

NC State University's Principal Fellows Cohort
Master of School Administration
Application Checklist

Early Decision Deadline: December 4, 2017

Regular Deadline: January 15, 2018

Application Checklist:

- _____ 1. Completed NCSU's Graduate School Online Application (go to <https://grad.ncsu.edu/apply/>)
- _____ 2. Pay the \$75 application fee.
- _____ 3. Selected: **School Administration - MR – Fall 2018.**
- _____ 4. Confirmed on application that you have **NC Residency** and completed the required form in the application system.
- _____ 5. Uploaded unofficial **transcripts** from each college attended (except NC State). If you are recommended for admission, the Graduate School will request an official copy of your transcript(s) be sent directly to the Graduate School (for address see <http://www.ncsu.edu/grad/contact-us/index.php>. Please do not send the transcripts to the department).
- _____ 6. Confirmed the submission of three (3) **letters of reference** via the online application system. One recommendation must be from your current supervisor.
- _____ 7. OPTIONAL: **Scores are optional for your NC State application. However, GRE or MAT scores are required by the NC Principal Fellows Program.**
Submitted official score report from either the Miller's Analogy Test (MAT) or the Graduate Record Examination (GRE) (taken within the past 5 years). [Send unofficial scores ASAP and then have your official scores sent to NCSU Graduate School. Please request a print-out of your unofficial score from the test administrator the day you take the test. Then email copy of score report to sharon_walker@ncsu.edu.]
- _____ 8. Uploaded your Professional **Resume**: Please be detailed and include information on your teaching assignments (grades and subject), current work assignment (location) and include current supervisor name and contact information (address, phone, and email).
- _____ 9. Uploaded your **Goals Statement** for the MSA program In this statement you should describe your purpose and (1) professional experiences relevant to your desire to become a school administrator, (2) what your goals as an administrator are, and (3) how these goals relate to current trends and issues in public education. Your Goals Statement should be a minimum of two typed pages, a maximum of four typed pages, and should address all three of these prompts. Goals statement must be typed in 12 point Times New Roman font, double-spaced.

(You may have to combine two of the documents for #8 & 9 into one computer file in order to upload at the online application site.)

Note: You will also need to complete the NC Principal Fellows Program Application by January 15, 2018; see <http://ncfp.northcarolina.edu/>.