English. In order to be considered for admission to the Graduate School, international applicants can provide TOEFL scores and meet University minimum score requirements. However, achieving the minimum English language scores does not guarantee an applicant’s admission to the MATC Program.

**International students applying for the MATC program:**

Because the MATC program is designed to be completed entirely online, it does not offer any face-to-face or on-campus classes. Therefore, it is not possible for an international student to complete the MATC program on-campus. However, it is possible to complete the entire program in your home country. If, as an international student, you would like to complete this program in your home country, continue reading. If you would like change your application to a different program at Michigan State University, contact the MSU Registrar's office at reg@msu.edu OR (517) 355-3300.

**Submitting Application Materials:**

1. **Application for Graduate Study:** The whole application for graduate study must be completed before review, and the graduate application fee must be paid.

2. **Official Transcripts:** Transcripts must be official and sent in a sealed University envelope to the MATC program secretary. For an official transcript request contact your undergraduate institution. Often time fees and adequate time are required to process requests. You can expedite the process by providing the information of where to send your transcripts (below), including your full name, the date you earned the degree, your student identification number, and your signature to authorize the transcripts release. **NOTE:** If you obtained your undergraduate degree from MSU your transcripts will be uploaded for you by the Graduate Admissions office.

International applicants should also request official copies of their degree granting diplomas and grading sheets. These documents should have the university seal or
notarizing mark. If the documents are in a language other than English, they should include translations notarized as true copies of the original. If you have taken O level or A level, or an additional year of university courses, to obtain a teaching credential, please provide these documents along with a chronology of your educational background. Please note the years in school at each level (primary, secondary, and university). All transcripts and degree certificates from China must also include CDGDC verification.

NOTE: Transcripts uploaded by the applicant are not official and will not be accepted.

WHERE TO SEND TRANSCRIPTS:
LINDSAY METIVA-MATC PROGRAM SECRETARY
620 Farm Lane, Room 347 Erickson Hall
East Lansing, MI 48824-1034

3. Goals: Either provide detailed information in the academic and personal statement sections of the Application for Graduate Study OR upload 1-3 page Goals Statement that includes this information

4. VITA or Resume

5. References: Submit three (3) reference names and information into the graduate application portal. Your recommenders will be invited to submit their recommendations to your graduate application portal.

NOTE: Letters of recommendation must be submitted by the recommender. Letters submitted by the applicant will not be accepted.

6. Professional Essay/Writing Sample: The professional essay is not the same as the Personal/Academic Goal Statements on the application. An extended writing sample, the “Professional Essay,” is an essential component to your application.

Directions for professional essay:
Option #1: Examining a “Problem of Practice”

“Problems of practice” occur regularly in teaching. These “problems” are difficult and reoccurring classroom situations that have no “ideal” solution. Magdalena Lampert, for instance, describes recurring times in her mathematics classroom where she has to choose a course of action, usually in the moment—trying to accommodate individual needs while also weighing the effects on the class as a whole (Lampert, 2001). Yet, frustrating as they may feel, “problems of practice” are also opportunities for learning to become a better teacher. In your professional essay, please examine a “problem of practice” that you have encountered directly in your teaching or observed during your teacher preparation fieldwork or internship. Use the following as a guide for structuring your essay:

(1) Describe a “problem of practice” you encountered or observed. Provide as detailed an account as possible with examples to illustrate the problem. (Please do not use actual names of students, teachers, administrators, etc.).

(2) Since problems of practice can be opportunities for learning, both in the short run and for the longer term, what did you learn right away from the problem you described, and what does that problem indicate you might need to learn as a teacher in the longer run? Why?

Option #2: Deepening One’s Understanding of Subject Matter Content

Understanding the discipline and the content that one teaches is an important ingredient of teaching. While teachers learn much subject matter knowledge through content course work and teacher education courses, there is a great deal about content that teachers learn in preparation for and even in the midst of teaching it to students. In fact, many teachers often state that they did not really
understand particular content until they had to teach it to their students. Use the following as a guide for structuring your essay:

(1) Describe in detail, and with examples, a teaching experience in the classroom, tutoring, or as a classroom assistant you have had in which you found yourself re-learning, understanding more deeply, or questioning the depth of your understanding about a particular concept or big idea in what you have taught to students.

(2) Write about the lessons that you took away from this experience about yourself as a teacher and about the intellectual work that is involved in teaching subject matter to students.

7. Other Program Materials: Any materials required by combined programs such as Study Abroad and NOYCE or TOEFL/ELP scores if international applicant
MATC APPLICATION CHECKLIST

☐ 1. Application for Graduate Study

☐ 2. Official Transcripts

☐ 3. Goals Statement

☐ 4. VITA or Resume

☐ 5. References

☐ 6. Professional Essay

☐ 7. Other Program Materials

For further descriptions of any application materials, refer to the above sections.

If you have any difficulties uploading any documents, or have any follow-up questions contact the MATC program secretary, Lindsay Metiva, via email (matc@msu.edu) OR phone (517) 432-7705.