EDUCATIONAL LEADERSHIP APPLICATION CHECKLIST - M.Ed. and Ed.D.

All applicants please submit the following to the address listed below by May 1st (Fall enrollment) or November 1st (Spring enrollment) or June 1st (Summer enrollment).

- **Completed Graduate School Application** – The form can be found online at http://www.montana.edu/wwwdg/
- **GPA calculation form** – The form is provided by the Department of Education. **NOTE:** We require a GPA of 3.00 for the last two (2) years of undergraduate course work.
- **Resume/vitae**
- **Three (3) letters of recommendation are required.** Candidates must meet the following criteria for one of the three letters of recommendation.
  - At least one of the three letters must be from the candidate’s PRESENT direct supervisor. That means a school district administrator who (a) is currently administratively certified by Montana Office of Public Instruction or other equivalent state agency; AND (b) currently acts as direct supervisor for the candidate, and has done so for a minimum period of one semester. If for any reason you cannot secure a letter from your present supervisor, then:
    - At least one of the letters of recommendation must be from a PREVIOUS direct supervisor. That means a school district administrator who is (a) currently certified by the Montana Office of Public Instruction or other equivalent state agency; AND (b) has, at some point preceding the date of this application, acted as direct supervisor for the candidate for a minimum period of one semester. Any applicant who does not have a letter from a present direct supervisor must indicate in the self-nomination letter (see below) the specific reason(s) why they were unable to secure a letter of recommendation from their present supervisor.
  - Please have the three (3) individuals return the letters of recommendation directly to the Graduate Programs Office via email or standard mail, or to you in sealed envelopes with their signatures across the flap for inclusion in your application packet. **Do not open the recommendation envelopes if they are returned to you.** All letters of recommendation are confidential unless indicated otherwise by the recommendation provider(s).
- **Self-Nomination Letter:** The self-nomination letter should be 2-3 pages, double-spaced, and focus on the following:
  - Your development and growth as a teacher, including professional development
  - Your contributions to the school and district
  - Your development as a leader. Specific examples are needed that clarify how you have grown as a leader and your leadership activities
  - Your specific goals, including a timeline for assuming a school leadership position
  - Your motivation to become a school leader and an explanation of how you came to this decision, and
  - Personal qualities you possess that are desirable in a leader
- **Academic Transcripts:** Official transcripts verifying all Bachelor's Degree course work and Master's Degree course work (if applying for the Doctoral program).
- **Official GRE or MAT scores (Doctoral students only):** The general test of the Graduate Record Examination (GRE) or Miller Analogies Test (MAT) is required of all doctoral students prior to consideration for admission in the Department of Education. The expected minimum score for the GRE is 150 on the Verbal and 145 on the Quantitative. The expected minimum score on the MAT is 391. Copies of the scores should be sent to the Department of Education. The Division of Graduate Education will not accept a student until the official scores have been received.
- **TOEFL or ACE level 7 for International Applicants** - Applicants who are not U.S. citizens and not from countries where English is the official language are required to take the Test of English as a Foreign Language and score a minimum 213 (paper version- 550, 80 for the iBT). This requirement is waived if the applicant has earned an undergraduate or graduate degree from an institution in the U.S.
- **Financial Certificate** - This is for international students only.

Please submit all application materials directly to:
Maggie Nottestad, PO Box 172880, Montana State University campus, Reid Hall 215, Bozeman, MT 59717-2880
*The GPA calculation sheet, resume, essay, and professional references (directly from writer) may be emailed to maggie.nottestad@montana.edu

MN 09/20/2012