

# PhD Ed Leadership & Policy Studies Admissions Application Checklist

Application deadline: June 30

To do:

- Request a Transcript Evaluation and Credential Review (TECR) ([Click here](#))
  - ✓ Deadline: June 15
  - ✓ 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
  
- 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
  
- 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).