

# Applying for Admission



Saint Paul Urban Teacher Residency - SUTR

## Before You Begin:

Please review this power point BEFORE beginning your application. This will ensure you select the correct program preventing delays in your application being processed.

Have on-hand the information needed to complete the online application.

Missing any of these steps may result in delays to your application completion and review.

You will be asked to provide:

- Information on all colleges or universities you have attended. This includes any transfer credits.
- Current Employment information (if applicable)
- Resume
- A Personal Statement responding to the prompt provided (the prompt appears later in this power point, on page 14).

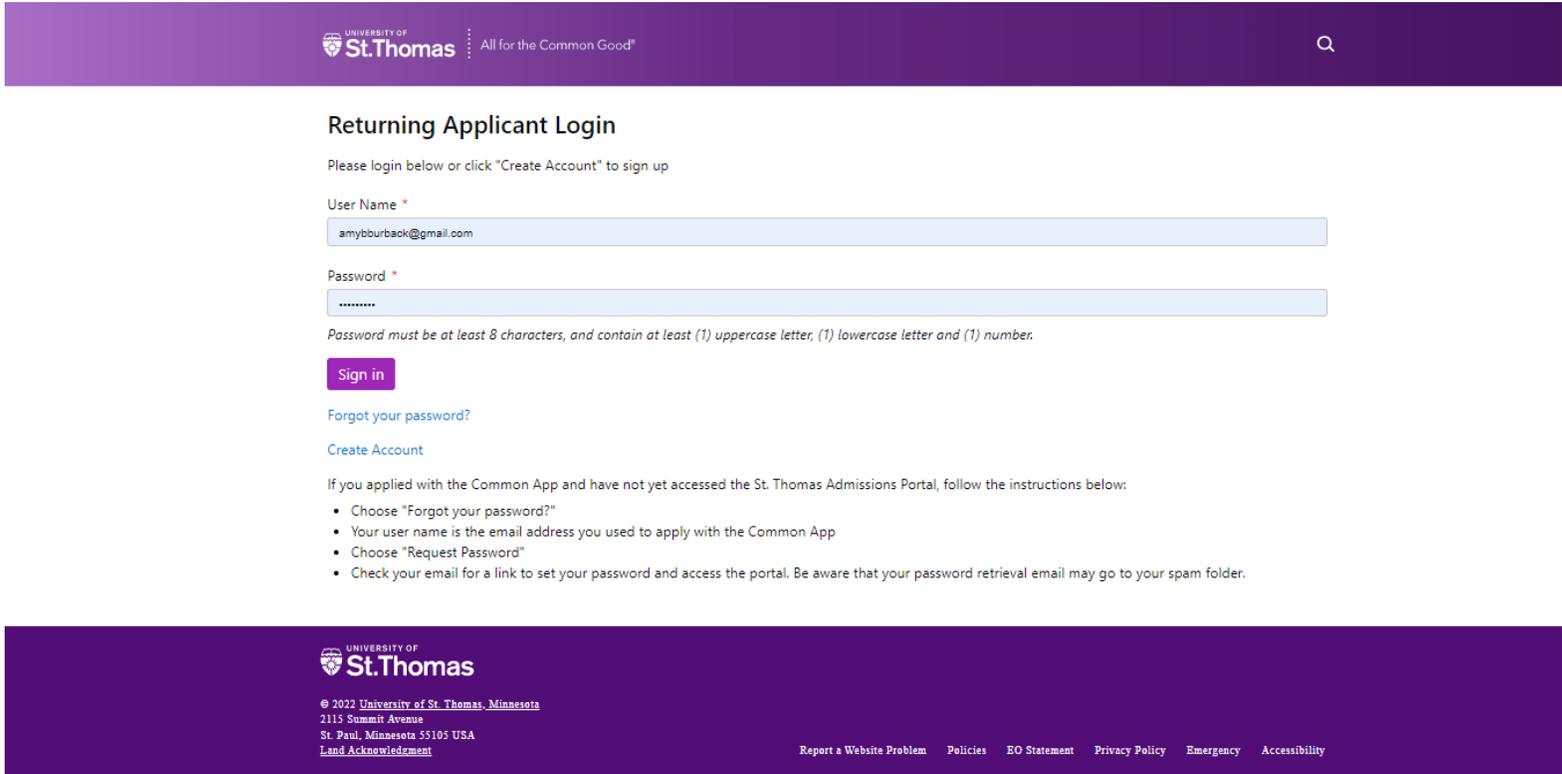
**Reminder:** The Saint Paul Urban Teacher Residency program is a partnership between the University of St. Thomas and Saint Paul Public Schools. You must also apply with Saint Paul Public Schools and be selected as a finalist prior to admission.



# Starting Your Application – Returning Applicants:

Go to the [application portal](#)

- If you have submitted a **Graduate**-level application at the University of St. Thomas since June 2016, please sign into you account in the box on the right with your username and password.
- Click Login



The screenshot shows the 'Returning Applicant Login' page. At the top, there is a purple header with the University of St. Thomas logo and the motto 'All for the Common Good'. Below the header, the page title is 'Returning Applicant Login'. A sub-header reads 'Please login below or click "Create Account" to sign up'. There are two input fields: 'User Name \*' with the email 'amybourback@gmail.com' and 'Password \*' with masked characters. Below the password field is a note: 'Password must be at least 8 characters, and contain at least (1) uppercase letter, (1) lowercase letter and (1) number.' There is a purple 'Sign in' button, a blue link for 'Forgot your password?', and another blue link for 'Create Account'. Below these links, there is a section titled 'If you applied with the Common App and have not yet accessed the St. Thomas Admissions Portal, follow the instructions below:' followed by a bulleted list: 'Choose "Forgot your password?"', 'Your user name is the email address you used to apply with the Common App', 'Choose "Request Password"', and 'Check your email for a link to set your password and access the portal. Be aware that your password retrieval email may go to your spam folder.' At the bottom, there is a purple footer with the University of St. Thomas logo, copyright information for 2022, address (2115 Summit Avenue, St. Paul, Minnesota 55105 USA), and a link to 'Land Acknowledgement'. On the right side of the footer, there are links for 'Report a Website Problem', 'Policies', 'EO Statement', 'Privacy Policy', 'Emergency', and 'Accessibility'.

## Starting Your Application – Returning Applicants:

Once you have logged into your account, you will see any active applications in your account. At the bottom of the page is the option to Start a New Application.

