

We're excited to learn of your interest in PLACE Corps and hope you find the application process to be a streamlined one. Our PLACE Corps Program requires an [online application](#). All required materials are uploaded through the LMU online application portal. Please feel free to send any questions to us that may arise.

Application Instructions/Checklist:

1. If you haven't already done so, attend a [virtual information session](#) – we'd love to meet you!
2. Get started by applying here: <https://graduate.lmu.edu/apply/>
 - a. **First Time Users:** Create an account. *(You can return repeatedly throughout process with login/password.)*
 - b. **Returning Users:** Log in to continue.
3. Graduate School Plan. As you start your application, please make ALL of the following selections in this section:
 - Select Program of Interest:
 - > **Urban Education, MA.**
 - Select Credential:
 - > Urban Ed Elementary (Multiple Subject) Credential, or
 - > Urban Ed Secondary (Single Subject) Credential
 - Select Content Areas:
 - > General Subjects (for elementary);
 - > Choose from Subjects List (for secondary)
 - Select Special Partnership:
 - > **PLACE Corps**
 - Anticipated Entry Term
 - > Summer Session II
4. Academic History (aka Transcripts) and Additional Information. Complete the sections. Only provide information on undergraduate institutions for which you are having transcripts sent. [\(See FAQ section\).](#)
5. Personal Statement. A PLACE Corps Personal Statement is required. The online application will not allow you to submit until your statement has been uploaded. The question prompts to consider are on the following page in the [FAQ section](#).
6. Program Credentials Section of Application:
 - > [PLACE Corps Supplemental Application Information](#) – This form is available within online application as well. Complete and upload in this section.
 - > Basic Skills (We will evaluate your previous coursework for this and provide ongoing advisement.)
 - > U.S. Constitution Requirement (We will evaluate your previous coursework for this and provide ongoing advisement.)
 - > Subject Matter Competency (We will evaluate your bachelor's degree program for this and provide ongoing advisement.)

7. Resume. Upload a current resume – please include any/all work with school aged children, volunteer work, significant honors and interests.
8. Recommendations (3). In the application system, please provide the information on three individuals who will provide a recommendation for you (i.e. name, email, title, company, etc.). One should be a Personal/Character/Community reference; one a Academic/Professional reference; and one a Spiritual reference. A confidential link will be emailed to the recommender along with a direct link to the [LMU PLACE Corps Letter of Recommendation Form](#). The form also provides prompts and instructions for the recommenders to complete and upload directly into your application. *(See FAQ page).*
9. Application Fee: \$50
10. PLACE Admissions will support you through the application process. Please feel free to email questions at any time! We are here to help!
11. Once your application is complete and submitted, an invitation to interview will follow.

FREQUENTLY ASKED QUESTIONS (FAQ):

Which transcripts should I include and where should they be sent?

Please enter information into the 'Academic History' portion of the online application of any/all regionally accredited colleges/universities that you attended and completed coursework at that was used for completion of your bachelor's degree (includes transfer credits).

Request one set of official transcripts from each of these institutions to be sent directly to LMU. Electronic transcripts are the quickest and preferred. The institution should email them directly to graduateadmission@lmu.edu. Institutions that need to mail transcripts instead would send them to: LMU Graduate Admissions, 1 LMU Drive, Charles Von der Ahe Building, Suite 235, Los Angeles, CA 90045-2659.

- FAQ continued on next page -

What should I include in my PLACE Corps Personal Statement of Intent?

In approximately 2 pages, double-spaced, 12 point font, please use the guiding questions to shape your essay. You **do not** have to answer all questions, rather use this as a guide to craft your personal story that calls you to PLACE Corps. (*Your audience includes PLACE Staff, Interview Committee, Dean of School of Education & your potential new employer.*)

- > *How does the mission and design of PLACE Corps match your personal, spiritual, and vocational goals; and how will participation enrich your life?*
- > *What subject(s) do you want to teach and why? What drives your desire to be a teacher at the grade level you have indicated?*
- > *What qualities do you have that will contribute to your success as a teacher in an under-served Catholic School teacher with students who may be culturally, linguistically, and socio-economically different from you?*
- > *What in your background has had the biggest influence on your teaching philosophy as related to teaching in a Catholic, faith-based school?*
- > How do you envision yourself living in community, contributing to and demonstrating your commitment availability, and willingness to be fully and intentionally present with and for other community members?
- > Overall, why is the PLACE Corps a good match for you?

Who should I have write/complete my letters of recommendation/recommendation forms?

Your recommenders will be emailed a direct link to the [LMU PLACE Corps Letter of Recommendation Instructions and Form](#) based on the information you enter into the online application. The form portion is a pdf that can be entered into directly. They can submit their letter via Word or PDF. It provides prompts and instructions for the recommenders to complete and upload. There should be one recommendation for each of these three categories. Please let your recommender know which category they fall into.

- > **Personal/Character/Community Recommendation**
- > **Professional/Academic Recommendation**
- > **Spiritual Recommendation**