



Department of Curriculum and Instruction College of Education • University of Kentucky

Checklist and Application Procedures: Rank I, Rank II and Planned 5th Year Non-degree Teacher Certification Programs

The Rank I certification program consists of 30 graduate credit hours above the earned master's degree in education or Rank II teaching certification. Applicants are encouraged to consider applying to the doctoral (Ed.d) degree program in education, a 42 credit hour program. Rank I teaching certification can be embedded into the doctoral program.

The Planned 5th Year Program consists of 32 graduate credit hours and will lead to Rank II teaching certification, but will not lead to a degree. Applicants must hold initial teaching certification in the area to which they are applying. Applicants are encouraged to consider applying to the master's degree program in education if they intend to carry the teaching certification to another state.

Application materials must be submitted to both the University of Kentucky's Graduate School and Department of Curriculum and Instruction. The following checklist is provided for your convenience.

Graduate School

- Application for Admission, www.research.uky.edu/gS/gSapplication.html
- Official transcripts from all colleges and universities attended (University of Kentucky transcripts will be requested by The Graduate School.)
- Application fee – \$35 domestic applicants, \$45 international applicants
- Fellowship Opportunities (optional)
Please note that most fellowships require enrollment in a degree-seeking program.
www.research.uky.edu/gS/fellowship/fellowships.html

Mail or submit online the above items to:

The Graduate School
351 Patterson Office Tower
University of Kentucky
Lexington, KY 40506-0027
(859) 257-4613 [phone]
(859) 323-1928 [fax]

Self-managed Applications

You may check the status of your Graduate School application online at the same URL provided above for the application. If you must contact your admissions officer personally, use the table below to locate your representative according to your residency status (domestic or international) and alphabetic distribution by surname. Include your student ID in all correspondence. International applicant will be assigned a student ID by the Graduate School.

Officer	Domestic	International	Room (POT)	Phone ((859) 257)	E-mail ...@uky.edu
April Short	A-C	A-F	311	6111	April.Short
Maureen Barker	D-G	G-K	307	7129	Maureen.Barker
Michelle Mossey	H-L	L-P	305	4615	Michelle
Vivian Bowling	M-R	Q-U	303	4619	Vivian.Bowling
Kathy Ice	S-Z	V-Z	301	4618	Ice

Name Change Affidavit

If you previously attended UK and your name has changed, please submit the UK Registrar's Name Change Affidavit, www.uky.edu/Registrar/name.html.

Mail the completed affidavit and documentation to:

Registrar's Office
University of Kentucky
10 Funkhouser Building
Lexington KY 40506-0054
(859) 257-1826 [phone]
(859) 257-7160 [fax]

Department of Curriculum and Instruction

- Application for Admission, www.uky.edu/Education/EDC/Grad/Forms
- Three (3) letters of reference
- A professional vita (résumé)
- Any additional materials you wish to include
You may wish to include photocopies of transcripts, GRE and TOEFL scores, although the Graduate School still requires official reports.
- Application for Assistantship (optional)
www.uky.edu/Education/EDC/Grad/Forms
 - An assistantship is an appointment to specified teaching or research duties. Availability varies according to teaching, research and technology needs.
 - Full-time and half-time assistantships include a full or half waiver of tuition as well as a stipend. Some student fees are not covered by the tuition waiver.
 - Stipends vary according to experience and funding sources. The current base stipend for a full-time teaching assistant is \$9,000 per academic year.
 - The review of applications begins in early April for assistantships to begin in the next academic year.

Mail the above items to:

Director of Graduate Studies
Department of Curriculum and Instruction
305 Dickey Hall
University of Kentucky
Lexington, KY 40506-0017
(859) 257-9174 [tel]
(859) 257-1602 [fax]

- Dr. Joan Mazur, Director of Graduate Studies
jmazur@uky.edu
- Yvonne Howitz, Staff Associate
yvonneh@uky.edu

Admissions Procedures

You may check the status of your department application by contacting the Office of the Director of Graduate Studies.

- Once your Graduate School file is complete and has been routed to us by the Graduate School, your file will be reviewed for decision of admission by the Director of Graduate Studies, sometimes in consultation with other program faculty.
- You will be notified in writing by the Graduate School.
- If you are granted admission, you will also receive a letter from the Director of Graduate Studies. We will assign you an advisor and include a program plan sheet (curriculum contract) for your chosen degree program.
- It is imperative that you maintain contact with your advisor throughout your planned program of studies.

