

GET IT AT NLU

The Foster G. McGaw Graduate School

APPLICATION INSTRUCTIONS FOR DOCTORAL ADMISSION/ NATIONAL COLLEGE OF EDUCATION

Accurate information will help expedite the processing of your application. Please send the completed application and all transcripts and letters of recommendation to the Office of Admissions and Records. After your completed application file has been reviewed, you will receive a letter with an admission decision. All application materials become the property of National-Louis University.

For more information about our doctoral programs, visit our website at www.nl.edu/academics/nce/programs/doctoral

ADMISSION REQUIREMENTS

- Completed application for doctoral admission (available online for download)
- Non-refundable application fee of \$40
- Written statement
- Four letters of recommendation
- Official transcripts from each college and/or university attended
- Official GRE scores (not required for Disability and Equity in Education or Curriculum & Social Inquiry)
- Résumé or Curriculum Vita
- Applicants whose native language is other than English and /or whose coursework was earned outside the United States must submit an official Test of English As a Foreign Language (TOEFL) score. The Department of Applied Language Assessment may be taken in lieu of the TOEFL.

SOCIAL SECURITY NUMBER

American students must include their social security number in the space provided on the application form. The Office of Admissions and Records cannot process these applications without a social security number.

APPLICATION FEE

A fee of \$40 must accompany your application for admission. Make the check or money order payable to National-Louis University.

WRITTEN STATEMENTS

Doctoral applicants must submit responses to specific questions included on the application. The written statements are among several criteria used in evaluating your application for admission to National-Louis University. We seriously consider the written statements. In addition to considering the content of your statement, the faculty will evaluate your ability to express your ideas in written communication. Grammar, spelling and other writing mechanics are important here. At least as important are how you frame your ideas, the depth of your discussion of the influences on your thinking and the reading and experiences that inform your responses to these questions.

National-Louis University

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OFFICIAL TRANSCRIPTS

Submit official transcripts from each college or university that you have attended. All transcripts must be enclosed in letterhead envelopes from the issuing institution(s). **Do not open the transcript envelope** as this will invalidate the official status of the transcript. The Office of Admissions and Records will obtain transcripts of any course work taken at National-Louis University.

RECOMMENDATIONS

Four recommendation forms are enclosed. Be sure to sign the forms at the top and check the appropriate space on each form indicating whether you do or do not wish to waive your right to read the recommendation. Give each person preparing your recommendation a form and an envelope addressed to you. Instruct each person to enclose the completed recommendation form in the envelope, seal it, sign it and return it to you. **Do not break the seal** as this will invalidate the recommendation.

Doctoral applicants must obtain four recommendations, two of which can be from professional sources; i.e., colleagues, employers, principals, supervisors. **At least two** of the four recommendations required should be completed by persons associated with your recent graduate study. If you are unable to provide academic references, please submit a note of explanation.

Recommendations are valid for three years from the date issued. Do not forget to list the names of the four references on your application.

OFFICIAL TEST SCORES

Doctoral degree candidates are required to take the General Aptitude Section of the Graduate Record Examination (GRE). Verbal, quantitative and analytical scores will be evaluated. Call the Educational Testing Service at 847.869.7700 to receive a registration form (Institution ID=R1511-1). The GRE is only one of several criteria considered in admission decisions. Go to www.gre.org for more information. To register for the GRE call 800.473.2255, Institution ID=1551.

RÉSUMÉ OR CURRICULUM VITA

Doctoral degree applicants must submit a current résumé or curriculum vita with the application for admission to National-Louis University.

APPLICATION DEADLINES AND POLICIES

Applications to the doctoral programs are reviewed twice a year by a faculty committee. Application admission deadlines are as follows: *October 15 and April 15* for Curriculum and Social Inquiry, Disability and Equity in Education, and Educational Leadership; *January 15 and April 15* for Educational Psychology; *September 15 and March 1* for Reading and Language. Notification of acceptance is given approximately two months after the deadline dates.

Procedures and requirements are specific to each program.* Admission to doctoral study in one program does not ensure admission to all doctoral programs. It is your responsibility to be aware of the policies and requirements of National-Louis University as stated in the *Graduate Catalog*. National College of Education at National-Louis University reserves the right to change any provision or requirement, including fees, at any time, with or without notice.

National-Louis University admits students to all programs and activities and administers all educational, employment and other policies without discrimination because of race, color, age, religion, gender, sexual orientation, ancestry, national origin, disability, military status or marital status.

For financial aid, please check—www.FAFSA.org

* Most doctoral programs require a personal interview during the application process.

RETURNING THE APPLICATION

Return completed application materials in an envelope to:

National-Louis University
Office of Admissions and Records
1000 Capitol Drive
Wheeling, IL 60090-7201