Master’s Programs in Educational Leadership
Application Checklist

The following checklist shows degree procedures and timelines that are the responsibility of the student.

Application Phase

The Graduate School (http://www.unr.edu/grad/) will need the following:
____ Completed UNR admission application and payment of admission fee. Apply online at:
   http://www.unr.edu/grad/admissions
____ Send official transcript of all course work to the Graduate School.

The EL Program will need the following:
____ Completed EL application. Attached to this packet
____ Three letters of recommendation
____ Essay. Your essay should be typed, with a length of approximately 1000 words. It should communicate your professional goals and career aspirations. You are encouraged to include reference to past accomplishments and how completion of an advanced degree will contribute to the attainment of your future goals.

Coursework Phase

____ Form a graduate committee (consult advisor)
____ Submit a Program of Study (consult advisor)
____ Complete all courses with a GPA of 3.0 and no grade below C

Completion Phase

____ Application for graduation
   Apply online: http://www.unr.edu/grad/forms/graduation-application for graduation early in the semester in which you will graduate. Note deadline dates. These dates are not flexible
____ Submit application for Written Comprehensive Examination to the EL office. When the EL application has been received, applicants shall schedule with the department secretary an appointment for the exam.
____ File “Notice of Completion” form with the Graduate School (after passing comprehensive exams)

Note: This is intended as a quick reference guide only. Applicants/students are responsible for information and procedures detailed on the Graduate School website, http://www.unr.edu/grad/

Students must be continually enrolled in at least 3 graduate credit hours up to (and including) the semester of graduation, excluding summers. A Leave of Absence Form must be submitted prior to any semester (except Summer) that a student is not intending to enroll. A Reinstatement to Graduate Standing form must be submitted prior to returning to UNR.
EL Application for Admission
College of Education
University of Nevada, Reno

(This information is required in addition to the Application for Admission which must be filed with the Graduate School)

1. Name: 

2. Business Address: 

3. 

4. Home Address: 

5. Home Business Telephone: Telephone: 

6. Email: 

7. Degree sought: M.Ed. M.A. 

8. Area of Concentration:
   Principalship
   Special Education Administration
   Vocational Education Administration
   Higher Education Administration

9. Please indicate the semester and year you anticipate beginning the program: 

10. Offices held, honors received:

11. Membership in fraternal, honorary, collegiate, and professional organizations
    (Please list organizations and years of membership):
12. Research and publications:

13. Certificates held (please specify state):
   Teaching: 
   Counseling and Personnel Services: 
   Administrative: 
   Other: 

15. Has your certification ever been suspended or revoked? If yes, explain why and provide dates:

16. Experience: List only paid teaching, counseling, supervisory or administrative experience in public and private schools and colleges. Additional space is provided later for other types of employment. Please list place of district, state or country, years, assignment, and grade level.

17. Occupational experience in fields other than education: Please list kind of work done, employer, and years.
18. Please list three (3) professional and personal references, including your current supervisor. The EL Program may contact the references given. Please list name, position, and address.

I hereby waive the right to examine the letters of reference provided by those listed above.

__________________________________________________________________________________________  ______________________________
Signature of Applicant                                      Date

Upon admission you will be assigned an advisor. If you wish to request a specific faculty advisor, please list your preference here:

__________________________________________________________________________________________

Please mail this application to:
   Educational Leadership Master’s Program
   Mail Stop 283
   College of Education
   University of Nevada, Reno
   Reno, NV 89557