

If you intend to be a full-time student (9 hours/semester), are you interested in being considered for:

a graduate assistantship ? _____ YES _____ NO
 a UNO scholarship ? _____ YES _____ NO

If yes to either of the above, please contact program coordinator (edadmin@uno.edu) for copy of scholarship application.

Work Experience:

Employer	Years	Position

Publications:

Title	Journal	Date

Conference Presentations:

Title	Group	Date

I certify that all information provided in this application is true and correct.

Signature: _____ **Date:** _____

When submitting completed application packet, include all of the following:

- Program Application
- Statement of Purpose
- Issue Statement
- Resume or c.v.
- Unofficial transcripts
- Three (3) letters of recommendation

Send Application Packet to:

Education Administration Doctoral Program Coordinator
 Department of Educational Leadership, Counseling & Foundations
 University of New Orleans
 348 Education Building
 2000 Lakeshore Drive
 New Orleans, LA 70148

Application Instructions and Checklist

UNO Ph.D. Program in Education Administration/Leadership

DEADLINES: Applications will be reviewed twice yearly for admission to education leadership doctoral programs – in the Spring for Fall admission, and in the Fall for Spring admission. Applications received by October 1 in the Fall and February 1 in the Spring will receive priority consideration. Applicants will be notified of admissions decision as close as possible to November 15th and March 1st respectively.

Step 1: Apply to UNO for admission for graduate study

(Office of Admissions, 103 Administration Building, University of New Orleans, New Orleans, LA 70148-2515)

- Complete the UNO Graduate Application. See <http://admissions.uno.edu/app.cfm> for detailed information.
- Send official transcripts of all college and graduate work (Arrange for each institution to send to the above address)
- Have official scores for the Graduate Record Exam (GRE) sent to the Admissions Office at above address (UNO Institution Code = 6379). Scores submitted cannot be more than 5 years old. If you need to take the test contact *Gre.org* or call the UNO Testing Center at 504-280-TEST to schedule.

Step 2: Upon email notification from the Admissions Office that your application has been received and that you have been assigned a UNO Privateer ID, you should then submit a completed program application packet to the following address containing the materials described below.

Education Administration Doctoral Program Coordinator
Department of Educational Leadership, Counseling, and Foundations
College of Education and Human Development
University of New Orleans
348 Bicentennial Education Center
2000 Lakeshore Drive
New Orleans, LA 70148
Email: edadmin@uno.edu

The following materials are to be mailed together to the above address:

- Two page doctoral program application
- Statement of Purpose
 - A 1-2 page statement describing a) your personal interest in the program, b) how it relates to your professional goals, and c) your commitment to a career in educational leadership.
- Issue Statement
 - A 3-5 page statement on a current issue facing education administration leaders. The statement may incorporate your own personal experience as an administrator or educator, and preferably, demonstrate some knowledge of the literature.

- ❑ A current resume or curriculum vitae.
- ❑ Unofficial transcripts of all college and graduate work
- ❑ Three (3) sealed letters of recommendation with signature across seal. Recommendations should be from professionals, preferably holding the Ph.D., who can speak to applicant's potential for success in a doctoral program. Please collect these letters and send together with above materials.

Step 3: Evaluation of Application.

All of the materials listed in number 2 above must be received by the Department of Education Leadership, Counseling and Foundations, before applications will be evaluated by program faculty. Evaluation of applications may include a personal interview with faculty. Once admissions decisions are completed applicants will be notified by letter. Questions about application status should be directed to the department office at 504-280-6661.