Building Level Administrator Admissions Application Checklist

To do:

☐ Review the deadlines for application.

<table>
<thead>
<tr>
<th>TERM</th>
<th>Application Deadline</th>
<th>TECR Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>August 1</td>
<td>July 15</td>
</tr>
<tr>
<td>Spring</td>
<td>December 15</td>
<td>December 1</td>
</tr>
<tr>
<td>Summer</td>
<td>April 15</td>
<td>April 1</td>
</tr>
</tbody>
</table>

☐ 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

☐ 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](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

☐ 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.