COHORT DOCTORAL PROGRAM IN EDUCATIONAL STUDIES - EDUCATIONAL LEADERSHIP AND POLICY STUDIES (Ph.D.)

The *Cohort Doctoral Program in Educational Studies, Educational Leadership and Policy Studies (Ph.D.) 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.

Completed applications should be submitted by the deadlines listed below.

Deadlines: TERM	TECR DEADLINE	GRADUATE APPLICATION DEADLINE
Fall Start	June 15	June 30

*This program only accepts applications for Fall starts.

Contact the College of Education Office of Teacher Education and Licensure (OTEL) at licensure@purdue.edu before continuing with the application if you have any questions about how this transfers to your state or the process.

During the process, be sure to reach out to the admissions representative to determine your eligibility and to help you through the 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.

_____   Make sure this is the right program for you. Check out the Website

If you have completed the TECR process for the District Level – Superintendent (P-12) skip the next check box.

_____   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 one of 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. Please send them 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.

Cohort Doctoral Program in Educational Studies, Educational Leadership and Policy Studies (Ph.D.)

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.

_____ Login to the Graduate School application using your account credentials.

_____ Complete the following sections of the application based upon your enrollment objective: Degree Seeking (Cohort Doctoral Program in Educational Studies – Educational Leadership and Policy Studies)-
    o Applicant Information - Personal Background, Emergency Contact, Residency
    o Campus and Program
        > Campus: Select "West Lafayette"
        > Proposed Graduate Major: Select "Educational Studies"
        > Area of Interest: "Educational Leadership and Policy Studies"
        > Degree Objective: Select "Doctor of Philosophy (Ph.D.)"
        > Course Delivery: Select "Hybrid"
    o Complete the additional licensure form
    o Education Background
    o Supplemental Form
    o Employment & Other History
    o Resume Upload *(required)*
    o Academic Statement of Purpose *(required)*
    o Personal History Statement *(required)*
    o Fellowship Applicant Essay Upload *(not required)*
    o Recommendations
    o Acknowledgments
    o Faculty Selections *(not required)*

_____ Contact the admissions representative at edgrad@purdue.edu if you need assistance.

_____ 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).

_____ The **Personal History Statement (required)** helps reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

Cohort Doctoral Program in Educational Studies, Educational Leadership and Policy Studies (Ph.D.)

_____ The Academic Statement of Purpose (required) is an opportunity for you to share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.

_____ 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. In addition to the transcript(s) you will upload to the application, you must also submit either a hard copy to the address listed below or an e-transcript (sent by the University's Registrar e-parchment services) to gradadm@purdue.edu. Transcripts not written in English must be submitted with a certified English translation.
- 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 a list of members, go to www.naces.org/members.html. Please send the original report to OTEL at* licensure@purdue.edu.

_____ 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

Cohort Doctoral Program in Educational Studies, Educational Leadership and Policy Studies (Ph.D.)

Academic Experience/Highlights
Employment
Volunteer, Community, and/or Extra-Curricular Involvement
Certifications/Professional Development

_____ International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School's 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. We will keep you updated as any items arrive.