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**Department of Leadership Studies**

**Master of Education in Instructional Leadership**

**MATERIALS REQUIRED TO COMPLETE APPLICATION:**

* **APPLICATION FORM:** Complete the Application for Admission.
* **APPLICATION FEE:** An application fee of $50 (resident) or $75 (non-resident) must accompany each application for admission. The application fee cannot be waived or deferred and is not refundable.
* **STATEMENT OF PURPOSE:** Complete the online statement of purpose, explaining aspirations and reasons for pursuing an MEIL at WVSU.
* **RESUME/CURRICULUM VITA:** Submit resume or vita documenting successful professional experiences, community service and professional development.
* **TRANSCRIPTS:** Provide an official transcript from each college or university attended. Graduates of West Virginia State University must provide official WVSU transcripts. Transcripts must be sent directly from the institution.
* **EDUCATOR LICENSE:** Provide copy of Professional Educator License from a State Department of Education.
* **LETTERS OF RECOMMENDATION:** Three letters of recommendation are to be included with the application.
* **TEST SCORES:** Applicants must take the *Graduate Record Exam* OR the *Millers Analogy Test* and have scores sent to the **Masters of Education in Instructional Leadership Program** at West Virginia State University. If applicable, successful TOEFL scores will also be submitted.

The successful application will be complete, will demonstrate a coherent statement of purpose aligned with program goals, and will meet these GPA and MAT/GRE requirements:

* A minimum overall GPA of 2.7 on a 4 point scale for all undergraduate work from accredited institution(s) with an MAT score of 380 (GRE Verbal Reasoning Score of 144) **or**
* GPA of 2.6 and MAT score of 385 (GRE Verbal Reasoning Score of 146) **or**
* GPA of 2.5 and MAT score of 390 (GRE Verbal Reasoning Score of 148) **or**
* Exceptional expertise in the field of Education as demonstrated through an interview with the Graduate Studies Committee.

**Application for Admission**

**Masters of Education in Instructional Leadership**

**West Virginia State University**

**PERSONAL DATA**

Date of application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ A# or SSN: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Last Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MI: \_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred First Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Address: Street or P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Permanent Address (if different): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Additional Personal Data** (Disclosure of additional personal data is **optional** and will in no way affect a decision concerning your application.)

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_\_\_ Birthplace (State): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Have you ever served in the U.S. Armed Forces? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

Are you eligible for veteran’s benefits? Yes \_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_

**Emergency Contact Information (Optional).**

(Last, First, Middle): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street or P.O. Box: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State \_\_\_\_\_\_\_\_ ZIP \_\_\_\_\_\_\_\_\_ County \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Country \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business/Other Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity (Optional):**Please check one of the following that best describes your ethnicity:

\_\_\_\_\_\_\_\_\_\_ Hispanic or Latino \_\_\_\_\_\_\_\_\_\_ Asian

\_\_\_\_\_\_\_\_\_\_ Native American Indian or Alaska \_\_\_\_\_\_\_\_\_\_ White

\_\_\_\_\_\_\_\_\_\_ Native Hawaiian or Other Pacific Islander \_\_\_\_\_\_\_\_\_\_ Race/Ethnicity Unknown

\_\_\_\_\_\_\_\_\_\_ Black or African American

\_\_\_\_\_\_\_\_\_\_ Non-Resident Alien \_\_\_\_\_\_\_\_\_\_ Resident Alien

**Enrollment Data:**

**Student Category:** \_\_\_\_\_\_\_\_\_\_\_ Degree and Licensure \_\_\_\_\_\_\_\_\_\_\_\_ Licensure Only

Year you plan to enroll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term/Semester you plan to enroll: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

State of Residency: \_\_\_\_\_\_\_\_\_\_ If resident of WV, how long have you lived in WV? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic History**

College(s) Attended (Undergraduate):

College/University City State Date of Graduation Degree Major\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Have you been suspended or expelled for academic or disciplinary reasons? Yes \_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

If you answered yes to the previous question, please attach an explanation of the incident which led to disciplinary action, the action taken, including date and official reason and other disciplinary actions.

If you have, are you currently eligible to return to that institution? Yes \_\_\_\_\_\_\_\_\_\_\_ No \_\_\_\_\_\_\_\_\_\_\_

Are you a U.S. Citizen? Yes \_\_\_\_\_\_\_ No \_\_\_\_\_\_\_ If not, please indicate immigration status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

VISA: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Include a copy of both sides of your I-551 card)

List the three (3) people you have asked to write letters of recommendation. They should be familiar with your educational and/or professional work and be able to evaluate your potential success as a graduate student.

Name Position Email Address

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Application checklist

 I am enclosing/have requested official transcripts from the institutions where my degrees were earned

 I am enclosing/have requested official transcripts for any transfer work I would like used toward my
 graduate degree.

 I have enclosed the $50 (resident of WV) or $75 (non-resident) graduate application fee.

 I am enclosing a copy of my professional educator license.

 I am enclosing a written statement of purpose.

 I am enclosing a resume or curriculum vita.

 I am enclosing/have requested three (3) letters of recommendation.

 I have requested an official score report for the MAT **or** GRE general test (and TOEFL, if applicable.)

**I certify that all statements in this application are complete and true and I give the aforementioned institutions permission to use this information for statistical and reporting purposes. I further understand that any willful misrepresentation of information given in this application may be grounds for denial of my admission or dismissal.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Note: West Virginia State University adheres to the principles of equal opportunity without regard to race, color, gender, age, creed, national origin or disability. This policy extends to all programs and activities supported by the University.

West Virginia State University, in adhering to its commitment to maintain a safe and tranquil environment and assist the members of the University Community to provide for their own safety, publishes and disseminates information by publishing Crime Statistics for the present and two previous calendar years. For information about crime statistics, please use the link: <http://www.wvstateu.edu/administration/public-safety2.aspx> For additional information, contact a Public Safety representative at (304) 766-3353 or Fax (304) 766-5193 or writing to Department of Public Safety, PO Box 1000, Campus Box 124, Institute, WV 25112-1000.

**Please submit application and supporting documents to:**

**West Virginia State University**

**Department of Leadership Studies**

**928 Wallace Hall, PO Box 1000**

**Institute, WV 25112**