

College of Education
Educational Administration Post-Master's Certificate with Program
Administrator Specialization

APPLICATION INSTRUCTIONS AND PROCEDURES

All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the priority deadlines. International applicants and those with international transcripts should consult the International Requirements Page, for deadlines and other requirements, as they may differ.

- ✓ Evidence of the minimum of an earned master's degree from a regionally accredited institution or U.S. equivalent. You may upload the unofficial transcript(s) for your institution(s) within the Academic History tab of the application. You may also upload the transcript(s) following the submission of your application via your Status Page. Upon an offer of admission, you will be required to submit official copies of provisional documents within your first quarter of enrollment.
- ✓ College of Education Self-Evaluation Form.
- ✓ Résumé reflecting at least three year's successful work experience.
- ✓ Statement of Purpose (approximately 500 words) responding to the following prompt: Describe how your experiences, perspectives and talents have shaped your understanding of leadership and will help you to make an impact in your graduate work at Seattle University and to inspire transformational change in the communities you serve.
- ✓ Two recommendations from supervisors within past five years using College of Education Recommendation forms provided through the application.
- ✓ Interview and writing sample.
- ✓ Graduate and post baccalaureate applicants who received a baccalaureate degree or higher from Seattle University or a recognized college or university in the United States, Canada, Great Britain, Ireland, New Zealand, Australia, Bahamas, Jamaica, Kenya, Singapore, Belize, Nigeria, and Trinidad and Tobago will not be required to submit English proficiency test scores. Students earning a degree in a country other than those listed above may provide official documentation from the degree granting institution verifying that all instruction was in English. A minimum of three years of enrollment at the university is required. English proficiency may be met with an official TOEFL score of 86 (IBT), or the IELTS exam with a minimum score of 6.5; PTE score of 63; or Duolingo score of 110.

Seattle University prohibits discrimination and harassment on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, genetic information, status as a Vietnam-era or special disabled veteran, status as a victim of domestic violence, sexual assault, or stalking, or any other basis prohibited by applicable federal, state, or local laws. Discrimination and harassment on the basis of sex includes sexual misconduct. In addition, Seattle University prohibits retaliation against any individual who makes a good faith report or otherwise provides information about discrimination, harassment, or sexual misconduct.