

Online Post-Master's Graduate Certificate in Educational Administration

Applicants to the [online post-master's 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, and an active teaching license
- 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
Graduate Admissions
KU Visitor Center
1502 Iowa St.
Lawrence, KS 66045

- Personal statement showing a clear understanding of how the degree will fit into the applicant's career plans
- One letter of recommendation from a current supervisor
 - Applicants are welcome to submit additional letters of recommendation, but this is optional
 - 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)