Instructional Leadership EdD Application Checklist

- **Application** - Create and submit your online application at [hunter.cuny.edu/soe](http://hunter.cuny.edu/soe). Complete applications must be submitted by **February 15th**.

- **Application Fee of $125** - Nonrefundable application processing fee. Pay online or by check.

- **Academic Qualifications** - A Master’s degree in education or related field from an accredited college or university with a GPA of at least 3.5. Undergraduate GPA is also a factor in the review process. Applicants who believe their GPA(s) do not accurately reflect their academic abilities are encouraged to address this in an addendum to the Statement of Purpose.

- **Transcripts** - Upload unofficial transcripts for all postsecondary schools attended. Transcripts from universities outside of the United States should include a certified English translation. Official transcripts are mailed to the Graduate Admissions Office.

- **Two Letters of Recommendation** - Letters of recommendation are weighted heavily by the admissions committee. At least one letter should attest to your **academic potential** to succeed in a doctoral program and at least one letter should attest to your **professional experiences** and address your potential as an instructional leader. Recommendations are submitted online by the provider, therefore you must enter the names and contact information in your application.

- **Essays** - This program demands high standards in academic writing. The admissions committee will focus on your writing skills, ability to clearly respond to the writing prompts, and your personal engagement with the writing topic.
  - **Statement of Purpose (Essay #1)** Approximately 500 words indicating your objectives for graduate study. What has personally inspired you to pursue an EdD? How does the EdD program fit into your professional goals? Upload in the “Statement of Purpose” section.
  - **Supplemental Statement (Essay #2)** Approximately 500 words describing a specific area of professional interest you want to research in your EdD program and explain how this line of inquiry fits into your professional goals. Upload in the Supplemental Section labeled “EdD Instructional Leadership Applicants – Additional Essay.”

- **Exams** - Applicants are advised to take the Graduate Record Exam (GRE) by **January 15th** to ensure receipt of official scores by the application deadline. Applications without GRE scores will be considered incomplete and ineligible. Use **ETS Code 2301** to send official scores to Hunter College.

  Applicants who have completed most of their education in a country where English is not the native language must complete the TOEFL exam.

- **Resume** - Submit a professional resume highlighting the positions you have held and currently hold. Be sure to include any teaching or administrative certifications that you hold on the resume.

- **Interview**. Qualified applicants with complete applications may be invited to interview with members of the School of Education faculty. An on-demand writing activity may be required as part of the interview process.

For assistance with your application contact the Office of Admissions at edadmissions@hunter.cuny.edu