

Online post-master's graduate certificate **IN EDUCATIONAL ADMINISTRATION.**

Applicants to the [online post-master's graduate certificate in educational administration](#) are required to submit the following materials and meet the following requirements before the designated application deadline:

- Completed [online application form](#)
- Cumulative GPA of 3.0 or higher (on a 4.0 scale)
 - Applicants with an undergraduate GPA below 3.0 should contact a KU admissions advisor for more information
- Professional **resume or CV**
- Completed bachelor's degree with a master's degree in an education-related field**, both from accredited colleges or universities
- Current teaching license with at least 3 to 5 years of experience in schools
- Official transcripts:** copies of official transcripts are acceptable for admissions purposes
 - Advising Report forms or web-based transcript information will not be accepted
 - Official transcripts sent from the school must be submitted by the end of the first semester to prevent registration holds
 - Parchment or electronic transcripts received from the school are considered official and can be submitted to gradadmin@ku.edu or to the physical address below:

University of Kansas
Office of Graduate Admissions
313 Strong Hall
1450 Jayhawk Blvd.
Lawrence, KS 66045

Personal statement showing a clear understanding of how the degree will fit into the applicant's career plans

Three letters of recommendation from qualified individuals

- 1 from an immediate supervisor
- 2 from others in leadership positions (principal, grade-level chair, instructional coach, etc.)

Recommendations are collected via the online application system, and references will receive an email link with instructions to complete a letter of recommendation and survey

Application fee: \$30

IELTS or TOEFL scores (for non-native English-speaking applicants)