

Document Checklist and Steps for PhD Admission Applications to Studies in Educational Leadership (SEL)

1. Before you begin the application process, you will need to:

- Contact and receive support from a faculty member to agree to become your research supervisor (see the list of faculty members below).
- Prior to contacting a faculty member about the possibility of being your supervisor, prepare a draft of your research proposal, with an explanation of how your research interests align with your proposed supervisor's areas of expertise.
- *It is also possible to select supervisors outside the SEL specialization.

2. Provide up to two letters of reference:

- The letters must be from academics who have taught and/or supervised you in courses or other academic work.
- Do not provide reference letters from an employer or colleagues.

Note: If you cannot provide a reference from academics who have taught and/or supervised you in courses or other past academic work:

- Please provide a brief explanation why (e.g., You completed your degree a long time ago and cannot find the professors in your prior program).
- **For doctoral students:** Please provide a copy of your master's thesis or capping project.
- **For master's students:** Please provide a copy of an undergraduate thesis or course paper you are proud of.

3. Complete the Distinguished Life Achievement Statement only if your grade point average (GPA) is below the minimum required by the program you are applying to (maximum 3 pages double-spaced). Your statement should only include:

- An explanation of factors/conditions that contributed to a GPA below minimum standard
- A demonstration of life achievement related to your intended area of study that would make you suitable for graduate studies despite a GPA that is below minimum standard.
- A description of what has changed in your life that will ensure you will be successful in a rigorous graduate program at this time in your life.

4. Your Statement of Intent should outline your research area of Interest (maximum 3 pages, double-spaced for master's and doctoral programs) and will describe a research focus that has inspired you to pursue graduate studies. Include a research question or purpose statement.

Note: The focus of the statement of intent is on your proposed focus of study. Please avoid describing the accomplishments listed on your CV, or other superfluous details about yourself and/or your non-academically related life experience.

5. Provide a timeline for your program of study.

If you are applying as a part-time student:

- Include a description of how you plan to fit your program of studies into your life. Be specific about how you plan to create time to be successful in a graduate program (e.g. what arrangements have you made, what will you give up)
- Provide a proposed timeline for your course work and your thesis or capping project if you are in the Master's program

If you are applying as a full-time student:

- Include a description of how you will be making adequate space in your life to fully engage in full time studies
- Provide a proposed timeline for your course work and your dissertation

Your admission depends on:

- faculty members' assessment that you have an academic area to focus your studies, and
- whether your stated research intent aligns with SEL's specialization and faculty members' interests.