

Updating Your Teacher Education Application:

Go to murraystate.edu/teachereducation

Scroll to **Application for Admission to Teacher Education** (close to the bottom of the page)

Click **Teacher Education Application**

Teacher Education Application

Applications should be started while attending an Admission to Teacher Education Orientation. You should not start an application on your own.

Click the 2nd link to log back into your existing application

- [Start an application for the first time.](#)
- [Return to an already started application to update information or to submit your application.](#) Once logged in, select your Teacher Education Application from the list under **My Applications**.

If you do not remember your password or get locked out, please contact Susan in TES at 270.809.2118

Click on your Teacher Education Application listed under **My Applications**.

If you are not sure which is your Teacher Education Application, scroll to the bottom of the page and look under **Area of Interest**.

My Applications

[Create a New Application](#)

APPLICATION	STATUS	ACTION
> Fall 2019 - Elementary Education, Bachelor of Science	Action Required	Edit
> Spring 2020 - Economics/Social Studies Certification, Bachelor of Science	Action Required	Edit

Under **Admit Type**, look for **Teacher Education Program Applicant**. Then look at the **Entry Term** and **Academic Program** listed to the left of **Teacher Education Program Applicant**. Now scroll back up to the applications listed under **My Applications**, and choose the application matching that.

(It is possible that the Entry Term and/or Academic Program are no longer accurate for what you are seeking. It's ok- this data was created when you first started your application and cannot be changed. Once in your application, make sure your Anticipated Student Teaching Semester and Academic Program are correct.)

Area of Interest

Entry Term	Academic Level	Academic Program	Admit Type	Location
Fall 2019	Undergraduate	Elementary Education, Bachelor of Science	Teacher Education Program Applicant	Murray State - Main Campus
Spring 2020	Undergraduate	Economics/Social Studies Certification, Bachelor of Science	Student Teaching Applicant	Murray State - Main Campus

When the application opens, make sure it shows **Admission to Teacher Ed.**

[Admission to Teacher Ed.](#)

Complete your application and if you have met all of the requirements, click

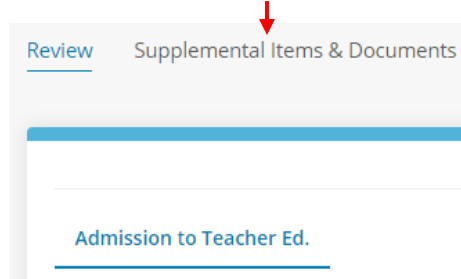
[Submit Application](#)

The supplemental items will be uploaded by Teacher Education Services while reviewing your **SUBMITTED** application. The items will show as 'Not Received' until you have submitted your application and TES has begun the review process.

You are not admitted to Teacher Education until you receive official notification via email from Carol Allen in Teacher Education.

Submitted applications usually take 24-48 hours to process. If you have not heard from TES after 2 business days, log back into your account and click on your Teacher Education Application (refer to previous page for help choosing which application).

Once your Teacher Education application loads, click **Supplemental Items & Documents**



The **Supplemental Items & Documents** page will show what items have been received by TES. If the **Submission Status** shows **Not Received**, check the text under the item name, as it will show you what requirement is missing.

Examples of missing requirements may include:

ITEM	SUBMISSION STATUS	ATTACHMENTS
* Admission to Teacher Education Orientation You must attend an admission to Teacher Education Orientation. Your attendance will be verified by the Teacher Education Services Staff. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* CASE Math Test (5732) Scores (or GRE Quantitative) Missing passing CASE Math score.	Not Received	
* CASE Reading Test (5712) Scores (or GRE Verbal) CASE 156 GRE 150 Must use MSU Code R1494. Use ESPB Code R 7283 if test is taken outside KY. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* CASE Writing Test (5722) Scores (or GRE Analytical Writing) CASE 162 GRE 4.0 Must use MSU Code R1494. Use ESPB Code R 7283 if test is taken outside KY. This item will be uploaded and marked as 'Received' by TES when reviewing your submitted application.	Received	
* Declaration of Eligibility (TES) Dr. Walker needs signed letter of explanation.	Not Received	<input type="button" value="Choose File"/> No file chosen
* Interview with Academic Advisor Advisor interview has not been submitted.	Not Received	

If you think there is a discrepancy with an item, please contact TES at msu.teachereducationservices@murraystate.edu