It is critical you select “Graduate School of Education” in the drop down, then click Start New App.



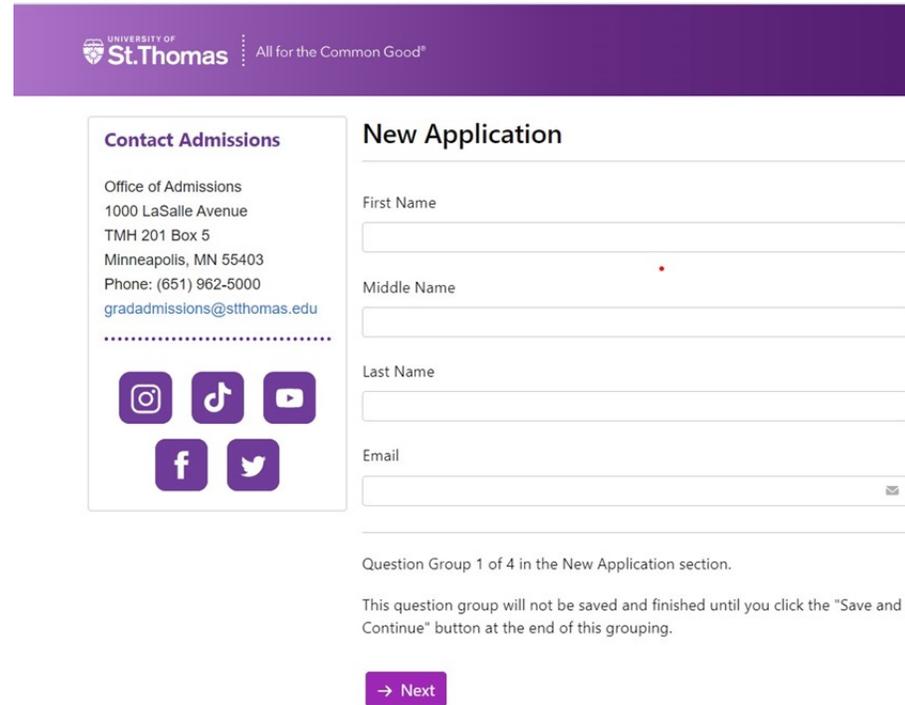
The screenshot shows the application portal interface. At the top, the University of St. Thomas logo and tagline "All for the Common Good" are visible. The main content area is divided into several sections:

- Contact Admissions:** Provides contact information for the Office of Admissions, including address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number (651) 962-5000, and email gradadmissions@stthomas.edu. It also includes social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.
- Application(s):** A central section with a message "Please begin your application to view specific requirements." It lists three active applications:
  - Initial Licensure and MA: Autism Spectrum Disorders Spring 2023:** Includes links for My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.
  - Work and Learn: Special Education Spring 2023:** Includes links for My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.
  - Education Spring 2023:** Includes links for My Profile, Education History, Resume, Scholarships, Employment History, and Digital Consent and Submit. Some of these links are marked as "Finished".
- Account:** Greeting the user as "Hi, Captain" and stating they are currently logged in. It features a "Log out" button.
- Info Sessions!** A section with a "View Events" button.
- Start a New Application:** A section at the bottom with a message "To begin a new application for a different program or start term, use the options below." It contains a dropdown menu currently set to "Graduate School of Education" and a "Start New App" button.

## Starting Your Application – First time Applicant:

Go to the [application portal](#)

- If you are a new graduate applicant begin with the first page of your New Application
- Click “Next”



The screenshot shows the 'New Application' page of the University of St. Thomas application portal. At the top, there is a purple header with the university logo and the motto 'All for the Common Good'. Below the header, the page is divided into two main sections. On the left, under 'Contact Admissions', there is contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number (651) 962-5000, and email address (gradadmissions@stthomas.edu). Below this information are social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter. On the right, under 'New Application', there are four input fields for 'First Name', 'Middle Name', 'Last Name', and 'Email'. The 'Middle Name' field has a red asterisk, indicating it is a required field. Below the input fields, there is a message: 'Question Group 1 of 4 in the New Application section. This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.' At the bottom right of the form, there is a purple button labeled '→ Next'.

# Starting Your Application – All Applicants:

## Answer the Required Questions:

- Citizen Type
- Appropriate Department
  - **\*Select District Partnerships\***
    - This is critical, residency only appears if you make this selection
- Choose a Partnership
  - Select Teacher Residency
- Choose your Residency
  - Saint Paul Teacher Residency
- Click “Next”


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**Contact Admissions**

Office of Admissions  
1000 LaSalle Avenue  
TMH 201 Box 5  
Minneapolis, MN 55403  
Phone: (651) 962-5000  
[gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu)

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### New Application

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Please select the type of citizenship you currently hold: \*

--None--

Please select the appropriate department. \*

District Partnerships

Choose a Partnership \*

Teacher Residency

Choose your residency: \*

--None--

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Question Group 2 of 4 in the New Application section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

← Back
→ Next



# Starting Your Application – All Applicants:

Answer the Required Questions:

- What Term are you Applying for?
  - Select Summer 2023
  
- What Program are you applying to?
  - You have two options and must select one:
    - Teacher Residency: Elementary Education OR
    - Teacher Residency: Special Education
  
- If necessary, your program can be updated later.
  
- Returning Applicants will have the option to “Save and Continue” here.
  
- New Applicants click Next.


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 1000 LaSalle Avenue  
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 Minneapolis, MN 55403  
 Phone: (651) 962-5000  
[gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu)

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### New Application

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What term are you applying for? \*

Summer 2023 (Start Date: May 23, 2023)

What program are you applying to? \*

Teacher Residency: Elementary Education

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Question Group 3 of 4 in the New Application section.

This question group will not be saved and finished until you click the “Save and Continue” button at the end of this grouping.

