



Application Materials Checklist

Master of Education in Educational Leadership

Application Deadline

April 1 for Summer Semester – Technology track ONLY
November 1 for Spring Semester, June 1 for Fall 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.

<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 EACH College and/or University you have attended. Must be in sealed envelope from the institution.
<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 Resume - Can be uploaded into the online application. Should document education, teaching experience, volunteer and service accomplishments, and a record of your leadership activities.
<input type="checkbox"/>	**Two Letters of Recommendation - Can be sent electronically through the online application or with the form (see link below). One should be from a district level administrator and one should be from your immediate supervisor.
<input type="checkbox"/>	**One Mentor Form – must be from a current administrator that will be your Mentor through the program.

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

<http://www.kennesaw.edu/education/grad/EdLeadership%20Checklist.htm>

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