

# Online Master's in Educational Administration

Applicants to the [online Master of Science in Education \(M.S.E.\) 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 from accredited college or university
- 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 [graduateadm@ku.edu](mailto:graduateadm@ku.edu) or to the physical address below:

Graduate Admissions  
University of Kansas  
KU Visitor Center  
1502 Iowa St.  
Lawrence, KS 66045  
(785) 864-3140

- 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: \$65 for U.S. residents, \$85 for international applicants
- IELTS or TOEFL scores (for non-native English-speaking applicants)