MS Ed Leadership & Policy Studies Admissions Application Checklist

To do:

☐ 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](mailto:licensure@purdue.edu)
    - Phone: 765-494-2345

☐ Confirm deadline for TECR and Admissions Application

<table>
<thead>
<tr>
<th>Semester</th>
<th>Completed Application Deadline</th>
<th>TREC Request Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1</td>
<td>July 1</td>
</tr>
<tr>
<td>Spring</td>
<td>December 15</td>
<td>November 15</td>
</tr>
<tr>
<td>Summer</td>
<td>April 16</td>
<td>March 15</td>
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</tbody>
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☐ Complete the admissions application ([Apply Now](#)) Prepare the following:
  - ✓ 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](mailto: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

☐ Application Instructions

☐ 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](mailto:edgrad@purdue.edu).