

Building Level Administrator Admissions Application Checklist

To do:

- Review the deadlines for application.

TERM	Application Deadline	TECR Deadline
Fall	August 1	July 15
Spring	December 15	December 1
Summer	April 15	April 1

- 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 evaluationOffice 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

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