BLL Application Process

Thank you for your interest in the Building Level Administrator Licensure program 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 under “First-time users: Create an account” (or “Returning users: Log in” if you have already initiated an application, in which case you can skip the next few steps and click on your active application to resume completing it).

➢ Fill in email address, first & last name, and birthdate. Then, click “Continue”: 
You will see the following screen with your email and name populated:

![Login](image)

You will also receive an email with your temporary PIN:

![Email](image)

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.

![Password](image)

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.

![Password](image)
This will bring you to the Application Management home page, where you will click “Start New Application” near the bottom:

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

Click “Open Application”:

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:
➢ 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. Select Purdue West Lafayette (PWL) from the dropdown menu. Select “Educational Studies” as your proposed graduate major:

First Choice Campus and Program

Select a Campus
Purdue West Lafayette (PWL) ▼

Select your Proposed graduate Major
Educational Studies ▼

After selecting “Educational Studies” 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 “Educational Leadership and Policy Studies” as your Area of Interest, “Teacher License” as your Degree Objective, and “Distance” as your primary Course Delivery method along with your “Entry Term and Year”:

Educational Studies/Curriculum & Instruction Questionnaire: Complete the section.
➢ 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.”
➢ Statement of Purpose: upload your statement of purpose and click “Continue.”
➢ Test Scores: Ignore and click “Continue.”
➢ Resume: Ignore and click “Continue.”
➢ Recommendations: Ignore and 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
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 email and this temporary PIN. Once logged in, you will be prompted to create a password login.

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

➢ Click your application to open it:

<table>
<thead>
<tr>
<th>Your Applications</th>
<th>Type</th>
<th>Status</th>
<th>Started</th>
<th>Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<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.
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:
  • Transcript Evaluation and Credential Review
  • Official transcripts
  • Resume
  • Statement of Purpose
  • If an international student: English Proficiency scores. Click here for more information.
➢ Once admitted, you will receive information regarding your next steps.
➢ You will need to accept your admission offer in order to be registered for courses.
  • 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. Your myPurdue account provides access to options for paying your tuition, requesting transcripts, and receiving important Purdue email notifications.