M.Ed and PMC Application Process Checklist

PLEASE READ CHECKLIST THOROUGHLY
BEFORE BEGINNING APPLICATION PROCESS

Application Deadline February 1, 2017

FILLING OUT AN APPLICATION

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

You will create a logon and password to apply online. You may leave the website and return later to edit documents and upload documents, as long as you do NOT click the “submit” button. NOTE: once you click the “submit” button, you cannot edit documents or upload other documents!

_____ You must apply and complete the application online. Once you complete the online application, print a copy of the Confirmation Page and keep it for your files.

_____ The application fee is $65.00. If you pay via credit/debit card on-line, print a copy of the confirmation page for your files.

_____ Virginia In-State tuition form: Print a copy and keep it for your files.

UPLOAD REQUIRED ADDITIONAL DOCUMENTS

_____ Statement of Purpose:

➢ Please create a WORD document answering the following 4 questions. Include no more than 1 page, single-spaced for each response.

Questions:

a. This is a program focusing on leadership. What do you expect to gain from this program?

b. What evidence do you have that you are an effective teacher?

c. Give your definition of leadership. Provide an example of your leadership.

d. Describe a situation when you were asked to solve a problem. What did you do? What was the outcome? What did you learn?

➢ Save this document for your files.

➢ Most importantly, copy and paste this document into your online Graduate School Application.

_____ Resume that includes the following:

a. Colleges or universities attended

b. Educational degrees held, including major/minor

c. Teaching history in chronological order, beginning with your current position

d. Leadership experiences

e. Professional involvement

f. Awards and honors

_____ Those applying for the M.Ed., Administration/Supervision Track or the Post Master’s Certificate must include a copy of an active, five-year renewable teaching license. You must have at least 2 years experience in a position requiring licensure.

_____ Three professional references, one of which must come from your current principal or supervisor. Do not send references from friends, family members or clergy. References must complete a copy of the VCU Graduate School Reference Form found online. Follow directions in ApplyYourself for designating and contacting your references. While space is provided for a short narrative, you may want to
encourage those providing references to upload a more lengthy statement. Statements should address your leadership potential.

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

When you have completed the application process by completing all online forms and uploading all required documents, you must click “SUBMIT” to officially complete the application process.

OTHER DOCUMENTATION

_____ 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. 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.)

_____ Date on which you took or plan to take the GRE or MAT. All candidates must have official GRE or MAT scores mailed to VCU. Request this mailing at the time you take the exam. VCU's institution code for the GRE is 5570. VCU's score recipient code for the MAT is 1788.

Note: The expected score on the GRE should be 290 or better; MAT score should be 389 or better. If you have taken the GRE or MAT 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.

Date: __________________ Location: ______________________________

Admission decisions are based on the entire application packet.

Questions regarding the application can be directed to Ms. Sandra Mazzoli at VCU. Her email address is sjmazzoli@vcu.edu.

__________________________________________
(Applicant’s Signature)

When you have completed the application process, sign this form and email it to Dr. Brenda Cowlbeck, coordinator of the M.Ed and PMC programs, at: bfcowlbeck@vcu.edu