
Ph.D. Program Application Process

Application Deadline:

December 15, 2016

All applications are processed through the University's online system, ApplyYourself
https://app.applyyourself.com/AYApplicantLogin/fl_ApplicantConnectLogin.asp?id=vcugrad

Once you click the "submit" button, you cannot edit documents or upload other documents. You may leave the website and return later to edit documents and upload documents, as long as you do NOT click the "submit" button.

Checklist for Graduate School Requirements

_____ Online Application (\$65.00 application fee).

- Under Application Type, select the option that begins with Graduate (Fall)
- Under Admission Term, select Fall
- Under program options, select Education/Ed Leadership Ph.D.

_____ Virginia In-State Tuition Form

_____ Statement of Purpose: A two to three page personal statement should accompany your application for graduate study. This statement should describe...

- Your goals for doctoral study including your research interests
 - How these interests emerged and how they align with faculty research agenda
- Applicants are encouraged to be as specific as possible about their long-term goals and how a doctoral education will prepare them to meet these goals. While research interests and professional goals may change, this information will help faculty determine whether an applicant's interests are a match with the expertise of faculty in the School of Education and/or the University at large.

_____ Professional Vita or Resume that includes the following:

- a. Colleges or universities attended
- b. Educational degrees held, including major/minor (Master's Degree is required)
- c. Work history in chronological order, beginning with your current position
- d. Leadership experiences
- e. Professional involvement
- f. Awards and honors

_____ 3 Professional References (form found online through ApplyYourself)

- One reference must come from your current supervisor.
- Obtain references from those who can attest to your work ethic and scholarly accomplishments.

Encourage those providing references to upload a more lengthy statement. Statements should address your leadership potential. Do not send references from friends, family members or clergy.

_____ Transcripts: Unofficial copies of your transcripts may be uploaded into the application site. These can be used until your official transcripts arrive.

_____ Request that **all** undergraduate and graduate transcripts from previous study be submitted to the admissions office. For admission to graduate study at VCU, the Graduate School requires a minimum undergraduate GPA of 3.0. For students with earned graduate degrees from accredited institutions, the graduate GPA may be the primary basis for consideration. The Educational Leadership expected graduate level GPA should be 3.5 or better. Official **transcripts must be submitted from the previous college/institution to VCU**. Transcripts can be traditionally mailed in sealed envelopes or emailed.

Sealed envelopes may be sent to:
VCU Graduate Admissions Office
Box 843051
408 W. Franklin St
Richmond, VA 23284-3051

OR

Official Electronic Copies may be sent to:
gradmail@vcu.edu
(Any links sent to students will be considered unofficial.)

_____ PhD applicants must take the GRE.

All candidates must have **official** GRE scores mailed to VCU. **Request this mailing at the time you take the exam.** VCU's institution code for the GRE is 5570.

* The expected score on the GRE should be 300 or better.

If you have taken the GRE within the last five years, contact ETS or Pearson and request that an *official copy* be mailed to VCU Graduate Admissions Office at the above address.

Exam Date: _____ Exam Location: _____

Admission decisions are based on the entire application packet.

Questions regarding the application can be directed to Ms. Sandra Mazzoli, sjmazzoli@vcu.edu.

When you have completed the application process, sign this form and email it to the program director:
Ph.D. in Education, Educational Leadership Track: Dr. Genevieve Siegel-Hawley, gsiegelhawle@vcu.edu

(Applicant's Signature)