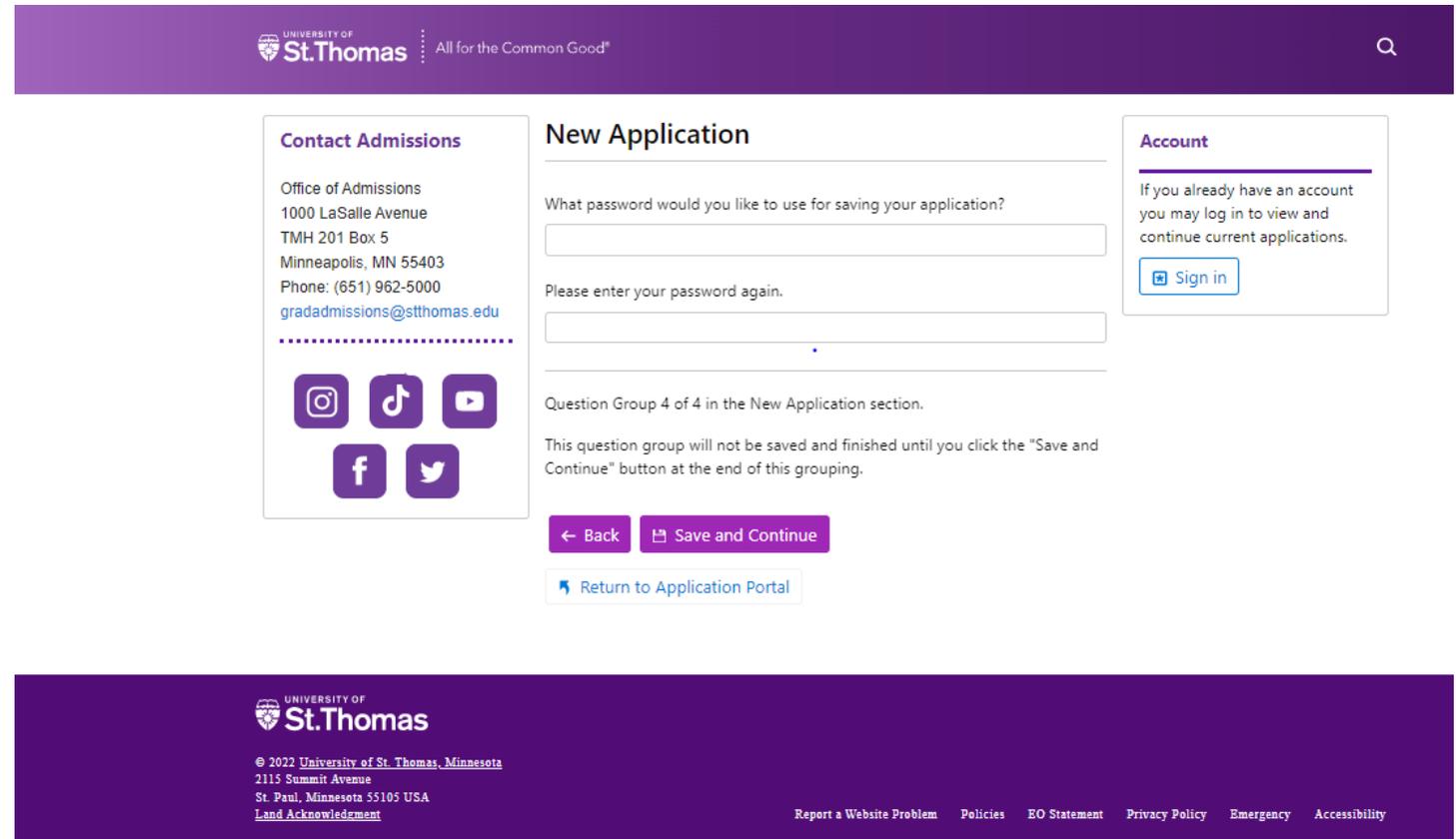
← Back
→ Next

Return to Application Portal



# Starting Your Application – First time Applicant:

- First Time Applicants will be required to create a password.
- Click “Save and Continue”



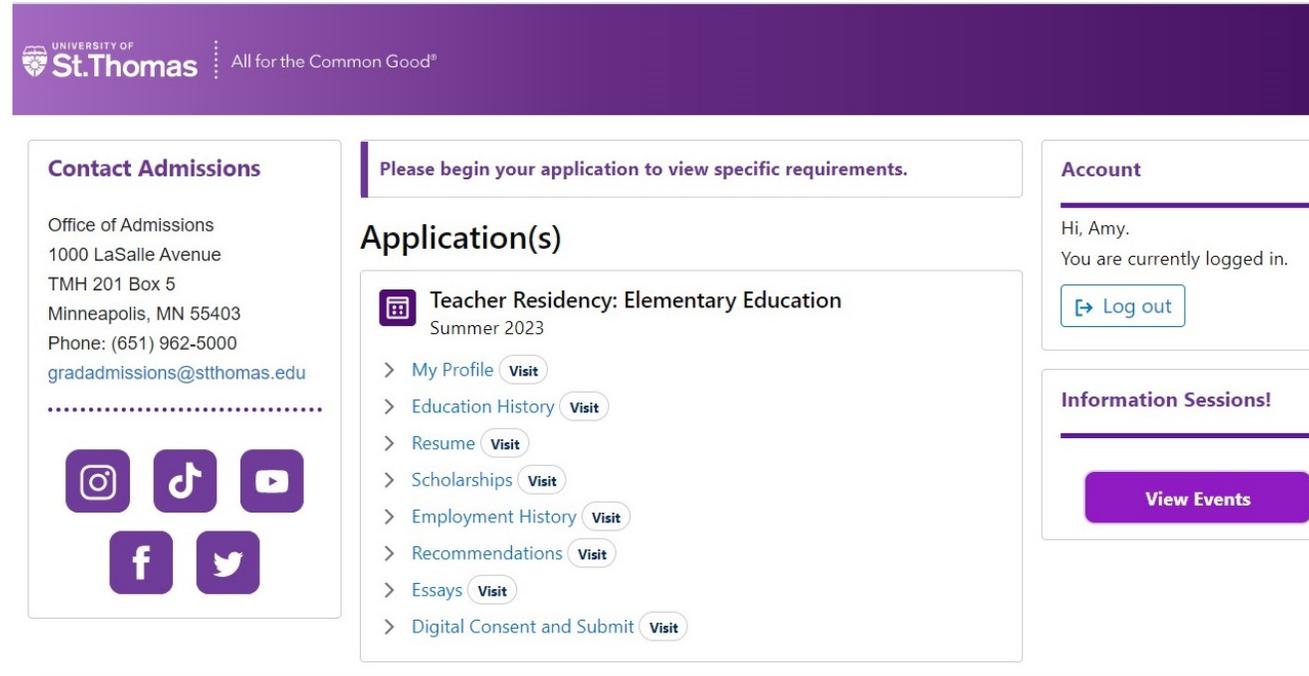
The screenshot shows the application portal interface. At the top is a purple header with the University of St. Thomas logo and the motto "All for the Common Good". A search icon is in the top right. The main content area is divided into three columns:

