

## 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 [gradadmin@ku.edu](mailto:gradadmin@ku.edu) or to the physical address below:
    - Graduate Admissions
    - University of Kansas
    - KU Visitor Center
    - 1502 Iowa St.
    - Lawrence, KS 66045
- Personal statement** showing a clear understanding of how the degree will fit into the applicant's career plans
- Three letters of recommendation** from qualified individuals
  - 1 from an immediate supervisor
  - 2 from others in leadership positions (principal, grade level chair, instructional coach, etc.)

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)