Transition to Teaching Application Instructions

TTT Application Process

Thank you for your interest in online Transition to Teaching at Purdue University! The following will assist you in completing your Graduate School application and preparing your supporting documents.

Applying to the Graduate School
Transcript Evaluation and Credential Review
Next Steps

Applying to the Graduate School

Please note that this system automatically saves your information; there is no “Save” button on each page. If you need to return to it later, exit the application, and all your latest information will be saved. You will need to log back in to continue or view your application. Changes cannot be made after you submit it.

Creating your application

➢ Visit this website: http://www.purdue.edu/gradschool/
➢ Click the gold “Apply Now” box at the bottom left of the page:

➢ Click “Create an account” under “First-time users”:

Application Management
Thank you for considering Purdue University for your graduate education!

To start your Graduate School application, create an application account below.

You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Returning users: Log In to continue an application.
First-time users: Create an account to start a new application.
Fill in email address, first & last name, and birthdate. Then, click “Continue”:

You will see the following screen with your email and name populated:

You will also receive an email with your temporary PIN:

Thank you for registering online with Purdue University Graduate School.

To activate your account, please use the link below:

Activate Account

When requested for a password, enter the following temporary PIN:

012345678

Purdue University Graduate School

You can either use the “Activate Account” link from the email or simply return to the login screen if you still have it open. In either case, enter the temporary PIN supplied in the email and use the dropdown menu to select your birthdate. Click “Login.”

The next screen will prompt you to set up a password:

Set Password

To protect the security of your account, please specify a new password. The password must meet complexity requirements.
Once all criteria are met (as indicated by the 5 green checkmarks), click “Set Password”:

Set Password
To protect the security of your account, please specify a new password. The password must meet complexity requirements.

- [ ] At least one letter
- [ ] At least one capital letter
- [ ] At least one number
- [ ] Be at least 12 characters
- [ ] New passwords must match

Once all criteria are met (as indicated by the 5 green checkmarks), click “Set Password”:

This will bring you to the Application Management home page, where you will click “Start New Application” near the bottom:

Application Management
Thank you for considering Purdue University for your graduate education!

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You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Select the year from the dropdown menu and click “Create Application”:

Click “Open Application”:
Transition to Teaching Application Instructions

Completing your application

- You will notice the application consists of several sections on the left side of the screen. Please first read the instructions and click “Continue” at the bottom:

  Instructions
  Welcome! Your application is in-progress.

  Personal Background
  Thank you for considering Purdue University Graduate School. This application may be submitted once you have answered all required questions. Required fields are marked with an asterisk (*).

  Emergency Contact
  You will have an opportunity to apply for up to three different campuses and/or graduate majors with a single application and fee payment. On the “Campus and Program” section of your application, you have the option to rank, in priority order, your first, second, or third choice graduate campus and/or graduate major.

  Residency
  Additional application sections (Test Scores, Diversity Essay, Resume, Recommendations, etc.) will appear once you have selected a graduate program(s) on the “Program Details” tab of your application.

  Campus and Program
  You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like with your username and password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen.

  Education Background
  Programs have different deadlines and some have specific requirements on completing the application. If applying to more than one campus and/or graduate major, each graduate program on your application may have different requirements. Before you begin working on your application, please review some important program specific information located on our Graduate Program Requirements Web pages.

  Additional Information
  Once you have completed the application to your satisfaction, you should submit your application by clicking the ‘Review’ button. Please note that you may submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system. The application should be submitted (and the application fee satisfied) by the appropriate deadline.

  Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu / 765-494-2600.

- Personal Background: Complete all required fields and click “Continue.”
- Emergency Contact: Complete all required fields and click “Continue.”
- Residency: Complete all required fields and click “Continue.”
- Campus and Program: Complete the questions regarding your Purdue University status. Then, select Purdue West Lafayette (PWL) from the dropdown menu. Select “Curriculum and Instruction” as your proposed graduate major:

  First Choice Campus and Program

  Select a Campus
  Purdue West Lafayette (PWL) ▼

  Select your Proposed graduate Major
  Curriculum and Instruction ▼

  After selecting “Curriculum and Instruction” as your proposed graduate major, 2 new tabs will appear on the left, titled First Choice Program Details and Educational Studies/Curriculum & Instruction Questionnaire.

- First Choice Program Details: Select “Transition to Teaching” as your Area of Interest, “Teacher License” as your Degree Objective, and “Residential” as your primary Course Delivery method along with “Entry Term and Year”. 