- Contact Admissions:** Provides contact information for the Office of Admissions (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403) and a phone number (651) 962-5000. It includes an email address [gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu) and social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.
- New Application:** Contains a form for creating a password. The first field is labeled "What password would you like to use for saving your application?". The second field is labeled "Please enter your password again." Below the form, a message states: "Question Group 4 of 4 in the New Application section. This question group will not be saved and finished until you click the 'Save and Continue' button at the end of this grouping." At the bottom of this section are two buttons: a purple "← Back" button and a purple "Save and Continue" button. Below these is a white button with a blue arrow icon and the text "Return to Application Portal".
- Account:** A box with the heading "Account" and the text: "If you already have an account you may log in to view and continue current applications." Below this text is a blue "Sign in" button.

The footer is a purple bar containing the University of St. Thomas logo, copyright information for 2022, the address (2115 Summit Avenue, St. Paul, Minnesota 55105 USA), a link to "Land Acknowledgment", and a row of links: "Report a Website Problem", "Policies", "EO Statement", "Privacy Policy", "Emergency", and "Accessibility".

# Application Checklist– All Applicants:

- All applicants will see their Residency Application Check list displayed.
- Work through Each Checklist item. When the requirements of a checklist item have been satisfied, oval “visit”, will flip to “finished”.
- Each time you log back in, you will see the status of your checklist items.



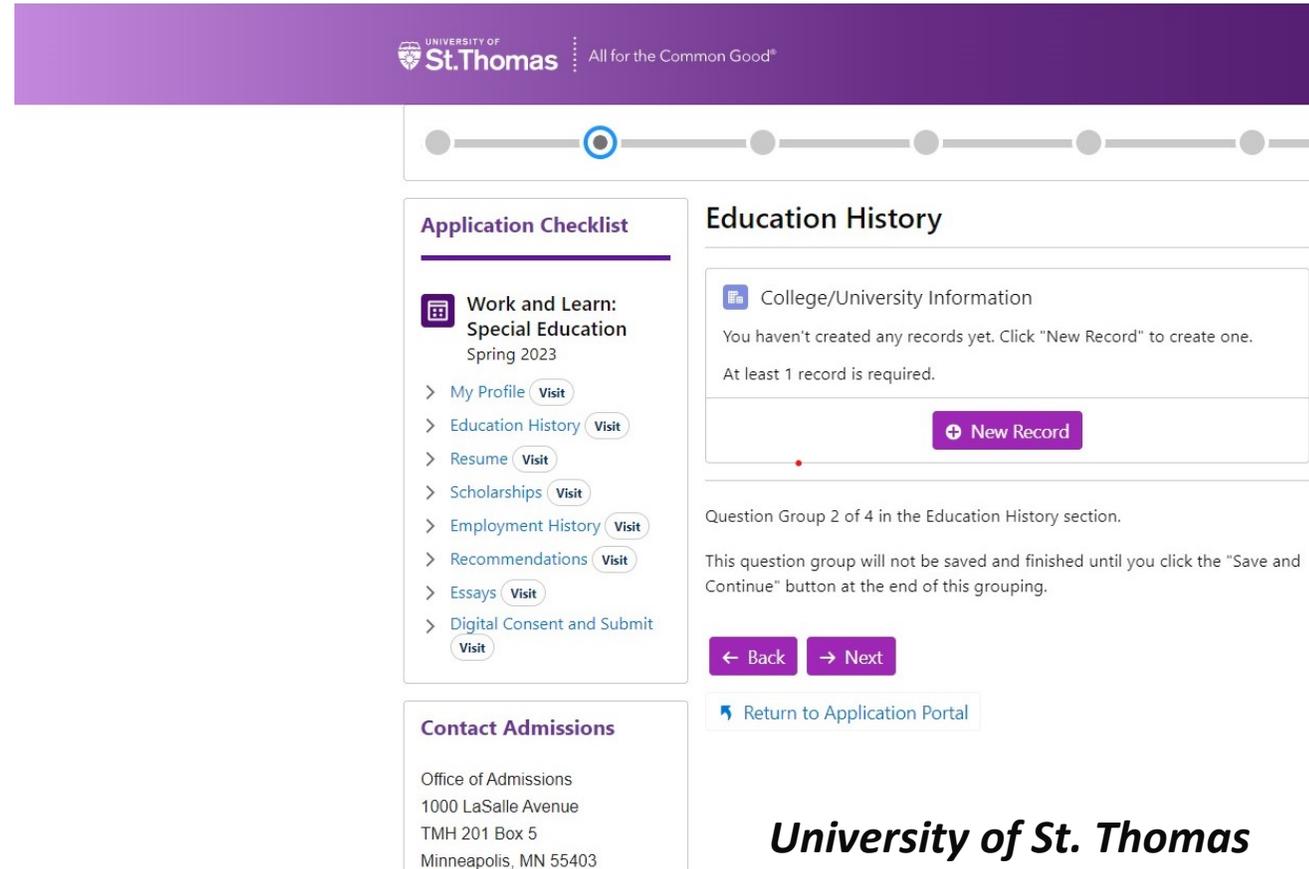
The screenshot shows the application portal interface for the University of St. Thomas. At the top, there is a purple header with the university logo and the motto "All for the Common Good". Below the header, the page is divided into several sections:

- Contact Admissions:** Provides contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number (651) 962-5000, and email address (gradadmissions@stthomas.edu). It also features social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.
- Application(s):** Displays a list of applications. The first application is "Teacher Residency: Elementary Education" for Summer 2023. Below the application name, there is a list of checklist items, each with a "Visit" button: My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.
- Account:** Shows the user's name (Hi, Amy.) and a message indicating they are currently logged in. There is a "Log out" button.
- Information Sessions!** A section with a "View Events" button.

At the bottom of the page, there is a decorative wavy line.

# Education History

- The first page of Education History outlines what records are required for admission. Please read through it carefully
- Enter the information for each institution of higher education you have attended
- Repeat the process for all previous colleges/universities you have attended.
- We must receive an official transcript from each institution.
- Once you have completed this section, click “Save and Continue”.



