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Description automatically generated**College of Education**

**Department of Educational Leadership and Sport Management**

**Educational Leadership Masters (MA or EdM) Degrees**

**Pullman and TriCities**

**Supplemental Application Form**

For the Department of Educational Leadership and Sport Management, this form requests information in addition to that required by the Graduate School. The faculty uses this information in the admission and advising process. The PRIORITY deadline for submitting a complete application for the master programs are February 1st for fall admission and September 1st for spring admission. Although late applications may be considered, the department cannot guarantee an admission decision will be made prior to the start of the semester for which you apply.

**Submit Items 2-5 as part of your WSU Graduate School Application (Item 1).**

**1.**  **Graduate School Application**, available online at <https://gradschool.wsu.edu/FutureStudents/Apply.html>

• $75 application fee paid with credit card when submitting on-line application

**2.**  **Current resume or vita,** documenting your educational attainments and highlighting any education related work and/or research experience.

**3.** **Letter of Intent:** A written statement of your scholarly and professional objectives and how you believe your enrollment in the WSU master program will advance these objectives. The statement should be confined to no more than two pages, single-spaced. Your written statement must include:

1. A summary of your beliefs and/or values about leadership,
2. A description of leadership or other life experience that relates to graduate study,
3. Your scholarly and/or research interests as an educational leader, and
4. The unique contributions you would bring to the graduate degree program and community of scholar- practitioners.

**4. Three letters of reference.**  Contact information from references will be entered by you as part of the Graduate School Application. Their letters of recommendation should address your (1) scholarship, (2) facility with written, oral, and interpersonal communication, and (3) leadership and/or interpersonal skills. (Please do not send placement files.) Two of these letters should be from persons from whom you have taken previous coursework, and one letter should come from an education leader for whom you have worked. If you are unable to contact previous professors, letters should be from individuals qualified to address your ability to be successful academically and professionally. All of the letters should address your qualifications as a potential master’s student.

**5.** **OFFICIAL transcripts from any colleges/universities:**

• Where any degrees have been granted or are expected.

• That show the last 60-graded semester (90 quarter) credits of course work

• That show graded graduate level work (including doctoral) taken after the bachelor’s degree.

• Unofficial copies may be uploaded with your Graduate School application, if you are admitted you will be required to submit official copies.

• Official Transcripts are those sent directly by the college/university the student attended to the WSU Graduate School in Pullman. Transcripts that are not sent directly from the Registrar of the school attended to the WSU Graduate School are NOT considered official. Transcripts issued directly to students in sealed envelope are NOT considered official.

* **WSU Transcripts are NOT required for coursework taken at WSU.**

**6. International Students** must meet the university’s English proficiency and funding requirements. Please view the current requirements on the Graduate School’s – International Student Requirements page <https://gradschool.wsu.edu/international-requirements/>.

**7. Submit the following items (item 8 and, if applicable, item 9) by email with attachment(s) to your primary campus of enrollment as noted below:**

|  |  |
| --- | --- |
| Washington State University-**Pullman**  Office of Graduate Studies  College of Education  Cleveland Hall 70  PO Box 642114  Pullman, WA 99164  Phone: 509.335.7016 Email: [gradstudies@wsu.edu](file:///D:\ashima.singh\Documents\CoE_Program%20Assessment\Graduate\T&L\Student%20Handbooks\gradstudies@wsu.edu) | Washington State University-**Tri-Cities**  College of Education  *Niamh O’Leary*  2710 Crimson Way  Richland, WA 99354-1671  Phone: 509.372.7394  Email: [niamh.oleary@wsu.edu](mailto:niamh.oleary@wsu.edu) |

**8. Completed Supplemental Application Form (below)**

**9. Copies of currently held education certificates**

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**Department of Educational Leadership and Sport Management**

**Educational Leadership Masters (MA or EdM) Degrees**

**Pullman and TriCities**

**Supplemental Application Form**

*Please complete and return this form and return to your primary campus of enrollment (see below).*

Yes! I have applied to Washington State University WSU ID#

**GENERAL INFORMATION**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name (in full): | |  | |  | | | | |  |
|  | | *(Last),* | | *(First),* | | | | | *(Middle)* |
| Mailing Address: | | |  | | | | | | |
|  | | | *(Street)* | | | | | | |
|  | | | | |  | | |  |  |
| *(City)* | | | | | *(State)* | | | *(Zip/Postal Code)* | *(Country)* |
| Telephone : |  | | | | |  |  | | |
|  | *(Cell or Primary Phone)* | | | | |  | *(Alternative Contact Phone)* | | |
| E-mail (required): | | |  | | | | | | |

**PROGRAM AND EDUCATIONAL INFORMATION**

Please check the appropriate box to indicate the degree program you are applying to:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Program** | **Degree** | **Pullman** | **Spokane** | **TriCities** |
| **Educational Leadership** | Ed.M. (Non-Thesis) |  |  |  |
| M.A. (Thesis) |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **Semester you plan to begin the program:** | | | | |  | | |
|  |  | Fall/August |  | Spring/January | | Year: |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Professional Experience: List school experience; begin with the most current experience.** | | | | | | |
| Dates of Employment | District and Location | Position Held | | | Supervisor | |
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| **Credentials** | | | | | | |
| Educational or professional credential/certificate held: | | Issued by/ certificate # (attach copies) | | | | |
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| **Disclosures** | | | | | | |
| Have you ever had a teaching or administrative credential revoked? | | |  | Yes |  | No |
|  | | | | | | |
| Have you ever been dismissed from a position? | | |  | Yes |  | No |
|  | | | | | | |
| Within the last seven years, have you been convicted, fired, imprisoned or placed on probation for violation | | | | | | |
| of any law, police regulation or ordinance (excluding traffic violations? | | |  | Yes |  | No |
|  | | | | | | |
| **If you answered “yes” to any of the above questions, please attach a full explanation, which will not prejudice your admission to this program.** | | | | | | |

*(Signature) (Date)*

**Please note:** All application and supplemental materials should be received by the priority deadline in order for candidates’ application to be considered by the faculty admissions committee. Follow up with your primary campus of enrollment to make sure they have received all of your application materials or if you have questions.

**Washington State University**

|  |  |  |
| --- | --- | --- |
| **-Pullman** |  | **-TriCities** |
| Office of Graduate Studies  [gradstudies@wsu.edu](mailto:gradstudies@wsu.edu) (509)335-7016/335-9195 |  | Niamh O’Leary  [Niamh.oleary@wsu.edu](mailto:Niamh.oleary@wsu.edu)  (509) 372-7394 |