
Ed.D. Program Application Process

Application Deadline:

February 1st, 2018

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 (Sum)
 - Under Admission Term, select Summer
 - Under program options, select Education/Ed Leadership Ed.D.

_____ Virginia In-State tuition form

- _____ Learning Community Designation
 - _____ Higher Education Administration
 - _____ Online with periodic residencies
 - _____ Face-to-face
 - _____ General Leadership
 - _____ Online with periodic residencies
 - _____ Face-to-face

Be advised that a minimum number of students is required to administer a given Learning Community.

_____ Personal essay that describes your motivations for pursuing a doctorate at VCU and how this particular program and chosen learning community aligns with your future career goals.

_____ Professional Vita or Resume that includes the following:

- a. Colleges or universities attended
- b. Educational degrees held, including major/minor (Master's Degree in appropriate discipline is required)
- c. Work history in chronological order, beginning with your current position
- d. Leadership experiences (must have at least 3 years of full-time leadership experience in a learning organization or unit)
- e. Professional and/or community service involvement
- f. Awards and honors

- _____ 3 professional references (form found online through ApplyYourself)
 - One reference must come from your current or former supervisor.
 - Obtain at least one reference from someone who can attest to your academic abilities.

Please do not send references from friends, family members or clergy.

Encourage those providing references to upload a lengthier statement. Obtain references from those who can attest to your work ethic and scholarly accomplishments. Statements should address your leadership potential.

_____ 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.)

_____ EdD applicants must submit graduate examination scores. **The GRE (Graduate Record Examination) is preferred with other appropriate graduate exams considered on a case-by-case basis.** Other potentially applicable examinations include:

- Miller Analogies Test (MAT)
- GMAT (Graduate Management Admission Test)
- LSAT (Law School Admissions Test)
- MCAT (Medical College Admission Test)

Exam Date: _____ Exam Location: _____

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 than an official copy be mailed to VCU Graduate Admissions Office at the above address.

Interviews

As part of the admissions process, applicants may be invited to to take part in an interview.

All Admission decisions are judged holistically on the entire application portfolio.

**When you have completed the application process, sign this form and email it to:
Dr. Katherine Mansfield, kcmansfield@vcu.edu**

(Applicant's Signature)