The screenshot shows the application portal interface. At the top, there is a purple header with the University of St. Thomas logo and the motto "All for the Common Good". Below the header is a progress bar with six steps, the second of which is highlighted in blue. The main content area is divided into three sections: "Application Checklist", "Education History", and "Contact Admissions".

**Application Checklist**

- Work and Learn: Special Education Spring 2023
- My Profile [Visit](#)
- Education History [Visit](#)
- Resume [Visit](#)
- Scholarships [Visit](#)
- Employment History [Visit](#)
- Recommendations [Visit](#)
- Essays [Visit](#)
- Digital Consent and Submit [Visit](#)

**Education History**

College/University Information

You haven't created any records yet. Click "New Record" to create one.

At least 1 record is required.

[+ New Record](#)

Question Group 2 of 4 in the Education History section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Back](#) [→ Next](#)

[Return to Application Portal](#)

**Contact Admissions**

Office of Admissions  
1000 LaSalle Avenue  
TMH 201 Box 5  
Minneapolis, MN 55403

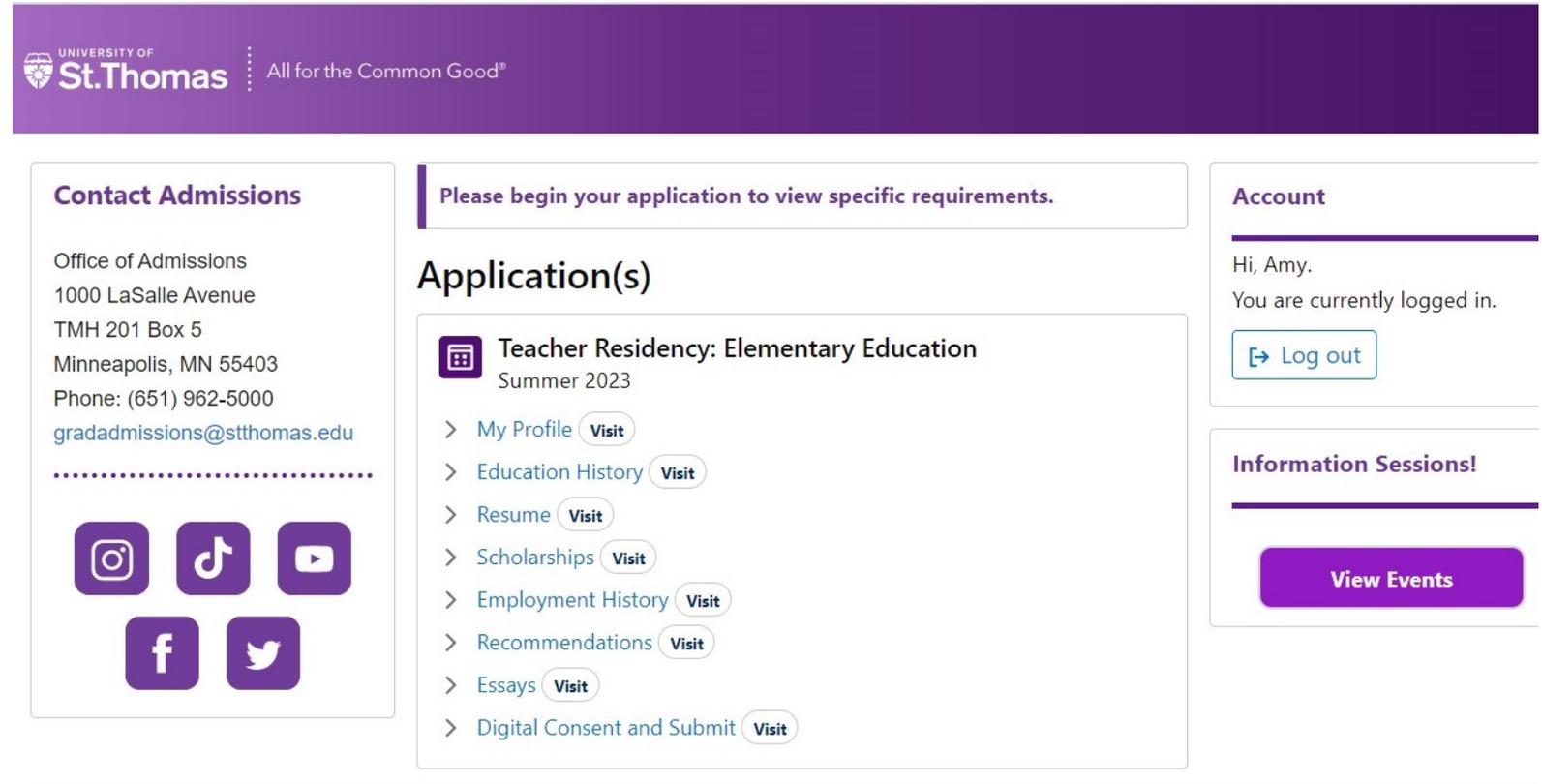
Transcripts are set to:

**University of St. Thomas  
Graduate Records – Admissions  
1000 LaSalle Ave, Box 5  
Minneapolis, MN 55403-2005**

***gradadmissions@stthomas.edu***

# Resume and Scholarships

- You will be asked to upload a current resume
  - After it is uploaded, click “Save and Continue”.
- The Scholarship page offers links to how to begin the Financial Aid process.
  - Once you have reviewed the information, click “Save and Continue”.



The screenshot shows the application portal for the University of St. Thomas. At the top, the university logo and the motto "All for the Common Good" are displayed. The main content area is divided into three columns. The left column, titled "Contact Admissions", provides contact information for the Office of Admissions, including the address (1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403), phone number ((651) 962-5000), and email (gradadmissions@stthomas.edu). Below this is a row of social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter. The middle column, titled "Application(s)", features a header "Please begin your application to view specific requirements." and a list of application options for "Teacher Residency: Elementary Education Summer 2023". Each option includes a "Visit" button. The right column, titled "Account", shows a user named Amy is logged in and includes a "Log out" button. Below the account section is an "Information Sessions!" section with a "View Events" button.

