

APPLICATION PROCEDURES
Doctoral Program
Major: Education Studies Ph.D., Ed.D.

Applying for admission to the University of Nebraska Doctoral Program in Educational Administration involves the completion of several steps. They can be time consuming, but they are not particularly difficult. If you need assistance in preparing your admission application package, please do not hesitate to call Sheila Hayes in Lincoln at (402) 472-3729. She will answer your questions or put you in touch with someone who can.

I. Graduate College Admission

You must first apply for admission to the University of Nebraska Graduate College. Each campus has a particular form it uses, so you must use the specific form required by the campus you intend to make your academic base.

When you have identified the proper UN Graduate College admission form, you will need to accurately complete and return it to the appropriate office along with (1) an application fee (US funds only), and (2) two official copies of *all* college and university transcripts. If you are a foreign student, you will also need to submit an official score on the Test of English as a Foreign Language (TOEFL) exam. (Paper based TOEFL score of at least **500**, internet-based TOEFL score of at least **61** or IELTS score of at least **6.0**)

Office of Graduate Studies
1100 Seaton Hall
University of Nebraska-Lincoln
Lincoln, NE 68588-0619
(402) 472-2878 OR 800-742-8800

II. Doctoral Program Admission

Once application to the appropriate UN Graduate College is done, you can turn your attention to preparing the package of materials that will be submitted directly to the Doctoral Program faculty. The forms you will need are included in this set of materials.

- 1.) A title page containing your name, address, work and home telephone numbers, your fax number and your e-mail address if you have one.
- 2.) Your letter of application. Address the letter to the Doctoral Program Admissions Committee. This letter is usually just two or three paragraphs stating that you are making formal application for admission to the Doctoral Program and wish to submit the enclosed materials for consideration.

- 3.) A completed Doctoral Program Application Form.
- 4.) A copy of your personal vita/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.
- 5.) A copy of your current administrative certificate.
- 6.) A copy of your scores on the Graduate Record Examination (GRE) within the past 5 years.
- 7.) An essay of approximately five hundred words describing your personal goals for doctoral study, your career plans as best you know them now, and your particular areas of interest.
- 8.) Three samples of writing/research. These materials will give us a sense of your research and writing skills as you begin the program. Ideal samples include papers you have done for classes in your Masters or Specialist degree programs, especially a thesis or field project. It is ideal, of course, if the subject of these papers is Educational Administration, but that is not absolutely necessary. If your masters or specialist work was in another area, it is fine to submit work dealing with that discipline.
- 9.) 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 TEAC
University of Nebraska-Lincoln
Lincoln, NE 68588-0360
402-472-3729
edadgradsec@unl.edu

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

APPLICATION FOR ADMISSION

Date: _____

Personal:

Name:

Last	First	Middle
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Address:

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

Current Professional Role:

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

Institution/Company:

Address: _____

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

Preferred adviser (if known) _____

Proposed date for beginning program _____

**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 Admissions 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):

I believe this applicant's ability to pursue graduate study is:

_____ **Outstanding**-the best in a current class, probably in the upper 5%

_____ **Superior**-sound evidence that the candidate is in the top 10%

_____ **Good**-ability stands out, is easily identifiable, probably in upper 15 %, clearly in upper 25%

_____ **Average**

_____ **Below Average**

Name: _____ Phone: _____

Institution/Organization: _____

Address: _____

Signature: _____

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

It is the Policy of the University of Nebraska-Lincoln 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 program including educational programs, financial aid, admission policies and employment.