

Building Level Administrator Admissions Application Checklist

To do:

- Review the deadlines for application.

Application Deadlines		
Semester	Completed Application Deadline	Transcript Evaluation and Credential Review Deadline
Fall	July 30	June 30
Spring	November 30	October 30
Summer	April 15	March 15

- Request a Transcript Evaluation and Credential Review (TECR) ([Click here](#))
 - ✓ Costs \$35
 - ✓ Must have an initial instructional teacher license
 - ✓ Follow up in 4 weeks if you have not received your evaluation
Office of Teacher Education and Licensure
Email: licensure@purdue.edu
Phone: 765-494-2345
- Prepare the following:
 - ✓ No Application fee
 - ✓ Statement of Purpose: 300 – 500 word essay on how this program meets your educational and professional goals
 - ✓ 3 letters of recommendation: submit just names and emails. The application system will generate an email to your recommenders to upload their recommendation letters
 - ✓ Resume
 - ✓ Official Transcripts:
 - electronic transcripts need to be sent to: gradadm@purdue.edu Attn: Marilyn Hirth
 - Mail transcripts need to be sent to:
Purdue University Graduate Admissions
155 S. Grant
Young Hall, Room 170
West Lafayette, IN 47907
- Refer to application instructions ([Instructions](#))
- Complete the admissions application ([Apply Now](#))
- Be sure to agree to terms and submit the application

Any questions or issues, please contact the Office of Graduate Studies at edgrad@purdue.edu.