VCU School of Education Ed.D. Program Application Checklist
Application Deadline: February 1

_____ Online graduate application + application fee ($70.00) + Virginia In-State tuition documents

_____ Complete “supplemental questions” section in the online application to identify your preferred learning community: Higher Education Administration (online OR face-to-face) OR General Leadership: K12 Leaders and non-higher education leaders (online OR face-to-face)

Be advised that a minimum number of students is required to administer a given Learning Community and online cohorts have required in-person residency requirements.

_____ Statement of Intent that describes how your motivations for pursuing a doctor of education degree in leadership aligns with your experience and career goals based on three lenses: leadership for equity, leadership for accountability, and leadership for learning environments.

_____ Professional Vita or Resume that includes 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 (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

_____ Three professional references- Contact information collected on the online. 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 which addresses your leadership experiences and 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. 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 Street
Richmond, VA 23284-3051

Official Electronic Copies may be sent to:
gradmail@vcu.edu

Ed.D. applicants must submit graduate examination scores. The GRE (Graduate Record Examination) and the MAT (Miller Analogies Test) are preferred; other appropriate graduate exams considered on a case-by-case basis. We accept GRE and MAT scores within the last five years prior to a student’s application.

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

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