# ENDICOTT COLLEGE

376 Hale Street • Beverly, MA 01915 • TEL: (978) 232-2199 •FAX: ( 978) 232-3000 • EMAIL: gpsadmissions@endicott.edu

## *Van Loan School of Graduate and Professional Studies*

### APPLICATION FOR GRADUATE ADMISSION: DOCTOR OF EDUCATION (ED.D.) IN EDUCATIONAL LEADERSHIP PROGRAM

Instructions:

1. Please **TYPE** or **PRINT** the answers to ALL questions.
2. Return the completed application along with a non-refundable fee of $50.00; make checks payable to Endicott College. Please remember to sign and date the application.
3. Arrange to have the following sent along with your application or under a separate cover to the Van Loan School of Graduate and Professional Studies at Endicott College, 376 Hale Street, Beverly, MA 01915:
   a. Complete, official transcripts from all all previous, post-secondary education.
   b. Three letters of recommendation. At least one letter must be authored by an academic professional holding an earned doctoral degree who directly attests to your ability to complete doctoral study successfully.
   c. Personal Statement. An original 6-10 page (double spaced, 12 pt. font) This is an opportunity for you to demonstrate your writing skills. Please respond to these questions: 1) What relevant knowledge, skills, experiences bring you to this point of considering doctoral study? 2) In what ways will doctoral study support your academic, professional and/or personal goals? 3) What would be your ideal apprenticeship and why? *Please be sure that your full name is included on the pages of your Personal Statement.*
   d. Official copy of scores from either the Graduate Record Examination (GRE) Code: 3854 or the Miller Analogies Test (MAT) Code: 2567.
   e. All students for whom English is not a first language must submit scores from the Test of English as a Foreign Language (TOEFL). Code: 3369

      For information on applying for the test, see the TOEFL website at www.toefl.org or write to TOEFL, Box 899, Princeton, NJ 08540, USA.
   f. A copy of your resume or curriculum vitae with evidence of at least three years of related, professional experience.
   g. A Writing Sample. In addition to the Personal Statement, doctoral applicants are asked to submit a short paper (limit 10 pages), double-spaced, in 12 point font responding to a particular question: *What are the most critical challenges facing leaders in higher education today?* The writing sample will be evaluated for evidence of: thoughtful analysis, ability to develop main points and support claims, focus and organization, academic style, use of sentence variety and vocabulary to convey meaning clearly, control of sentence structure, language, grammar and punctuation. *Please be sure that your full name is on the document.*
   h. An admission interview is required of all candidates; please call the Program Director at 978-998-7753 to make arrangements.

**Planned Date of Enrollment:**

❒ Fall Semester, Year _____

**Location where classes will be taken:** _____

## PERSONAL INFORMATION

Social Security Number _____ – _____ – _____ ❒ Male ❒ Female

Full Name _____
Last/Family Name First Middle Former Preferred First

Permanent Mailing Address _____

City _____ State or Country _____ Zip or Postal Code _____

Telephone (H) (_____) _____ (W) (_____) _____

Cell Phone (_____) _____ FAX (_____) _____

E-mail Address(es) _____

Date of Birth _____-_____-_____ Place of Birth _____
Month Day Year City, State, Country

Marital Status: ❒ Single ❒ Married ❒ Widowed ❒ Separated/Divorced

Have you ever applied to the Van Loan School of Graduate and Professional Studies? ❒ Yes ❒ No

If yes: year(s) _____ program(s) _____

Have you ever been a student at Endicott College? ❒ Yes ❒ No If yes, year(s) _____

Citizenship:

❒ U.S. Citizen ❒ Resident Alien

❒ International Citizen of (country) _____ ❒ Non-Resident Alien, Visa type _____

## Employment Information

Current Employer _____ Dates of Employment _____

Street Address _____ City _____ State _____ Zip _____

Job Title _____ Name of Supervisor _____

## College Information

Please list all institutions you have attended beginning with highest degree received; include dates of attendance and degrees (if any) awarded:

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

Institution _____ Location _____

Dates Attended_____ Credits_____ Degree _____ Major _____

## Recommendations

Please provide three letters of recommendation from individuals who, in your opinion, are qualified to judge your ability to do college work. A Confidential Recommendation Form is available at www.endicott.edu/gps. The completed recommendations should be sent directly to the Van Loan School of Graduate and Professional Studies at Endicott College, 376 Hale Street, Beverly, MA 01915.

Please list the names of the persons from whom you have requested a recommendation:

| Name | Position/Title | Relationship |
|---|---|---|
| | | |
| | | |
| | | |

## Referral

Please indicate how you became interested in Endicott College's Doctor of Education (Ed.D.) in Educational Leadership program:

- ❒ Internet Search
- ❒ Web Site
- ❒ Alumni
- ❒ Friend
- ❒ Word of Mouth
- ❒ Past or Current Student
- ❒ College Fair
- ❒ Advertisement (print)
- ❒ Advertisement (radio)
- ❒ Reputation
- ❒ Information Session
- ❒ Family/Relative
- ❒ Other _____

Race and Ethnicity – Optional Information *

** These questions are being asked to furnish statistics, as required by the Department of Education.*

Are you Hispanic or Latino? (choose only one)

- ❒ Yes, Hispanic or Latino
- ❒ No, not Hispanic or Latino

What is your race? (choose one or more)

- ❒ American Indian/Alaskan Native
- ❒ Native Hawaiian/other Pacific Islander
- ❒ Unknown/Other (explain)
- ❒ Black/Non-Hispanic
- ❒ Asian
- ❒ White

I hereby make application for the herein named student and agree to the fees, terms, and conditions as set forth in the *Graduate Catalog*. In consideration of the undertaking by the Van Loan School of Graduate and Professional Studies to process this form, the undersigned agrees that the furnished information on the application form, together with all information and materials of any kind received by the Van Loan School of Graduate and Professional Studies from any source, or prepared by anyone at its request, shall be completely confidential and shall not be disclosed to anyone, including the candidate and his or her family, except that the Vice President and Dean of the School of Graduate and Professional Studies may, for official purposes at his or her discretion, disclose any part or all thereof to such person or persons as required by the application law.

Signature of Applicant_____ Date _____

*Endicott College is an affirmative action/equal opportunity employer and is committed to the principles of equal employment and complies with all federal, state, and local laws and regulations advancing equal employment. The College's objective is to employ individuals qualified and/or trainable for open positions by virtue of job-related education, training, experience, and qualifications without regard to sex, race, religion, color, age, physical disability, sexual orientation, national or ethnic origin or citizenship, veteran status, genetic information, pregnancy, or any other status protected by law.*

*Endicott College is accredited by the New England Association of Schools and Colleges*