



Application Materials Checklist

Doctor of Education in Leadership for Learning

Application Deadline

September 1 for Spring Semester

All materials not submitted electronically should be placed together in a packet and submitted by mail or in person at one time. Please leave sealed items in their original envelopes when putting them in the packet.

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| <input type="checkbox"/> | Online Graduate Application – There is a non-refundable \$60 application fee. www.kennesaw.edu/graduate/admissions/application.html |
| <input type="checkbox"/> | Transcripts – Official transcripts from <u>EACH</u> College and/or University you have attended. Must be in sealed envelope from the institution. |
| <input type="checkbox"/> | GRE Score Report – <i>Scores must be within the last 5 years.</i> Request that your scores be sent electronically to KSU (school code 5359). No department code is necessary. |
| <input type="checkbox"/> | Clear Renewable Georgia Teaching Certificate - To print a copy of your Georgia clear, renewable certificate, you may log onto www.gapsc.com . |
| <input type="checkbox"/> | **Personal Reflections Statement – Can be uploaded into the online application. See link below for guidance. |
| <input type="checkbox"/> | **Professional Profile or Vita - Can be uploaded into the online application. See link below for guidance. |
| <input type="checkbox"/> | Two Letters of Recommendation (Optional) - Can be sent electronically through the online application. |
| <input type="checkbox"/> | Interview - An interview may be required. If so, you will be contacted by the program to set up an interview. |

****Forms and directions can be found online at:**

<http://www.kennesaw.edu/education/grad/edd/forms/EDDapp.pdf>

International Students (Visa and Green Card holders) Please go to:

<http://www.kennesaw.edu/graduate/admissions/intlreqtsnew.html> for additional requirements.

Mail Address: 1000 Chastain Road, MD 9109, Kennesaw, GA 30144

Delivery Address: 3391 Town Point Road, Suite 1800, Kennesaw, GA 30144

Phone: 770-420-4377 • Fax: 770-423-6885 • www.kennesaw.edu/graduate/admissions