

**Application Checklist:**

- \_\_\_\_ 1. Completed NCSU's Graduate School Online Application
- \_\_\_\_ 2. Paid the \$75 application fee.
- \_\_\_\_ 3. Selected: **School Administration - Distance Track – MR – Summer 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.
- \_\_\_\_ 7. **OPTIONAL:** 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](mailto: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 statement of **purpose or biographical statement**.
- \_\_\_\_ 10. Uploaded your **writing sample** for the MSA program: "*Philosophical Statement or Educational Platform.*" (You may have to combine two of the documents for #8, 9, and 10 into one computer file in order to upload at the online application site.)
- \_\_\_\_ 11. Mailed, faxed or emailed your **The NC State Johnston Principal Leadership Academy Background Information** form to:  
Dianne Griffiths, The NC State Johnston Principal Leadership Academy  
NC State University, College of Education  
Campus Box 7801, 608P Poe Hall  
Raleigh, NC 27695-7801  
[degriffi@ncsu.edu](mailto:degriffi@ncsu.edu), Fax: 919-515-8950
- \_\_\_\_ 12. Completed the **Required Johnston Principal Leadership Academy MSA Information Survey** at: <https://www.surveymonkey.com/r/Q2MT8J6>
- \_\_\_\_ 13. Save the Date for Candidate Assessment Day on **Saturday, January 20, 2018** at the Friday Institute on NC State University's Centennial Campus.  
<https://www.fi.ncsu.edu/directions/>

**\* NCSU's Johnston Principal Leadership Academy Application Due Date: January 15, 2018**

**\* Mandatory Attendance at Candidate Assessment Day on January 20, 2018**