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**Contact Admissions**

Office of Admissions  
1000 LaSalle Avenue  
TMH 201 Box 5  
Minneapolis, MN 55403  
Phone: (651) 962-5000  
[gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu)

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**Please begin your application to view specific requirements.**

**Application(s)**

 **Teacher Residency: Elementary Education**  
Summer 2023

- > My Profile **Visit**
- > Education History **Visit**
- > Resume **Visit**
- > Scholarships **Visit**
- > Employment History **Visit**
- > Recommendations **Visit**
- > Essays **Visit**
- > Digital Consent and Submit **Visit**

**Account**

Hi, Amy.  
You are currently logged in.

[Log out](#)

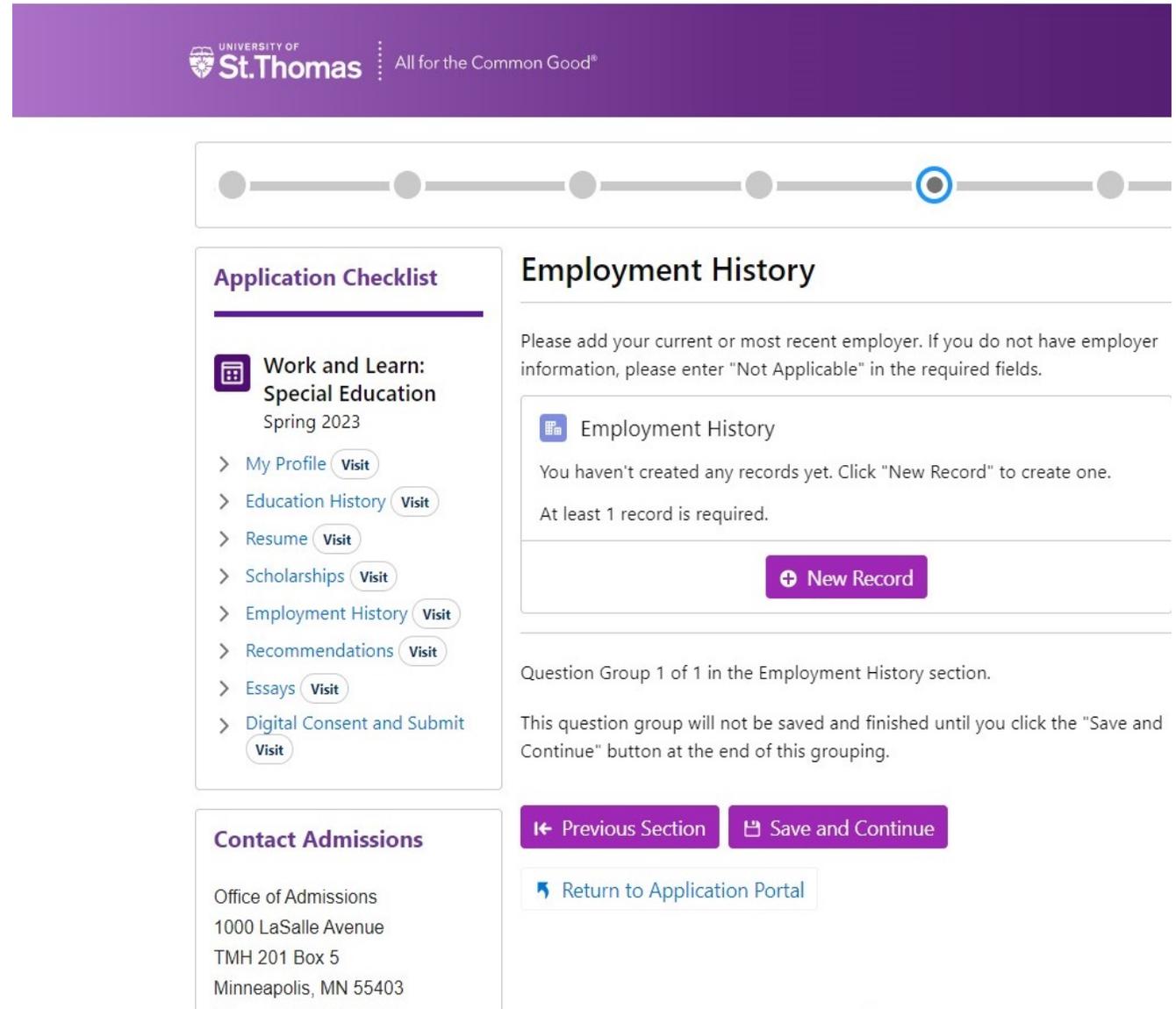
**Information Sessions!**

[View Events](#)



# Employment History

- Enter your current or most recent employment information. You will also be uploading a current resume.
- If you do not have employment information, Enter N/A (not applicable) for the fields in this section.
- When finished, click “Save and Continue”



The screenshot shows the application portal interface. At the top is a purple header with the University of St. Thomas logo and the motto "All for the Common Good". Below the header is a progress bar with six steps, the fifth of which is highlighted in blue. The main content area is divided into three sections: "Application Checklist", "Employment History", and "Contact Admissions".

**Application Checklist**

- Work and Learn: Special Education Spring 2023
  - > My Profile [Visit](#)
  - > Education History [Visit](#)
  - > Resume [Visit](#)
  - > Scholarships [Visit](#)
  - > Employment History [Visit](#)
  - > Recommendations [Visit](#)
  - > Essays [Visit](#)
  - > Digital Consent and Submit [Visit](#)

**Employment History**

Please add your current or most recent employer. If you do not have employer information, please enter "Not Applicable" in the required fields.

**Employment History**

You haven't created any records yet. Click "New Record" to create one.

At least 1 record is required.

[+ New Record](#)

Question Group 1 of 1 in the Employment History section.

This question group will not be saved and finished until you click the "Save and Continue" button at the end of this grouping.

