



# National College of Education (NCE) Doctoral ADMISSION REQUIREMENTS CHECKLIST

## GENERAL REQUIREMENTS

All applicants to all NCE doctoral programs must satisfy the following:

- Complete application; incomplete applications remain valid for one year from application date
- Official transcripts from all institutions where degrees were earned. Reading and Language applicants must submit official transcripts from all institutions attended. Completion of baccalaureate and master's degrees from regionally accredited institutions must be verified. A grade point average of 3.25 or better in master's level courses is required of all applicants.
- Professional resume or curriculum vitae describing relevant background and work experiences.
- Educational Leadership applicants must present documented evidence of at least two years of leadership in an educational setting.
- Letters of Recommendation
  - o All letters must be originals, signed and sealed by the writer. Emailed letters are acceptable provided they are sent directly from the writer to [admissions@nl.edu](mailto:admissions@nl.edu):
    - Educational Leadership applicants must submit three letters of recommendation. Letters should originate from people supervising the applicant's professional work or people associated with the applicant's graduate work.
    - Curriculum, Advocacy and Policy, Disability and Equity in Education, and Reading and Language applicants must obtain three (3) letters of recommendation. Two of the letters should be completed by people who can attest to the applicant's capacity to complete rigorous graduate studies and one by a person supervising the applicant's professional work.
    - School Psychology applicants must submit at least two (2) letters of recommendation, which are academic in nature, regarding the applicant's capacity for graduate work.
- School Psychology applicants must pass the Test of Academic Proficiency (TAP) or ISBE approved alternative. For details on the TAP or ISBE approved alternative, visit [www.nl.edu/ILTAP](http://www.nl.edu/ILTAP)
- Written Statement**
  - o Responses to the following questions must be completed and typed, single spaced, if possible. Please attach your typed responses. Each response to each question must not exceed one full page. The written statement is important in the evaluation of your application. In addition to considering the content of your statements, 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.

- What are your professional goals and how do you envision doctoral experiences supporting and/or relevant to achieving those goals?
  - What previous professional and personal experiences encouraged you to apply to this doctoral program?
  - Please explain what readings, academic studies or specific ideas have contributed to your current understandings as a professional.
  - How do you strive to enact these understandings in your professional work?
- o Additional questions for School Psychology applicants:
- What philosophical beliefs have you developed about teaching, learning, human development, change and leadership and how do you strive to enact these in your professional work?

### Faculty Review/Interview

The admission process occurs in two stages. First, the applicant submits the application and all supporting documentation to the Office of Admissions by the published deadlines. Faculty from the respective doctoral programs review the applications. The second stage of the admissions process consists of an interview with the program faculty. Because of the limited size of the doctoral programs, only a small number of applicants are selected to participate in the second stage of the admission process.

Teaching and Learning applicants who appear to be a good match will be invited to campus for the second stage of the review process which includes a group interview, a written response and an individual interview.

## INTERNATIONAL STUDENTS

- o Proof of English language proficiency is required if English is not the applicant's native language and/or high school degree was earned outside of the United States. Please submit official scores from one of the University-approved examinations listed at [www.nl.edu/admissions/oar/englishlanguageproficiency](http://www.nl.edu/admissions/oar/englishlanguageproficiency)
- o Foreign transcripts must be translated and evaluated by one of the approved agencies listed at [www.nl.edu/oar/admissions/foreign-credential.cfm](http://www.nl.edu/oar/admissions/foreign-credential.cfm)

## FINANCIAL AID (OPTIONAL)

- Fill out FAFSA form (school code 001733)
- Paper application takes 4–6 weeks to process
- Online ([www.fafsa.ed.gov](http://www.fafsa.ed.gov)) application takes 2–3 weeks to process
- The financial aid year is July 1–June 30. You **MUST** complete a new application for each year you wish to be eligible for aid
- Students must be fully admitted to be eligible for financial aid

*Additional requirements may be necessary. Also, specific programs may have additional requirements prior to registration. The decision to deny admission cannot be appealed. Please contact your NLU Enrollment Advisor for complete details.*