



Admissions Checklist

Submitting Your Application

KU DEPARTMENT OF
EDUCATIONAL LEADERSHIP
& POLICY STUDIES

The University of Kansas

Admission Application Checklist

To get started on your application, visit graduate.ku.edu/apply

STEP 1: Apply through the KU Office of Graduate Studies

- Complete the online application through the KU Office of Graduate Studies: graduate.ku.edu/apply
- Establish an account, complete application, submit supporting documents, and pay application fee online:
 - o \$65 for U.S. Residents, \$85 for international applicants.
- You can save your work on each page and come back to it later.
- If you encounter problems with the online application process, please email help@applyweb.com.
- Questions regarding the program in general can be emailed to the ELPS Department at elps@ku.edu.

STEP 2: Submit required supporting documents with online application form

- TRANSCRIPTS:** One official copy of your academic transcript from each college or university attended.
- RESUME:** A current copy of your professional resume, curriculum vita (CV), or an electronic portfolio.
- STATEMENT OF PURPOSE:** 1-2 page statement indicating how the program relates to your career goals.
- LETTERS OF RECOMMENDATION:** 3 letters of recommendation from qualified individuals are collected via the online application system. 1 should be from the applicant's immediate supervisor; and at least one of the others should be from a former professor. The letters should include information regarding qualifications for leadership positions and capacity for rigorous graduate study. It is important that the letters speak specifically to the applicant's academic skills and abilities.

STEP 3: Apply online for a Graduate Assistantship through KU Human Resources:

- Begin assistantship application: <https://studentaffairs.ku.edu/assistantship-application>
- Submit resume, cover letter, and three professional references (not academic letters of recommendation)
- Include preferences for assistantship positions, based on personal/professional interests

STEP 4 (If applicable): International applicants are also required to submit the following items:

- English Proficiency Requirement: TOEFL or IELTS scores required (if your native language is not English).
- Financial Document
- International applicants are strongly encouraged to complete their application files well in advance of the application deadlines in order to ensure adequate time for processing of visa-related paperwork.

Tips for completing the online application process:

- FILLING OUT YOUR FORM:** In order for your application to register, it is important that you work through page 4 and save your form before exiting. On page 4, select Educational Leadership & Policy Studies and Higher Education Administration MSE for your program choice. **BE SURE TO CONFIRM YOUR PROGRAM CHOICE.**
- SUBMITTING THE FORM:** Check your application form carefully. When you are satisfied, click the "Submit" button at the bottom of the final page. This saves your data in final form and takes you to the payment page.
- PAYING THE APPLICATION FEE:** You can pay your application fee by debit/credit card or check (U.S. Bank accounts only.) Cash payments are not accepted.

Once your graduate application is completed:

- EMAIL CONFIRMATION:** You will receive email verification that your application has been submitted.
- DEPARTMENT NOTIFICATION:** Once the ELPS Department has received and verified your information, they will make updates to the checklist portal with information about admissions materials and decision timelines.
- ADMISSION DECISION:** Once the ELPS Department and the KU School of Education have processed an admissions decision, the information will be forwarded to the Office of Graduate Studies. Once the Office of Graduate Studies has processed the decision, you will receive an email with log-in information for the decision portal. The decision portal letter is your official notification of the admission decision from the University of Kansas.