

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](#)

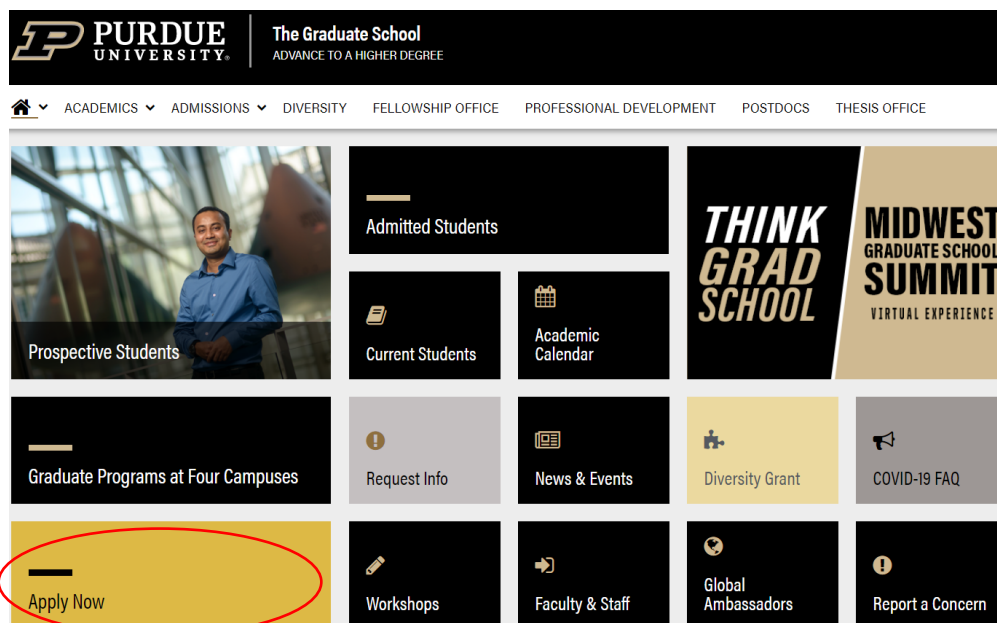
[Next Steps](#)

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](#)).

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 junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our [Technical Help Page](#) or contact gradinfo@purdue.edu.

Returning users:

[Log in](#) to continue an application.

First-time users:

[Create an account](#) to start a new application.

- Fill in email address, first & last name, and birthdate. Then, click “Continue”:

Register

To register for an account, please enter the information requested below.

| | |
|---------------|--|
| Email Address | <input type="text"/> |
| First Name | <input type="text"/> |
| Last Name | <input type="text"/> |
| Birthdate | <input type="text"/> <input type="text"/> <input type="text"/> |

Continue

- You will see the following screen with your email and name populated:

Login

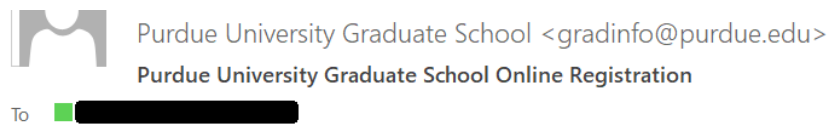
A temporary PIN has been sent to your email address. If you do not receive this message in the next few minutes, please check your junk mail folder.

Email [switch](#)
 Account Doe, John
 Temporary PIN
 Birthdate

Login

Technical Questions? Visit our [Technical Help Page](#) or contact gradinfo@purdue.edu.

- You will also receive an email with your temporary PIN:



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.

New Password
 New Password (again)

- ✗ At least one letter
- ✗ At least one capital letter
- ✗ At least one number
- ✗ Be at least 12 characters
- ✗ New passwords must match

Set Password

- 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.

New Password
 New Password (again)

- ✓ At least one letter
- ✓ At least one capital letter
- ✓ At least one number
- ✓ Be at least 12 characters
- ✓ New passwords must match

Set Password

- This will bring you to the Application Management home page, where you will click “Start New Application” near the bottom:

Application Management

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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 junk mail folder if you do not see the email.) Log in using your birthdate and this temporary PIN. Once logged in, you will be prompted to create a password. Use this password along with your email address in subsequent logins.

Technical Questions? Visit our [Technical Help Page](#) or contact gradinfo@purdue.edu.

Your Applications

| Type | Status | Started | Submitted |
|---|--------|---------|-----------|
| You have not yet started an application using this account. | | | |

[Start New Application](#)

- 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:

| Home | Instructions |
|------------------------|--|
| Instructions | Welcome! Your application is in-progress. |
| Personal Background | Thank you for considering Purdue University Graduate School. This application may be submitted once you have answered all required questions. Required fields are marked with an asterisk (*) . |
| Emergency Contact | You will have an opportunity to apply for up to three different campuses and/or graduate majors with a single application and fee payment. On the “Campus and Program” section of your application, you have the option to rank, in priority order, your first, second or third choice graduate campus and/or graduate major. |
| Residency | Additional application sections (Test Scores, Diversity Essay, Resume, Recommendations, etc.) will appear once you have selected a graduate program(s) on the “Program Details” tab of your application. |
| Campus and Program | You do not have to complete the online application in one sitting—you may access your application and change your answers as many times as you like with your username and password from any computer with Internet access. To navigate through the system, please use the navigational links located on the left of your screen. |
| Education Background | Programs have different deadlines and some have specific requirements on completing the application. If applying to more than one campus and/or graduate major, each graduate program on your application may have different requirements. Before you begin working on your application, please review some important program specific information located on our Graduate Program Requirements Web pages . |
| Additional Information | Once you have completed the application to your satisfaction, you should submit your application by clicking the 'Review' button. Please note that you may submit your application only once and that once submitted, you will not be able to make changes to your application information using the online application system. The application should be submitted (and the application fee satisfied) by the appropriate deadline. |
| Employment | |
| Acknowledgements | |
| Signature | |
| Review | |

Technical Questions? Visit our [Technical Help Page](#) or contact gradinfo@purdue.edu / 765-494-2600.

[Continue](#)

- **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”**:

First Choice Program Details

Based upon the Campus and Program you have selected, please complete the following. To change your Campus or Program, please return to the Campus and Program page.

First Choice

Campus
Purdue West Lafayette (PWL) ▾

Proposed Graduate Major
Educational Studies ▾

Please select an Area of Interest. Available for selected Programs only. Not all Areas of Interest are available for both Master's and Ph.D. degrees.
Educational Leadership and Policy Studies ▾

Please select a Degree Objective
Teacher License ▾

Please select your primary Course Delivery method:

- Residential – less than 20% online
- Hybrid – 20%-80% online
- Distance (online or off-campus location) – greater than 80% online

Distance (online or off-campus location) ▾

Please select your Entry Term and Year (Based on your Program selection)
Before making a selection, please check the application deadline or priority date for the program you are applying to by visiting <https://www.purdue.edu/gradschool/prospective/gradrequirements>

Summer 2022 ▾

Continue

- **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:

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[Log in](#) to continue an application

First-time users:

[Create an account](#) to start a new application.

- Click your application to open it:

Your Applications

| Type | Status | Started | Submitted |
|---|-------------------------------------|-------------|------------|
| You have started 2 applications using this account. | | | |
| 2021 Graduate Application | 2021 PWL Curriculum and Instruction | In Progress | 09/11/2020 |

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.