

APPLICATION PROCEDURES
Masters Degree-Higher Education Administration
M.A. or M.Ed.

The application process is a two-part procedure. Those applying for admission to the Department of Educational Administration must first submit the following items to:

1. **Office of Graduate Studies** <http://www.unl.edu/gradstudies/>
University of Nebraska-Lincoln
1100 Seaton Hall
P.O. Box 880619
Lincoln, NE 68588-0619
(402) 472-2878 *Or* 800-742-8800
 - a. UNL Graduate Studies application form
 - b. Application fee
 - c. Two official copies of college/university transcripts
 - d. Demonstrate English proficiency (if your native language is not English) by providing at least one of the following:
 - paper-based TOEFL score of at least **500**
 - internet-based TOEFL score of at least **61**
 - IELTS score of at least **6.0**

2. **Department of Educational Administration**
Graduate Secretary
141 Teachers College Hall
PO Box 880360
Lincoln, NE 68588-0360
(402) 472-3729
edadgradsec.unl.edu
 - a. Educational Administration Student Application Form
 - b. Letter of application
 - c. Personal vitae/resume
 - d. Three letters of recommendation in support of your application

Only completed applications will be considered by the Admissions Committee. Department applications must be completed within *one year* of initiation. ***All incomplete files will be destroyed after one year.*** For more information about application procedures, please review the Admissions Guidelines in the Graduate Studies Bulletin on pages 7 and 9 or contact the Graduate Committee Secretary.

A student must be admitted to a Department program, be assigned an adviser and have an official program of studies filed before he/she has 18 hours remaining on either a Masters Degree or a Certificate of Specialization program.

Masters Program Department Admissions Materials

Once application to the Office of Graduate Studies is completed, you should turn your attention to preparing the materials that will be submitted directly to the Department of Educational Administration. The forms you will need are included in this packet.

1. TITLE PAGE

A page containing your name, address, and home telephone number; your employment institution name and your position title, address, telephone and fax numbers and the e-mail address you prefer for communicating with the department.

2. EDUCATIONAL ADMINISTRATION STUDENT APPLICATION FORM

Found in packet

3. LETTER OF APPLICATION (700 words or less)

Address the letter to the Graduate Admissions Committee Chair. Please address the following:

- a. professional goals,
- b. area(s) of academic interest, and
- c. why you chose to apply to UNL.

4. PERSONAL VITAE/RESUME

Please take this opportunity to highlight specific accomplishments and experiences.

5. LETTERS OF RECOMMENDATION

Three letters of support are required for your admission to the program. You will find the forms for these letters in this package. It is a good idea to ask for letters from people who can speak of your accomplishments and academic potential. An ideal set of references would include: professors who have worked closely with you, and people who supervised you in professional roles.

These materials should all be sent to:

Graduate Secretary
Department of Educational Administration
141 Teachers College Hall
PO Box 880360
Lincoln, NE 68588-0360

If you have any questions about the status of your file, please feel free to contact the Graduate Secretary at 402-472-3729 or via email at edadgradsec@unl.edu.

EDUCATIONAL ADMINISTRATION STUDENT APPLICATION FORM

Masters Degree-Higher Education Administration

Date: _____ Degree Interest: M.A. _____ M.Ed. _____

Personal: Enrollment Type: _____ Distance Education
On-Campus Classes
Name: _____ Combination of above

_____ Last First Middle

Address:

_____ Street City State Zip

Phone: () _____ Email: _____

Professional (if applicable):

Position: _____ From: _____ to _____
Month/year Month/year

Institution:

Address:

_____ Street City State Zip

Phone: () _____ Email: _____

Program Interest:

(Please check area of emphasis)

_____ Administration of Post-Secondary Athletics
_____ Administration of Post-Secondary Education
_____ Specialization in Student Affairs

Please check this box if you are also applying for admission to the Graduate Assistantship Program offered in conjunction with the Division of Student Affairs (* Feb.1st is the deadline for the Fall semester)

Preferred adviser (if known) _____

It is the policy of the University of Nebraska not to discriminate based on gender, age, disability, race, color, religion, marital status, veteran's status, national or ethnic origin or sexual orientation. This is applicable to all University administered programs including educational programs, financial aid, admission policies and employment.

**Recommendation for Graduate Admission
Department of Educational Administration
UNIVERSITY OF NEBRASKA-LINCOLN
Admissions Committee**

141 Teachers College Hall, PO Box 880360, Lincoln, NE 68588-0360

PART 1: TO BE COMPLETED BY THE APPLICANT

Name of Applicant: _____

Proposed Program of Study: _____ Degree

Objective: _____

Area of Specialization (if any) _____

Under the Family Rights and Privacy Act, university students have the right to inspect their files upon request. Please sign one of the following statements so that the person writing this letter of recommendation will know whether it will be held in confidence or whether it will be open to you for review upon request.

I *retain* my right to read this letter

I *waive* my right of access to this letter

Signature

Date

Signature

Date

PART 2: CRITERIA FOR INDIVIDUAL WRITING THE RECOMMENDATION LETTER

The Administration Committee is particularly interested in the applicant's ability to pursue advanced study and research. *On separate letterhead* please address the applicant's:

- ability to complete graduate studies, academic and otherwise;
- motivation and dedication;
- capacity for independent thought and creativity; and
- general character.

In addition, evidence of overcoming adversity, rising to challenges, and achieving beyond expectations is helpful. In your observations of the applicant please comment on his/her ability to collaborate and build relationships with others. We would also like to know how long and in what capacity you have known the applicant, and how the candidate might enrich the diversity of the program.

PART 3: SUMMARY RECOMMENDATION (Please check appropriate item below):

_____ **Superior Applicant**-has demonstrated exemplary evidence of ability to do graduate work.

_____ **Fully Qualified Applicant**-has demonstrated sound evidence of ability to do graduate work.

_____ **Fair Applicant**-has demonstrated minimal evidence of ability to do graduate work.

_____ **Not perceived to be ready** to pursue graduate studies.

_____ **Unable to Judge** – insufficient opportunity to acquire evidence of ability to pursue graduate studies.

Name: _____ Phone: _____

Institution/Organization: _____

Address: _____

Signature: _____

Please mail this form and your letter to the address specified above.

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