EDUCATIONAL SPECIALIST,
EDUCATIONAL LEADERSHIP AND
POLICY STUDIES (Ed.S.)

The Educational Specialist, Educational Leadership and Policy Studies (Ed.S.) Program includes the additional District Administrator - Superintendent (P-12) License.

Because this is a licensure program, a Transcript Evaluation and Credential Review (TECR) must be completed prior to admission. The TECR will take at least two weeks to complete. If you do not have a license in the state of Indiana, please contact the Office of Teacher Education and Licensure (OTEL) at licensure@purdue.edu before continuing with the application.

During the application process, be sure to reach out the Office of Graduate Studies at edgrad@purdue.edu to help you through the admissions process. The following checklist will assist you in completing your Graduate School application, your Transcript Evaluation and Credential Review (TECR) and preparing your documents supporting both applications.

Completed applications should be submitted by the deadlines listed below.

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<th>Deadlines:</th>
<th>TERM</th>
<th>TECR DEADLINE</th>
<th>GRADUATE APPLICATION DEADLINE</th>
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<td>Fall Start</td>
<td>June 15</td>
<td>June 30</td>
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<td>Spring Start</td>
<td>December 1</td>
<td>December 15</td>
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<td>Summer Start</td>
<td>April 1</td>
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☐ Make sure this is the right program for you. Check out the Website

☐ Complete the Transcript Evaluation and Credential Review (TECR) request here.
  - Click on Start Your TECR Process (complete the form)
  - In the Area of Interest, Under the Administrative License Programs (Online or Hybrid) select the following:
    - District Administrator – Superintendent (P-12)
  - Pay ($35 TECR application fee) and submit the TECR request.

*Only one set of original transcripts need to be sent to Purdue. Official transcripts should be sent directly from the issuing institution to gradadm@purdue.edu ATTN: Graduate School Admissions. If you request official transcripts be sent to the Purdue Graduate School, those can be accessed by the licensing advisors for your TECR.
If a TECR deadline is less than 7 business days away, official transcripts may be ordered and sent from the issuing institution to licensure@purdue.edu (This only meets the TECR requirement, not the Graduate School requirement for continued enrollment.)

☐ Create an application account to start your Graduate School application.
Program Checklist (Continued)

Educational Specialist, Educational Leadership and Policy Studies (Ed.S.)

- Login to the Graduate School application using your account credentials.
- Contact the admissions representative at edgrad@purdue.edu if you need assistance.
- Complete the following sections of the application based upon your enrollment objective:
  - Degree Seeking (Educational Specialist – Educational Leadership and Policy Studies):
    - Applicant Information - Personal Background, Emergency Contact, Residency
    - Campus and Program
      - Campus: Select “West Lafayette”
      - Proposed Graduate Major: Select “Educational Studies”
      - Area of Interest: “Educational Leadership and Policy Studies”
      - Degree Objective: Select “Educational Specialist”
      - Course Delivery: Select “Hybrid”
    - Educational Studies/Curriculum & Instruction Questionnaire (required)
    - Education Background
    - Additional Information (faculty selections are not required)
    - Employment
    - Statement of Purpose
    - Test Scores (not required)
    - Resume Upload
    - Recommendations
    - Acknowledgments
    - Signature
    - Review

- The application must be fully submitted (and the application fee paid, if applicable) in order for your application to be reviewed and considered for admission.
  - Pay the nonrefundable application fee by credit card. The Graduate School degree application fee is $60 (U.S. dollars) for domestic applicants and $75 (U.S. dollars) for international applicants.

- Statement of Purpose Essay is required for all applicants. Your statement is an opportunity to show the Admissions Committee who you truly are and explain why the program is an ideal fit for you and your interests. Typically, 300-500 words concerning your purpose for undertaking or continuing graduate study, your reasons for wanting to study at Purdue, and your research interests, professional plans, and career goals. Consider addressing any major deficiencies in your application (such as a low GPA) and how you plan to overcome those experiences and achieve success as a graduate student.

- Three letters of recommendation are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors, and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommenders submit an online recommendation by entering their email within the application.
Submit an official transcript for every college or university attended. Official transcripts should be requested to be sent directly from the issuing institution to the Purdue Graduate School or gradadm@purdue.edu. If possible, please select Attn: “Grad School.”

- Social Security numbers must be marked out before any document is uploaded.
- If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write “This is a true original copy of the diploma for (applicant’s full name)” on the copy, and include their name, title, phone, and email address on the copy. The copy cannot be faxed or sent over email; it must be mailed to the graduate program.

- For International Transcripts:
  - For the TECR, different requirements apply from the Indiana Department of Education, including an official evaluation of Foreign Studies from a member of the National Association of Credential Evaluation Services. Please contact licensure@purdue.edu for more information.

  - For the graduate application, the transcripts/diploma requirements from the Graduate School can be found at the documents required by country webpage. Unofficial international transcripts may be accepted for admission and should be uploaded with the application.

Your resume should provide the admissions committee with more information than what’s included in the application and focus on what they need to know to better evaluate your admission. A graduate resume is different than a job search resume. Job search resumes are designed to get you an interview; graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.

- The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
- Separate your work and non-work experiences into different sections
- Include all your experiences – not just the ones targeting a specific job
- Some of the most commonly included categories in a graduate school resume are:
  - Objective
  - Education
  - Academic Experience/Highlights
  - Employment
  - Volunteer, Community, and/or Extra-Curricular Involvement
  - Certifications/Professional Development
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International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. View the Graduate School’s accepted test vendors and minimum score requirements.

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized English-speaking countries. Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your online application. Once your application is complete, you will receive an email from edgrad@purdue.edu indicating that your application is complete and will be submitted for review.

Additional Options:

Ph.D. degree in Educational Studies with a concentration in Educational Leadership and Policy Studies: The Cohort Doctoral Program concentrates on K-12 superintendent preparation and features the use of hybrid distance learning technologies. Website

Purdue University believes in stackable credentials. Should you choose to pursue a Ph.D. degree in Educational Studies with a concentration in Educational Leadership and Policy Studies, you will be able to use 30 credit hours from the Ed.S. degree (earned at the Purdue West Lafayette campus only) towards the Ph.D. degree.