[← Previous Section](#) [Save and Continue](#)

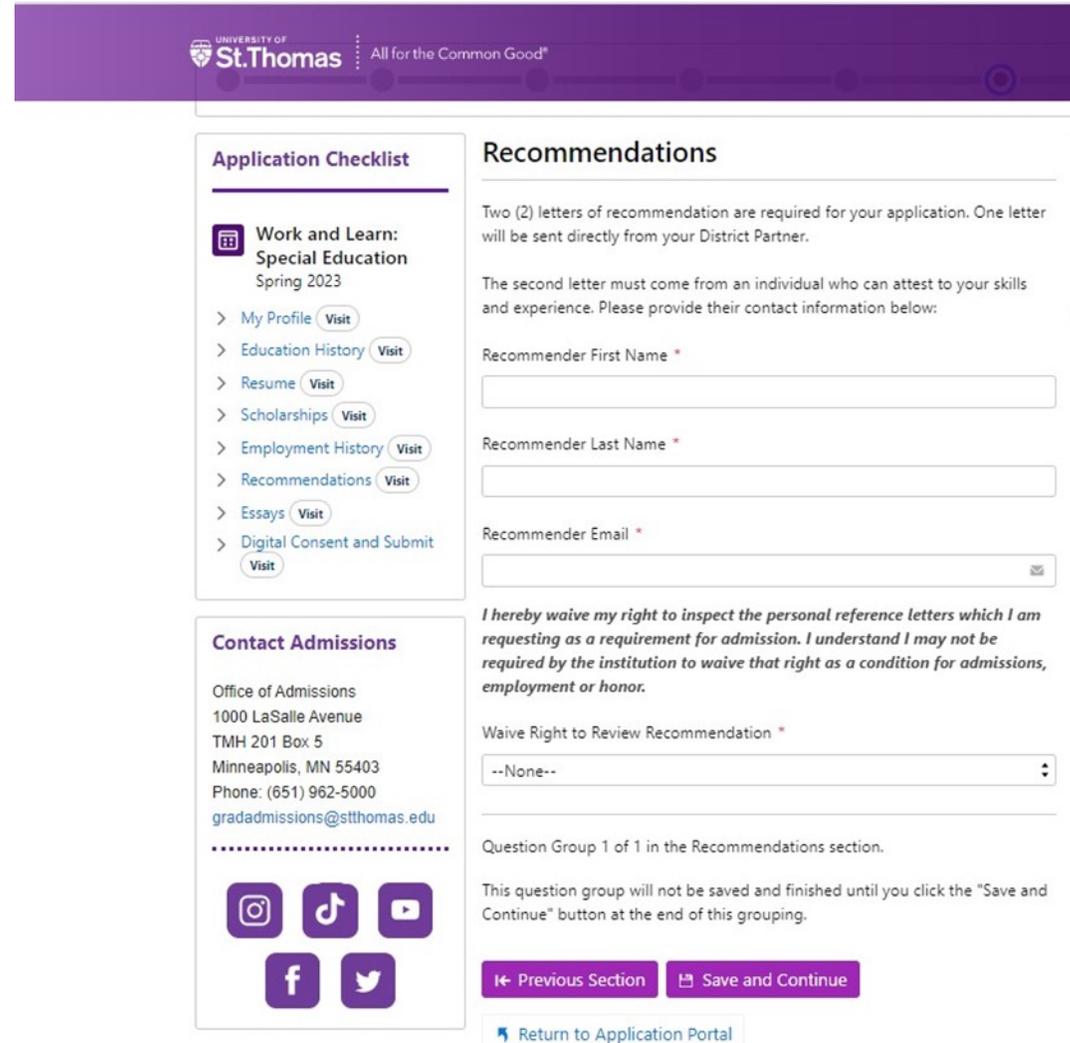
[Return to Application Portal](#)

**Contact Admissions**

Office of Admissions  
1000 LaSalle Avenue  
TMH 201 Box 5  
Minneapolis, MN 55403

# Recommendations

- Have the name and e-mail of one professional or academic recommendation available in order to complete this section.
- When finished, click “Save and Continue”



The screenshot shows the 'Recommendations' section of the University of St. Thomas application portal. At the top, there is a purple header with the university logo and the motto 'All for the Common Good'. Below the header, the page is divided into three main sections: 'Application Checklist', 'Recommendations', and 'Contact Admissions'.

**Application Checklist:** This section lists various application components with 'Visit' buttons next to them: My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.

**Recommendations:** This section contains instructions and form fields. It states that two letters of recommendation are required, one from a District Partner and one from an individual who can attest to the applicant's skills and experience. The form includes fields for 'Recommender First Name', 'Recommender Last Name', and 'Recommender Email'. Below these fields is a waiver statement: 'I hereby waive my right to inspect the personal reference letters which I am requesting as a requirement for admission. I understand I may not be required by the institution to waive that right as a condition for admissions, employment or honor.' There is a dropdown menu for 'Waive Right to Review Recommendation' currently set to '--None--'. A message indicates 'Question Group 1 of 1 in the Recommendations section.' and notes that the group will not be saved until the 'Save and Continue' button is clicked.

**Contact Admissions:** This section provides contact information for the Office of Admissions: 1000 LaSalle Avenue, TMH 201 Box 5, Minneapolis, MN 55403, Phone: (651) 962-5000, and gradadmissions@stthomas.edu. It also features social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.

At the bottom of the form, there are three buttons: 'Previous Section', 'Save and Continue', and 'Return to Application Portal'.

## Essay

*Also referred to as: Personal Statement, Statement of Purpose, Writing Sample*

Upload your **Personal Statement** discussing what the **University of St. Thomas School of Education's mission statement** means to you and your career aspirations. The length of this statement should be 1-2 pages.

The **Mission of the University of St. Thomas School of Education** is to educate practitioners to be morally responsible leaders who:

