



VCU

School of Education

[Post-Masters Certificate for Educational Leadership](#)

Please use this checklist as a resource to support your next steps. We look forward to supporting you in this process.

Application Deadline: Fall semester start only (May 1)- Late applications will be reviewed on a case-by-case basis

Step 1: Online application: Create your online graduate application account. Choose the year that aligns with your expected start semester: <https://www.vcu.edu/admissions/apply/graduate/>

Step 2: Statement of Intent: VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. Please review the application resources, including statement of intent suggestions on [this page of our School of Education website](#). *Please note the additional questions for this program listed on the website.*

Step 3: References: The system has an area for you to submit the names and emails of **three letters of reference**. Select a “Due Date” anytime before the deadline. You can use the “Notes” area to share what you would like your references to highlight to support your statement of intent or other areas of your application.

Step 4: Transcripts: You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts. Please mail your official transcripts to the following mailing or email address:

Virginia Commonwealth University

E-Transcripts: gradmail@vcu.edu

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: Testing requirement: There are no tests required for this program. You can skip this part of the application by selecting the button labeled “I am not adding any standardized tests”.

Step 6: Active Teaching License: The add-on endorsement in Virginia requires an active teaching license and at least two years of experience in a school setting, which must be in a licensed instructional personnel position. Please upload a copy of your license and current CV/Resume in “Additional Documents” in the online application.

Step 7: Submit application fee and push submit: Please submit the application fee in order to submit your application.

Step 8: Receiving and accepting your admissions decision: You will receive an email recommending you for admission from your Department. Your official admissions letter will come from VCU graduate admissions virtually and physically. Upon receipt of the official letter from VCU, you must email respondgrad@vcu.edu to confirm your acceptance into the program. This will allow the system to create a formal account that will allow you to register.

Step 9: Review the Accepted Graduate Student Checklist for critical next steps as you transition to VCU.

Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.