

APPLICATION PROCEDURES

Certificate of Specialization – Educational Administration PreK-12

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

1. **Office of Graduate Studies** <http://www.unl.edu/gradstud>
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. Official TOEFL score (international students only; paper-based TOEFL score of at least **500**; internet-based TOEFL score of at least **61** or 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 Department Program Application Form
 - b. Letter of application
 - c. Personal vitae/resume
 - d. GRE scores with percentiles (or MAT, but GRE is preferred)
 - e. 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.

Certification Program Department Admissions Materials

Once application to the Office of Graduate Studies is completed, you can 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 number and the e-mail address you prefer for communicating with the department.

2. TEST SCORES

Miller Analogies Test or GRE (GRE is preferred. All Student Affairs applicants *must* submit GRE.) GRE must show scores and percentiles on the Verbal, Quantitative and Analytical.

3. DEPARTMENT MASTERS APPLICATION FORM

Can be found in the packet.

4. LETTER OF APPLICATION (700 words or less)

Address the letter to the Graduate Committee Chair. This letter is usually just two or three paragraphs stating that you are making formal application for admission to the Masters Program and wish to submit the enclosed materials for consideration.

5. PERSONAL VITAE/RESUME

This will expand upon the information asked for in the application form, and will give you an opportunity to highlight specific accomplishments and experiences. Your vita will present the committee with its first overview of your experience and accomplishments.

6. LETTERS OF RECOMMENDATION

Three letters of support for your admission into 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 potential as a student and potential administrator.

These materials should all be sent to:

Graduate Secretary
Department of Educational Administration
141 Teachers College Hall
PO Box 880360
Lincoln, NE 68588-0360
edadgradsec@unl.edu

If you have any questions about the status of your file, please feel free to contact the Graduate Secretary.

EDUCATIONAL ADMINISTRATION STUDENT APPLICATION FORM

Six-Year Certification

Date: _____

Personal:

Name:

Last	First	Middle
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Address:

Street	City	State	Zip
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Phone: (_____) _____ Email: _____

Professional:

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

Institution:

Address:

Street	City	State	Zip
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Phone: (_____) _____ Email: _____

Program Interest:

(Please check area of emphasis)

- _____ Elementary Principal
- _____ Middle Level Principal
- _____ Secondary Principal
- _____ Curriculum Supervisor
- _____ Special Education Supervision
- _____ Superintendent

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.

