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## M.Ed and PMC Application Process

**Application Deadline:  
January 15, 2018  
(application also accepted on a rolling basis)**

All applications are processed through the University's online system, ApplyYourself  
[https://app.applyyourself.com/AYApplicantLogin/fl\\_ApplicantConnectLogin.asp?id=vcugrad](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)

\_\_\_\_\_ Virginia In-State tuition form

\_\_\_\_\_ Statement of Purpose: Create a document answering the following 4 questions. Include no more than 1 single-spaced page for each response. Copy and paste this document into your online application.

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?

\_\_\_\_\_ 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

\_\_\_\_\_ 3 professional references (form found online through ApplyYourself)

- One reference must come from your current principal or supervisor.
- Do not send references from friends, family members or clergy.
- Encourage those providing references to upload a more lengthy statement.
- Statements should address your leadership potential.

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\_\_\_\_\_ 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. 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](mailto:gradmail@vcu.edu)  
(Any links sent to students will be considered unofficial.)

\_\_\_\_\_ GRE or MAT Score(s)

- 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.

\*The expected GRE score should be 290 or better.

\*The expected 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: \_\_\_\_\_

### **Additional Departmental Required Documents**

\*Only for those applying for the M.Ed., Administration/Supervision Track or the Post Master's Certificate

\_\_\_\_\_ Five-Year Renewable Teaching License.

\*\*You must have at minimum 2 years experience in a position requiring licensure.

***Admission decisions are based on the entire application packet.***

Questions regarding the application can be directed to Ms. Sandra Mazzoli, [sjmazzoli@vcu.edu](mailto:sjmazzoli@vcu.edu).

**When you have completed the application process, sign this form and email it to Dr. Barbara Driver, coordinator of the M.Ed and PMC programs, at: [bdriver@vcu.edu](mailto:bdriver@vcu.edu)**

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(Applicant's Signature)