DOCTOR OF PHILOSOPHY IN EDUCATIONAL STUDIES – HIGHER EDUCATION (Ph.D.)

The *Doctor of Philosophy in Educational Studies, Higher Education (Ph.D.) Program* is a hybrid program which requires at least one trip to campus a semester.

Completed applications should be submitted by the deadlines listed below.

February 15th is the deadline for applications for **Fall.**

December 1st is the deadline for applications for those interested in being considered for any available **College and University Funding** for **Fall.** *Funding opportunities for this program vary year-to-year.*

*This program only accepts applications for a Fall start.

The following checklist will assist you in completing your Graduate School application and preparing your supporting documents.

_____ Make sure this is the right program for you. Check out the **Website**

_____ Create an **application account** to start your Graduate School application.

_____ **Login** to the Graduate School application using your account credentials.

_____ Complete the following sections of the application based upon your enrollment objective: Degree Seeking (Ph.D. Educational Studies – Higher Education)-
    o Applicant Information - Personal Background, Emergency Contact, Residency
    o Campus and Program
        > Campus: Select "West Lafayette"
        > Proposed Graduate Major: Select "Educational Studies"
        > Area of Interest: "Higher Education"
        > Degree Objective: Select "Doctor of Philosophy (Ph.D.)"
        > Course Delivery: Select "Hybrid"
    o Education Background
    o Supplemental Form
    o Employment & Other History
    o Personal History Statement (required)
    o Academic Statement of Purpose (required)
    o Test Scores (GRE in the past five years is required)
    o Resume Upload (required)
    o Fellowship Applicant Essay Upload *(not required)*

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   o [Recommendations](#)
   o Acknowledgments
   o Faculty Selections *(not required)*

_____   Contact the admissions representative at edgrad@purdue.edu if you need assistance.

_____   Pay the nonrefundable application fee by credit card. The Graduate School degree application fee is $60 (U.S. dollars) for domestic applicants and $75 (U.S. dollars).

_____   The **Personal History Statement (required)** helps reviewers learn more about you as a whole person and as a potential graduate student. This may include relevant details on community service, leadership roles, participation in diverse teams, and significant barriers that you overcame to attend graduate school.

_____   The **Academic Statement of Purpose (required)** is an opportunity for you to share information that will help reviewers understand your academic interests and objectives, assess your academic background, preparation, and training, and determine if you are a good match for the program to which you are applying.

_____   The GRE test is required and valid for five years. Your application must be **submitted and paid** for ETS computer-based official scores to match your application. Score reports are sent to Purdue University electronically, approximately 10 to 15 days after your test date. Once ETS has sent your score report, it may take an additional 2 to 3 weeks or longer for your application checklist to update and show received.

_____   Three [letters of recommendation](#) are required for all applicants. The best letters you can secure are those from former or current employers, co-workers, colleagues, tutors, and other mentors. Never ask family members or close friends. You will have the opportunity to have your recommenders submit an online recommendation by entering their email within the application.

_____   [Submit an official transcript](#) for *every* college or university attended. In addition to the transcript(s) you will upload to the application, you must also submit either a hard copy to the address listed below or an e-transcript (sent by the University's Registrar e-parchment services) to gradadm@purdue.edu.
  • Social Security numbers must be marked out before any document is uploaded.
  • If degree/date awarded not listed on transcript, a copy of the original diploma must be made and verified by one of the following: the institution that issued the diploma, the employer, an official such as a lawyer (notarized), or an upper-level financial institution employee (notarized). The verifier must write *"This is a true original copy of the diploma for (applicant's full name)"* on the copy, and include their name, title, phone, and email address on the copy. The copy *cannot* be faxed or sent over email; it must be mailed to the graduate program.

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_____ Your resume should provide the admissions committee with more information than what's included in the application and focus on what they need to know to better evaluate your admission. A graduate resume is different than a job search resume. Job search resumes are designed to get you an interview: graduate school resumes are designed to enhance your application and provide yet another opportunity to sell yourself.
- The resume is not limited to one-page in length (two pages is fine, though contact info must be on both pages)
- Separate your work and non-work experiences into different sections
- Include all your experiences – not just the ones targeting a specific job
- Some of the most commonly included categories in a graduate school resume are:
> Objective
> Education
> Academic Experience/Highlights
> Employment
> Volunteer, Community, and/or Extra-Curricular Involvement
> Certifications/Professional Development

_____ International degree-seeking applicants whose native language is not English are required to submit proof of English proficiency. The Graduate School accepts the Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) scores for admission. View the Graduate School's minimum score requirements.

The Graduate School will routinely waive the English proficiency requirement for applicants who have received a degree within the last 3 years from a school where English is the primary language of instruction in one of the recognized English-speaking countries. Note: If you have not done so already, request that ETS send your scores electronically to the Purdue University West Lafayette campus using code 1631.

You may check the status of your submitted application by logging into your online application. We will keep you updated as any items arrive.