  First Choice
  Campus
  Purdue West Lafayette (PWL) ▼

  Proposed Graduate Major
  Curriculum and Instruction ▼

  Please select a Degree Objective
  Teacher License ▼

  Please select your primary Course Delivery method:
  - Residential – less than 20% online
  - Hybrid – 20%-80% online
  - Distance (online or offcampus location) – greater than 80% online
  Residential ▼

  Please select your Entry Term and Year (Based on your Program selection)
  Before making a selection, please check the application deadline or priority date for the program you are applying to by visiting https://www.purdue.edu/gradschool/prospective/gradrequirements
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Educational Studies/Curriculum & Instruction Questionnaire: Complete the section, including content areas for which you will seek licensure as part of the program.

| Agriculture                              | English Learners | Language Arts (English Education) |
| Building Level Administrator (P-12)      | Exceptional Needs (Special Education) | Life Sciences (Biology Education) |
| Career Technical Education              | Family and Consumer Sciences | Mathematics |
| Chemistry                                | Fine Arts        | Mild Intervention |
| Communication Disorders                  | Generalist Early and Middle Childhood (Elementary) | Physics |
| Director of Career/Technical             | Generalist Early Childhood | Psychology |
| Director of Exceptional Needs            | Government and Citizenship | Social Studies |
| District Administrator (P-12)            | Health/Physical Education | Sociology |
| Earth/Space Sciences                     | High Ability      | Superintendent |
| Economics                                | Historical Perspectives | Visual Arts |
| Educational Technology (Computer Education) | Intense Intervention |
| Engineering and Technology               |                    |                           |

Education Background: In this section, you will add information regarding previous institutions and upload your proof of degree. Transcripts and other academic documents must be official copies that are sent from the institution.

Transcripts and other academic documents must include your name and the institution name. If personal identifying information such as a student identification number or social security number appears on the document, please REMOVE THIS INFORMATION from your electronic version of your document, or mark out the information in black ink before scanning your document.

Additional Information: Complete fields that pertain to you and click “Continue.”
Employment: Complete and click “Continue.”
Acknowledgements: Complete required fields, including acknowledgement checkbox, and click “Continue.”
Statement of Purpose: upload your statement of purpose and click “Continue.”
Test Scores: ignore and click “continue”
Resume: ignore and click “continue”
Recommendations: Add the names of your recommenders. Click “Continue.”
Acknowledgements: complete the fields and click “Continue”
Signature: Type your full legal name and click “Continue.”
Review: Address any detected errors and click “Submit Application” when ready. Remember: Changes can no longer be made after you click “Submit Application.”

Returning to your application after logging out
Visit the application site: https://gradapply.purdue.edu/apply/
Select “Log in” under “Returning users” and input the password you created for the application system:

Application Management
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You will be emailed a temporary PIN to log into the Graduate School Application. (Be sure to check your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password/ logins.

Technical Questions? Visit our Technical Help Page or contact gradinfo@purdue.edu.

Returning users: Log in to continue an application. First-time users: Create an account to start a new application.
Click your application to open it:

Your Applications

<table>
<thead>
<tr>
<th>Type</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021 Graduate Application</td>
<td>In Progress</td>
<td>09/11/2020</td>
<td></td>
</tr>
</tbody>
</table>

Transcript Evaluation and Credential Review

Requesting a transcript evaluation and credential review before you begin a licensure program may prevent the unnecessary repetition of coursework. The review will provide a list of courses required for licensure in a particular subject area.

→ Submit your request [here](#), and you will receive a link to the appropriate form.

**Note:** If your degree and coursework were completed outside of the United States, you will need to provide an official evaluation of Foreign Studies from a member of the National Association of Credential Evaluation Services. For a list of members, go to [www.naces.org/members.html](http://www.naces.org/members.html).

Please send the original report to the Office of Teacher Education & Licensure in Beering Hall (BRNG 3229): 100 N. University St., West Lafayette, IN 47907

Next Steps

→ After your application has been submitted, submit the required supporting material:
  - 3 letters of recommendation
  - Transcript Evaluation and Credential Review
  - Official transcripts
  - Resume
  - Statement of Purpose
  - If an international student: English Proficiency scores. Click [here](#) for more information.

→ If you are offered admissions, you will receive information regarding your next steps.

→ Follow the instructions for obtaining your PUID and setting up your Career Account.

→ All students are required to activate their Career Accounts and use their @purdue.edu email account. This is how Purdue University will communicate with you.

→ You will need to [accept your admission offer](#) in order to be registered for courses.

→ Your myPurdue account provides access to options for paying your tuition, requesting transcripts, and receiving important Purdue email notifications.