



University of Nevada, Reno

Department of Educational Leadership Graduate Student Applicant Checklist

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

The Graduate School (<http://www.unr.edu/grad/>) will need the following:

- _____ Completed a UNR admission application and payment of admission fee. Apply online at:
<http://www.ss.unr.edu/apply/>.
- _____ Send official transcript of all course work to the Graduate School
- _____ GRE scores*

Send to the EL Department:

- _____ Completed EL application. This can be found online at:
<http://www.unr.edu/educ/el/admissions/index.html>
- _____ 3 letters of recommendation
- _____ Word processed essay**
- _____ A CV or resume and three documents reflective of their ability to conduct and report
research.*

After Acceptance:

- _____ Secure a UNR email account
- _____ Form a graduate committee (consult advisor)
- _____ Submit a Program of Study (consult advisor)
- _____ Submit application for Written Comprehensive Examination to the EL office
- _____ File Notice of Completion (after passing comprehensive exams)
- _____ File Doctoral Degree Admission to Candidacy/Comprehensive Exam Report*
- _____ Submit dissertation proposal to advisor* (30 days prior to requested defense date)
- _____ Announcement of dissertation defense*
- _____ File Doctoral Degree Notice of Completion with the Graduate School after dissertation*
- _____ Apply online (<http://www.unr.edu/grad/prospective/apply.asp>) for graduation one semester
in advance

*Ed.D and Ph.D. candidates only

**If applying to the Master's or Ed.S. program, your essay should be typed, with a length of approximately 1000 words. It should also 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.

Ed.D. and Ph.D. applicants are required to write the essay on site as a qualifying examination. When the EL application has been received, applicants shall schedule with the department secretary an appointment for the qualifying exam.

Note: This is intended as a quick reference guide only. Applicants/students are responsible for information and procedures detailed in the Graduate School section of the University General Catalog, on the Graduate School website, <http://www.unr.edu/grad/forms/>.

Students must be continually enrolled in at least 3 graduate credit hours up to (and including) the semester of graduation. 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.