

Instructions for Applying to World Language Education

DEADLINES

Final: June 1, 2020@ 4:30 p.m.

Applying to the World Language Education program is a two step process. The first step is submitting an online application. This step may be completed at any point during the

application period, ideally as soon as the applicant decides to apply for admission to the World Language Education program. The second step involves developing and submitting hard copies of application materials, which are detailed below. Students *do not* need to have all hard copy application materials ready to submit before completing the online portion. In fact, we encourage students to complete the online application portion as early as possible! Both steps must be completed by June 1, 2020, at 4:30 p.m. for consideration.

Completed applications received before the deadline will be reviewed on a rolling basis. Education Academic Services will collect, process, and deliver all eligible applications to World Language Education for review. Applications will be considered on a "space permitting" admission basis after offers of admission are extended to applicants who applied by the deadline.

Prospective applicants are strongly encouraged to meet with an Education Academic Services/Office of Undergraduate Recruitment and Retention advisor. Phone 608-262-1651 or visit Room 139 Education Building (on Bascom Hill) to make an appointment. Students who are applying as prospective transfers to UW-Madison are also strongly encouraged to meet with an EAS/OURR advisor, either in person or via phone.

Questions about the application itself may be directed to soeadmissions@education.wisc.edu; we will try to respond within 24 hours.

Questions about the program can be sent to Dr. John Rudolph jlrudolp@wisc.edu

Applicants should carefully review the program admission information available in the *Guide* (<https://guide.wisc.edu/undergraduate/education/curriculum-instruction/#degreesmajorscertificatestext>)

Applicants not currently enrolled on the UW-Madison campus must also submit an application to the Office of Admissions and Recruitment (admissions.wisc.edu) by the Fall 2020 deadline to be eligible for this program.

Required Application Materials

Step One: Online Application

The online application for the World Language Education program may be accessed via the School's Apply to a Program page (<https://education.wisc.edu/admissions-aid/undergraduate-admissions/>) and must be completed by the June 1, 2020, at 4:30 p.m. for consideration.

Step Two: Hard Copy Application Materials

Application materials are due on June 1, 2020 at 4:30 p.m. for consideration. *Applicants should include their full name and student ID number (if a current or former UW-Madison student) on every page of printed material.* Please *do not staple*; if necessary, use a paper clip to bind the submitted materials together. All materials must be submitted together, with the exception of letters of recommendation if the letter writer plans to email them to the School of Education. Applicants may submit materials in person or by mail to the following address:

Education Academic Services
Attn: Admissions
139 Education Building
1000 Bascom Mall
Madison, WI 53706

Off-Campus Transcripts. Any coursework completed at other institutions is reviewed as part of the application materials for the World Language Education program. To determine whether it is necessary to submit a transcript, consult the following guidance:

Current UW-Madison students who have transferred credits from another college or university to UW-Madison *before January 21, 2020*, must indicate any previous institution(s) attended on their on-line application. However, these students do not need to submit official transcripts as long as the relevant transcripts have already been evaluated by UW-Madison's Office of Admissions and the appropriate transfer credit has been posted.

Current UW-Madison students who submit transcripts for transfer coursework to the Office of Admissions *after January 21, 2020* must also submit official copies of these transcripts to the School of Education with their other hard copy application materials. Students are encouraged to consult their academic advisor with questions about the status of transfer credit.

Prospective transfer students who are also applying to UW-Madison for admission must submit separate official transcripts to the School of Education as part of their program application. Applying to a program in the School of Education and to the UW-Madison campus are completely separate processes; both must be completed.

□ **Résumé**

- Please provide a bulleted résumé.

□ **Recording in the Target Language**

- Submit a 5–7 minute recording, in the target language, describing the experiences that led you to choose language teaching as a profession. Students who apply for admission in more than one language are required to submit a recording in each language. Recordings can be audio or video. You may email a digital file to soeadmissions@education.wisc.edu or provide the recording in another medium, such as a USB flash drive/memory stick, directly to Education Academic Services.

□ **Letters of Recommendation**

- Students can have up to two (2) letters of recommendation attesting to your experience with children or adolescents or experience related to the mission of the program. *At least one (1) letter of recommendation must be received for your application to be considered.* Letters of recommendation may be:
 - emailed by the recommender to soeadmissions@education.wisc.edu, *or*
 - submitted in person or by mail to Education Academic Services.

□ **Application Checklist**

- This document serves as the cover sheet of your hard copy application materials. Please print a copy and complete the checklist before submitting your materials to Education Academic Services.

□ **Additional Documents or Materials (optional)**

- You may submit other documents or materials that you believe distinctly demonstrate qualification for admission to the program. You may provide the materials directly to Education Academic Services.