

TMATE Application Checklist

The TMATE application process has numerous steps. To keep track of what you must do, please start a TMATE file and keep this checklist at the front. **Due dates for all materials are listed on the [TMATE Calendar](#).**

- ✓ **ITEM**
- ___ Schedule attendance at an optional TMATE Information Meeting
- ___ Submit completed TMATE application form to appropriate TMATE Office
- AND
- ___ Completed Graduate School Application form with TMATE application
- WITH
- ___ \$50 non-refundable filing fee made payable to Tarleton State University – the check will cover both the TMATE and Graduate Application Filing Fee
- ___ GRE test scores or proof of test registration
- ___ Official transcript from each college or university you have attended, excluding Tarleton. Transcripts may be submitted with your application or sent directly to the TMATE office by the college or university.
NOTE: Please request an additional copy of your transcript so you can give copies when applying for jobs and have a clean official to provide the employing district.
- ___ Complete optional registration for the Spring TExES Generalist Workshop (Open to EC-6 Generalist, 4-8 Generalist, 4-8 Content and EC-12 Special Education)
- ___ OR register for a TMATE TExES content pre-test if available; contact appropriate TMATE Office
- ___ Receive written notification of admission status
- ___ Receive an Field Experience Packet
- ___ Schedule an Admission Interview appointment. Your TMATE office will provide dates and times.
- ___ Attend the spring Teacher Job Fair held at the Thompson Student Center on Tarleton’s Stephenville Campus. This job fair is an excellent opportunity to contact school districts and distribute resumes with a copy of your transcripts. Dress professionally. For the actual date and a listing of the districts attending, visit Teacher Job Fair at Career Services website: www.tarleton.edu/careers
- ___ Submit content area TExES scores
- ___ Submit your Field Experience Log and reflective journal to TMATE

After you are approved by the TMATE Advisory Council:

- ___ Register for Summer Session coursework. Your TMATE office will provide registration information.
- ___ Report for summer classes

After you are employed:

- ___ Make application with SBEC for Probationary Certificate and submit fingerprints.