



VCU School of Education

[M.Ed. in Ed Leadership - Administration and Supervision](#) concentration and [Post-Masters Certificate for Educational Leadership](#)

Please use this checklist as a resource to support your next steps. Email soeinfo@vcu.edu for questions.

Application Deadline: Fall semester start only (April 1)

Step 1: Create Your Application Account: Go to this website <https://www.vcu.edu/admissions/apply/graduate/> and below "Graduate Programs", choose "2024 Applications" then "Application for all other graduate programs".

Please note: Please choose the M.Ed. if you have not completed a masters degree, and Post-Masters if you have.

Step 2: Statement of Intent: VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. Please answer the following questions:

- *This is a program focusing on leadership. What are your reasons for applying to this program and what are the goals you will strive to achieve?*
- *What evidence do you have that you are an effective educator?*
- *Describe a situation when you were asked to solve a problem. What did you do? What was the outcome? What did you learn?*
- *There are numerous reform movements in education. Choose one you are either for or against and explain why.*

Step 3: Academic or Professional References: The system has an area for you to submit the names and emails of **three letters of reference**. This will send an email directly to the recommenders to fill out a **short survey and upload your letter of recommendation**. Note: You can add a note to suggest areas you would like your reference to highlight to strengthen your application.

Step 4: Transcripts: You can upload PDF copies of your *unofficial* transcripts for the review/decision process. You will be required to submit official academic transcripts from **all institutions you have attended** in order to enroll. If you have completed a program at VCU, if you have unofficial copies, please upload these to expedite the process, if not, admissions will manually pull your transcripts. Please mail your official transcripts to the following mailing or email address:

Virginia Commonwealth University

E-Transcripts: gradmail@vcu.edu

Office of Graduate Admissions, Box 843051 / Richmond, Virginia 23284-3051

Step 5: Active Teaching License and CV Resume: The add-on endorsement in Virginia requires an active teaching license and **at least two years of experience in a school setting**, which must be in a licensed instructional personnel position. Please upload a copy of your license **AND** current CV/Resume. For your CV/Resume, include institutions attended including program, work history highlighting at least two years of teaching experience, professional/community service involvement and any applicable awards and honors.

Step 6: Submit application fee and push submit: You have the option to submit without the application fee yet your application will not be moved forward for review until the application fee is submitted.

Step 7: Receiving and accepting your admissions decision: Your official admissions letter will come from VCU graduate admissions and you will **accept your offer through your VCU admissions online portal**. This will allow the system to create a formal account that will allow you to register.