

The Application Process

1. How do I apply to the MET Program?

Applicants are required to have a non-education bachelor's degree from an accredited U.S. college or university. If applying from a foreign country, students must show proof of a green card in order to complete the required internship during the fourth semester. Also, if the applicant's native language is not English, the Test Of English as a Foreign Language (TOEFL) exam is required. The University of Hawai'i Student Services Center Testing Office administers the exam locally.

Admission to the M.E.T. program is competitive and applicants must meet the following requirements:

- 1) academic aptitude (minimum GPA of 2.75)
- 2) academic background appropriate for the level and subject of proposed certification
- 3) ability to write clearly in Standard English
- 4) motivation and suitability to enter the profession
- 5) unique strengths or abilities to contribute to the program and profession
- 6) completion of requirements for admission to the Graduate Division of the University of Hawai'i. An individual or small-group interview and a school visit may be included as part of the screening process.
- 7) In addition, all applicants must pass the

- **Praxis Pre-Professional Skills Test (PPST) or the Computer Based Academic Skills Assessment Test (CBT) for all three Reading, Writing, and Mathematics Tests**
- Secondary education applicants must also pass the Praxis Subject Assessment Test

Test scores for all three exams are valid for five (5) years. For registration information on the PPST or CBT, please refer to the Praxis Series Registration Bulletin available in the University of Hawai'i at Manoa Testing Office, Student Services Center (808) 956-3454 or 3455 or if you are not in Hawai'i look at <http://www.ets.org/teachingandlearning/index.html>

APPLICATION DEADLINE – MARCH 1st (of the year in which you are applying)

All applicants must apply to the Graduate Division as well as submit an application directly to the MET Program. The MET Program must receive all application materials by March 1. Inquiries about the MET Program may be directed to the MET Secretary, Liz Holmes, at (808) 956-4401, or via e-mail at eholmes@hawaii.edu

Some application materials are to be sent directly to the Graduate Division of the University of Hawai'i. Other materials should be sent directly to the MET program. Below is a list of where and what to submit for application to the MET program.

Send the following two materials to: University of Hawai'i [Graduate Admissions Office](#), 2540 Maile Way , Spalding Hall 354, Honolulu, Hawai'i 96822

- Graduate Division application for graduate study including the statement of objectives
- Official transcripts from all colleges and universities attended

Send the remaining three materials to Master of Education in Teaching Program, 1776 University Avenue, Wist Annex, Room223, Honolulu, Hawai'i 96822:

- Express information form
- Three letters of recommendation
- Resume

2. Where can I obtain an application form? All forms can be obtained from the MET secretary at Wist Annex, room 223, Tel: (808) 956-4401 or if you have Acrobat Reader you can download a [PDF copy](#) of the form and print it out.

3. When is the deadline for application to the program?

Applications are only accepted for each Fall semester. The deadline for next Fall semester will be March 1st (of the year in which you are applying). You must make sure to have all your materials in your file by this time.

4. I am a foreign student, are there any special requirements that I must satisfy in applying to the program?

Yes. If you are not a U.S. citizen, you must show proof of a green card in order to complete the required internship during the fourth semester of the program. Also, if your native language is not English, you must pass the Test of English as a Foreign Language (TOEFL) exam. For more information you can contact the University of Hawai'i Student Services Center Testing Office at 2600 Campus Road, Room 307, (808) 956-3454. The Testing Office administers the exam locally.

5. Where do I send the application material?

Graduate Division application materials must be sent to:

University of Hawai'i
Graduate Admissions Office
2540 Maile Way

Spalding Hall 354
Honolulu, Hawai'i 96822

MET Program application materials must be sent to:

Master of Education in Teaching Program

1776 University Avenue
Wist Annex, Room223
Honolulu, Hawai'i 96822

6. What do I do if the required PPST or CBT exams are not offered where I live?

Information on testing in other states can be obtained from <http://www.ets.org/teachingandlearning/index.html> or the Office of Student Services at (808) 956-7915.

7. What courses can I take during the summer to give me a head start?

The MET program requires 15 credits in addition to the core MET courses. The core classes are taken during the course of the two years, but the electives can be transferred into program. Within these 15 credits, MET students must take a graduate level research methods course, and a content methods course within their specialization area (Math teaching or Social Studies teaching methods, etc...). For secondary education students, it is recommended that students take a multicultural education class, a special education class, and a literacy class. For elementary education students, it is recommended to take a literacy class, and math methods class. You can take some of these electives for a head start.

8. When filling out the Graduate Division application, what Degree Program do I list? There are several degree "education" programs listed.

The MET program is listed as "MEdT" - Master of Education in Teaching - in the graduate application instructions.

9. Are there any specific guidelines for letters of recommendation?

Yes. There are forms for recommendations included in the MET application packet.

10. Does it matter who I ask for letters of recommendation (academic, work, etc)?

It is recommended that applicants get letters from people who know the applicant and his/her ability to complete a program of graduate study and assess their suitability to enter the teaching profession.

11. Do I need to send an application packet (letters of recommendation, official transcripts, application form, etc.) to each program I apply to?

Yes. Although it is possible to have certain items transferred to another program, most programs request "official" sealed documents. Letters of recommendation are not released to other programs.

12. If I am not accepted into the program, can I get the information I sent to the program (i.e. transcripts, letters of recommendation, etc.) back or forwarded onto another program that I applied to?

The MET Program can return or transfer certain items. However, the applicant should keep in mind that the test scores and transcripts given to the applicant are no longer considered "official." Letters of recommendation are not returned or transferred.

13. What if all of the required information is not received by the application deadline? For example, sometimes letters of recommendation do not reach their destination by the deadline?

It is the applicant's responsibility to make sure all items are received by the deadline. The MET Program will accept faxed copies of letters as long as the official letter is also mailed.

14. Is there a separate application process for the College of Education and Graduate Division?

Both the MET Program and the Graduate Division require particular documents and materials. See Question 1, The Application Process, for clarification.

15. I wasn't accepted into the MET Program and want to reapply, what do I have to do?

The MET Program holds on to all items sent directly to the program and can re-open the file if a person wishes to re-apply. Applicants must check with Graduate Division regarding the re-application process.

16. If I've taken the GRE do you recommend that I list my scores, even if the MET Program does not require the exam as part of the application process?

It is up to you.

17. How soon will I know after the application deadline whether I have been accepted into the MET Program?

Students are notified in April/May.

18. If I am not accepted into the program, is there a waiting list I can be placed on just in case someone who was accepted decides not to enroll?

The faculty and teachers who make up the selection committee often identify alternates. However, the list of alternates is only for admission to the year in which the student has applied.

19. How many people are admitted into the program?

We usually anticipate an admission group of about 30 students (15 elementary and 15 secondary).