

**Admissions Requirements: Online Educational Leadership Without Florida Certification
Master's (M.S.) and Specialist (Ed.S.) Degree Programs**

Applicants must meet the following minimum admission requirements:

- **Degree and GPA Requirements**
 - ***Master's Degree Program Applicants:*** An earned bachelor's degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA) in all coursework attempted while registered as an upper-division undergraduate student working towards a bachelor's degree.
 - ***Specialist Program Applicants:*** An earned graduate degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA).
 - **Professional Experience.** Applicants must have at least two years of full-time PK-12 classroom teaching experience.
 - **GRE test scores**
 - Official test results are required from the General Test of the Graduate Record Examination (GRE). Identify Florida State University (FSU Institution Code is 5219) to receive the official GRE report of applicant's scores. The Educational Testing Service (ETS) does not retain scores longer than five years. If test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the official report that was mailed to your home address for older scores, then FSU will accept that report.
- Target Scores:**
Verbal – 149
Quantitative – 147
Analytical Writing – 3.5
- **Language proficiency test scores** – International applicants whose first language is not English, and who have not studied in an English-speaking country for at least an academic year, must submit language proficiency test scores.

Target Scores:

TOEFL (paper-based) – 550

TOEFL (internet-based) – 80

IELTS – 6.5

MELAB – 77

- **Transcripts** – Applicants must submit an official transcript from each college and/or university attended to the Office of Admissions. Transfer credit posted on the records of other institutions is not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must also be submitted. Official transcripts bear an official seal and signature and are sent from the issuing college or university directly to Florida State University. The verifying signature should be that of an officer of the institution attended. FSU transcripts or official transcripts already on file will be obtained by the Office of Admissions. Original documents or signed, officially certified photocopies of original documents may be submitted by the applicant only when institutions outside the United States will not send academic records to other institutions. All academic records that are not in English must be accompanied by certified English translations. Certified documents should be true copies that are signed and dated by an educational official familiar with academic records. Documents signed by a notary or other public official with no educational affiliation will not be accepted. The address for submitting transcripts is:

Florida State University
Office of Admissions
282 Champions Way
P.O. Box 3062400
Tallahassee, FL 32306-2400, USA

Supporting documents must be uploaded to the Admissions Application Portal:

- **Statement of purpose:** Describe your aptitude and interest in graduate study in educational leadership, including your preparation for this field of study and your future career goals. Please be specific about why Florida State University would be a good intellectual and professional fit for you. (Limit: one to two pages, 12 pt. font, single-spaced.)
- **Essay Question:** From your professional work experience, describe and analyze one situation that involved a dilemma related to leadership and how you demonstrated critical leadership skills and dispositions in response to this dilemma. (Limit: one-page response).
- **Contract of Enrollment in an Educational Leadership Program Without Florida Certification**
Carefully review the [Contract of Understanding](#) document and upload into the application this form with your printed name, signature and date. By signing this document, you acknowledge you are applying to a program that is not a state-approved program for certification in Educational Leadership and that you cannot switch your application or enrollment to a state-approved Educational Leadership program.
- **Letters of Recommendation:** Two letters of recommendation are required, as described below. Letters from co-workers or friends are not accepted.
 - ***Letter of Recommendation from Direct Supervisor:*** This letter of recommendation must be on official letterhead from your direct supervisor who has evaluated your professional performance and has knowledge of your leadership potential.

- **Letter of Recommendation**: The Letter of Recommendation must be from someone who can describe your ability to meet the level of rigor and expectations in a graduate level program. This may be a letter from a former professor or academic advisor.
- **Resume/Curriculum Vitae**
- **Unofficial Transcripts** – Submit transcripts from all colleges attended. Uploading a copy will expedite the review process, though you must still send official copies to the Office of Admissions.

Please note: the program codes you will select in the application for this program are as follows:

- *MS: LEADADMNMS*
- *EdS: LEADADMNES*