Think Critically,

Act Wisely and

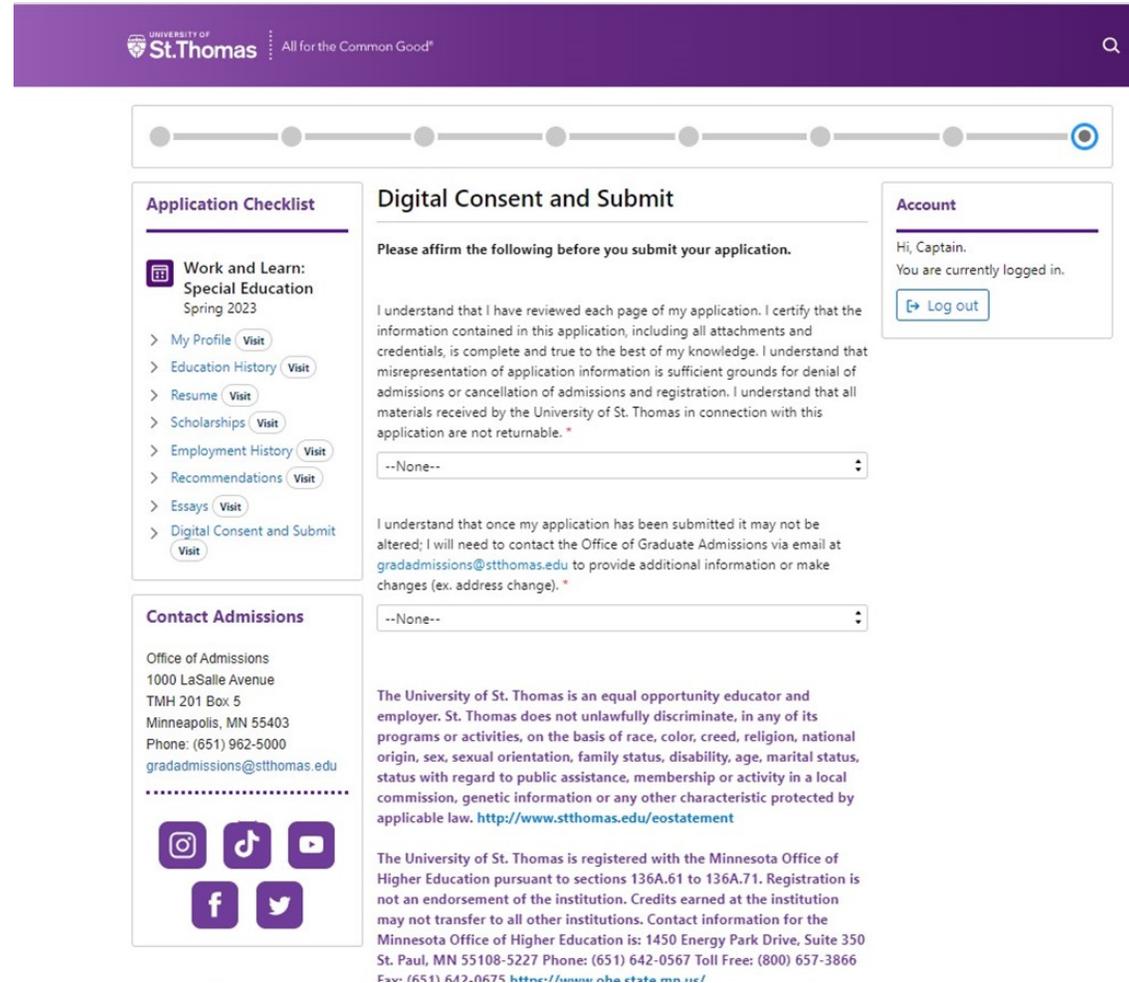
Work Skillfully to advance the common good

When finished, mark as complete, and "Save and Continue"



# Submit

- Affirm the two statements on this page by reading them and checking the box next to each one.
- Sign your digital signature by entering your name in the “Student Signature” field.
- Click either “save and Continue” or “Submit” – whichever is visible to you.



The screenshot shows the application portal interface. At the top is a purple navigation bar with the University of St. Thomas logo and the motto "All for the Common Good". Below the navigation bar is a progress indicator with seven steps, the last of which is highlighted in blue. The main content area is divided into three columns:

- Application Checklist:** A list of application components with "Visit" buttons. The "Digital Consent and Submit" item is highlighted with a red circle. The items are: Work and Learn: Special Education Spring 2023, My Profile, Education History, Resume, Scholarships, Employment History, Recommendations, Essays, and Digital Consent and Submit.
- Digital Consent and Submit:** A section titled "Please affirm the following before you submit your application." It contains two paragraphs of text and two dropdown menus, both currently set to "--None--". The first paragraph states: "I understand that I have reviewed each page of my application. I certify that the information contained in this application, including all attachments and credentials, is complete and true to the best of my knowledge. I understand that misrepresentation of application information is sufficient grounds for denial of admissions or cancellation of admissions and registration. I understand that all materials received by the University of St. Thomas in connection with this application are not returnable." The second paragraph states: "I understand that once my application has been submitted it may not be altered; I will need to contact the Office of Graduate Admissions via email at [gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu) to provide additional information or make changes (ex. address change)."
- Account:** A section titled "Account" with a "Log out" button. It displays the text: "Hi, Captain. You are currently logged in."

At the bottom of the page, there is a "Contact Admissions" section with the following information:

Office of Admissions  
1000 LaSalle Avenue  
TMH 201 Box 5  
Minneapolis, MN 55403  
Phone: (651) 962-5000  
[gradadmissions@stthomas.edu](mailto:gradadmissions@stthomas.edu)

Below this information are social media icons for Instagram, TikTok, YouTube, Facebook, and Twitter.

At the very bottom of the page, there is a disclaimer: "The University of St. Thomas is an equal opportunity educator and employer. St. Thomas does not unlawfully discriminate, in any of its programs or activities, on the basis of race, color, creed, religion, national origin, sex, sexual orientation, family status, disability, age, marital status, status with regard to public assistance, membership or activity in a local commission, genetic information or any other characteristic protected by applicable law. <http://www.stthomas.edu/eostatement>"

Another disclaimer: "The University of St. Thomas is registered with the Minnesota Office of Higher Education pursuant to sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions. Contact information for the Minnesota Office of Higher Education is: 1450 Energy Park Drive, Suite 350 St. Paul, MN 55108-5227 Phone: (651) 642-0567 Toll Free: (800) 657-3866 Fax: (651) 642-0675 <https://www.che.state.mn.us/>"

## Your Application File

After you have submitted your online application, your application may remain incomplete.

For your application file to be complete, we must have received:

- Official Transcripts from all previous post-secondary institutions you have attended, even if you transferred the credits to another institution.
- Personal Statement responding to the prompt provided (see page 11 of this presentation to review the prompt)
- Communication from your District or School that you are a finalist for the Teacher Residency Program

You can view what items you are still missing at any time by logging back into your applicant portal.

Please be sure that you have requested transcripts be sent to St. Thomas and to follow up with your recommenders.



## Application Review & Decision

Once your application file is complete, it will be sent to our admissions committee to be reviewed.

*It is possible that the admissions committee will determine additional materials are needed for your application. You will be notified via email if this occurs.*

Review times can will vary.

Once an admissions decision has been made, you will be notified via email from [soed-admissions@stthomas.edu](mailto:soed-admissions@stthomas.edu).

If admitted, you will receive instructions on your next steps to enroll via e-mail.

