

APPLICATION FOR ADMISSION

Master of Arts in Educational Leadership & Graduate Certificate in Educational Leadership



REQUIREMENTS FOR ADMISSION TO MAEdL

- ▶ All applicants must have a baccalaureate degree from a regionally accredited college or university
- ▶ All applicants must have a minimum of three years teaching or educational services experience
- ▶ All applicants must submit a current resume
- ▶ All applicants must provide two letters of recommendation, one from a current superintendent, principal, assistant principal or supervisor who will serve as his/her school leader
- ▶ All applicants must complete a Statement of Objectives that includes the purpose for attaining this degree and professional goals as an educational leader (**all essays are evaluated critically and used to assess a student's ability to succeed in and benefit from a graduate program**)
- ▶ All applicants must submit a copy of their current teaching, educational services or administrative certificate

ADMISSION CHECKLIST FOR MAEdL

- | | |
|---|--|
| <input type="checkbox"/> Completed Application (must be typed) | <input type="checkbox"/> \$75 Application Fee |
| <input type="checkbox"/> Resume | <input type="checkbox"/> TOEFL score (if applicable) |
| <input type="checkbox"/> Official copies of all undergraduate
(and all graduate, if applicable) transcripts | <input type="checkbox"/> Statement of Objectives |
| <input type="checkbox"/> Two letters of recommendation (one from current
supervisor who will serve as school leader) | <input type="checkbox"/> Copy of Teaching, Educational Services or
Administrative Certificate |

ADMISSION CRITERIA FOR MAEdL

Admission is competitive and based on a qualitative review of a prospective student's application.

Admission is based on:

- ▶ A qualitative evaluation of the applicant's undergraduate and graduate (if applicable) educational work from a regionally accredited college or university. An undergraduate GPA of 2.75 and a graduate GPA of 3.0 is recommended to be successful in the program.
- ▶ A qualitative assessment of the applicant's statement of objectives and two letters of reference.
- ▶ Relevance of work experience and career objectives to the program objectives.
- ▶ A minimum of three years teaching or educational services experience is required.

REQUIREMENTS FOR GRADUATE CERTIFICATE IN EDUCATIONAL LEADERSHIP

- ▶ All applicants must have a master's degree from a regionally accredited college or university with a minimum GPA of 3.0
- ▶ All applicants must have a minimum of three years teaching or educational services experience with appropriate certificate
- ▶ All applicants must be currently working in a K-12 setting
- ▶ All applicants must submit one letter of recommendation from a current superintendent, principal, assistant principal or supervisor who will serve as his/her school leader.
- ▶ All applicants must submit a Statement of Objectives that includes the purpose for attaining this certificate and professional goals as an educational leader (all essays are evaluated critically and used to assess the student's ability to succeed in and benefit from a graduate certificate)

ADMISSION CHECKLIST FOR GRADUATE CERTIFICATE IN EDUCATIONAL LEADERSHIP

- Completed application
- Official transcript from graduate university or college
- Copy of teaching/educational services certificate
- One letter of recommendation from current supervisor who will serve as school leader
- Statement of Objectives
- \$75 application fee

KEY APPLICATION DATES

Use the dates and deadlines to organize your application activity. Applications are reviewed on a rolling basis. To ensure consideration for the cohort of your choice, your application should be received by the deadline listed.

Applying well in advance of the application deadline is strongly recommended. Class size is limited and admission is competitive. Applicants who best meet admission standards will be admitted in "first-applied, first-accepted" order.

TO BEGIN	APPLY BY
October	Aug. 15
January	Nov. 15
April	Feb. 15
July	May 15

PREREQUISITES

- ▶ Competency in written and presentation skills.
- ▶ Applicants whose primary language is not English and who have not received their undergraduate degree from a U.S. college or university must demonstrate proficiency in written and spoken English as indicated by a TOEFL (Test of English as Foreign Language) score of 550 (on the written version), 213 (on the computer version), or 79 (on the Internet-based version).
- ▶ GMAT or GRE scores are NOT required for admission. Students are encouraged to submit test scores if they have taken the examinations.

AFTER YOU APPLY

- ▶ Your Application will be acknowledged via letter.
- ▶ The completed Application, including all supporting materials, will be reviewed by the Committee on Admissions within three weeks of receipt.
- ▶ You will be notified in writing regarding the status of your Application.

FOR MORE INFORMATION:

Thomas Edison State College
101 W. State St.
Trenton, NJ 08608-1176

Phone: (609) 984-1100
Fax: (609) 984-8447
E-mail: gradstudies@tesc.edu
Web site: www.tesc.edu/graduate

If you would like information on reasonable accommodations for disability, please contact the ADA coordinator at (609) 984-1141, ext. 3415.

Individuals with hearing impairments may call the TTY phone at (609) 341-3109.

APPLICATION FOR ADMISSION



Master of Arts in Educational Leadership & Graduate Certificate in Educational Leadership

- January 20__
- April 20__
- July 20__
- October 20__

SEND THE COMPLETED APPLICATION TO:

Thomas Edison State College
Office of Admissions
101 W. State St.
Trenton, NJ 08608-1176

I am applying for: Master of Arts in Educational Leadership Graduate Certificate in Educational Leadership

PART 1: APPLICANT INFORMATION

PERSONAL DATA

Please circle
Mr., Mrs.
Ms., Miss

First Name	Middle Initial	Last Name	Maiden or Former Name
Street Address	Building, Apartment		Home Telephone Number
City	State	ZIP Code	County (for NJ Residents)
Country of Citizenship	Work Telephone Number	Fax Number(s)	
Birth Date	Social Security No.	E-mail	

EDUCATIONAL BACKGROUND

All Undergraduate Institution(s) Attended

Degree Awarded	Date Awarded	Institution(s)	Major/Minor

All Graduate-Level Institution(s) Attended (Must complete, even if no degree has been awarded)

Degree Sought	Date Awarded	Institution	Field of Study	Number of Credits Completed

Have you taken Thomas Edison State College graduate courses as a nonmatriculated student? Yes No

Please list any collegiate honors and awards you have received:

For Academic Achievement _____

For Extracurricular Achievement _____

PLEASE NOTE: Applications will not be considered complete until an official transcript has been received from the baccalaureate degree-granting institution(s) and graduate institution(s) attended.

EMPLOYMENT INFORMATION

Present Employment

Name (School Name) of your present employer	School District	
Street Address	Present Position Title	
City ()	State	ZIP Code
Work Phone ()	E-mail	
Fax Number(s)		

Will you receive tuition assistance from your employer? Yes No

Will you be applying for federal financial aid or a loan? Yes No

If yes, please download the required forms from the College's Web-site at <http://www.tesc.edu/3850.php>.

ASSOCIATION AND MEMBERSHIPS

Please list any associations, societies, clubs or groups of which you are an active member. Include the length of your membership and list any official positions held. Please indicate by initial the type of group:

(P) = professional or trade (C) = community, civic, religious or educational (H) = hobby or recreational

ASSOCIATION NAME	TYPE	YEARS AS MEMBER	POSITIONS HELD
()			
()			
()			

FEDERAL, STATE AND INSTITUTIONAL REPORTING DATA

As an Affirmative Action/Equal Opportunity Employment institution, Thomas Edison State College prohibits discrimination in its policies, practices and procedures. For federal and state compliance purposes, the College is required to submit statistical data on the composition of its student body in an aggregate manner. This information is collected for reporting purposes only; it is not used in admissions decisions.

Gender: Male Female

Please indicate if you are: (select one)

Hispanic or Latino

Not Hispanic or Latino

Please specify your race/ethnicity from the following categories: (select one or more)

American Indian or Alaska Native

Asian

Native Hawaiian or Other Pacific Islander

Black or African American

White

SCHOOL SITE AND SUPERVISOR

The MAEdL program and Graduate Certificate in Educational Leadership requires students to complete on-site inquiry projects and a Practicum. This requires that upon application students identify a site/school where a Practicum will occur **and** a school leader (superintendent, principal, assistant principal or supervisor) who has agreed to supervise appropriate practical experiences.

Please indicate your school site **and** school leader: _____

SIGNATURE, DATE AND PAYMENT INFORMATION

I hereby certify that this information is true and complete to the best of my knowledge. Falsification of this information on this Application could jeopardize enrollment and could lead to dismissal from the College. I authorize any schools or colleges I have previously attended to release official transcripts to Thomas Edison State College. I understand that this Application and all of its required documents become the property of Thomas Edison State College and that, in accordance with the 1974 Buckley Amendment, Family Rights Privacy Act, I waive all of my rights to my applicant file.

Signature _____ Date _____

Enclosed payment must be submitted in U.S. dollars and is nonrefundable.

AMOUNT: \$75.00 NON-REFUNDABLE APPLICATION FEE

Check Money Order American Express

VISA MasterCard Discover

Card Number _____

Expiration Date _____

Signature _____

Date _____

Thomas Edison State College, in accordance with Title VII of the Civil Rights Act of 1964, operates in a nondiscriminatory manner with regard to race, creed, color, national origin, national-ity, ancestry, sex/gender (including pregnancy), affectional or sexual orientation, gender identity or expression, age, marital status, domestic partner status, familial status, religion, atypical hereditary cellular or blood trait, genetic information, or liability for service in the armed forces of the United States. Thomas Edison State College adheres to the letter and spirit of the Americans with Disabilities Act and Section 504 of the Rehabilitation Act, if you would information on reasonable accommodation for disability, please contact the ADA coordinator by calling (609) 984-1141, ext. 3415 (voice) or (609) 341-3109 (TTY).