

APPLICATION FOR ADMISSION



Doctor of Education (Ed.D.) *in Educational Leadership*

NEUMANN
COLLEGE
Catholic Education in the Franciscan Tradition

Neumann College
Graduate Admissions Office
One Neumann Drive
Aston, Pennsylvania 19014-1298
610-361-5208
neumann@neumann.edu
www.neumann.edu

ADMISSION REQUIREMENTS

A new cohort begins annually. Applications and all supporting documentation are accepted until July 1st prior to the desired fall semester program start. **In conjunction with the general admission requirements of the College, the following are required:**

1. Submission of this completed Ed.D. application form, either hard copy or online at www.neumann.edu (Ed.D. Program);
2. Submission of all official undergraduate bachelor's degree in education or a related field and all official graduate transcripts which show work in education or a related field; the minimum required graduate GPA is 3.0;
3. **Graduate course work must evidence the successful completion of the following courses: Research Design and Methods, Educational Technology, and School Policy and Law;**
4. Official score reports for the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) must be submitted directly from the testing center. (Scores must be from testing that is within five years of the date of application.);
5. Submission of three completed Reference Forms with Letters of Recommendation (see separate form);
6. Submission of Curriculum Vitae showing work experience in education or a related field and demonstrated leadership;
7. Submission of two separate essays, one essay for each of the two following questions: "What are my goals in pursuing the Doctor of Education degree?" and "Name three educators who have significantly affected American education. Why do you think their contributions are important?"
8. Attendance, if invited, at an interview with the Ed.D. Faculty Admissions Committee; and
9. Attendance, if invited, at an applicant Group Interview and composition of a Writing Sample on a topic offered during the Group Interview.

PLEASE SUBMIT ALL REQUIRED DOCUMENTS DIRECTLY TO:

Neumann College Office of Graduate Admissions — Ed.D. Program
One Neumann Drive, Aston, PA 19014

FOR INTERNATIONAL APPLICANTS ONLY

In addition to the above, International Applicants should also arrange for the following:

1. Evaluation of all transcripts via the World Education Service for a course-by-course evaluation (www.wes.org);
2. Affidavit of Support (Form I-134) showing source of financial support for the duration of the program;
3. TOEFL scores, if English is not your first language; and,
4. Proof of medical insurance.

DOCTOR OF EDUCATION APPLICATION FOR ADMISSION



PERSONAL INFORMATION

I am applying for admission for the 20____ academic year.

Mr. Ms. Mrs. Dr. _____
Last Name First Name Middle Initial

Maiden Name (if applicable): _____

Street Address _____

City, State, Zip _____

Country _____

Home Phone _____

Cell Phone _____

Preferred E-mail _____

Social Security Number _____

Date of Birth (month/day/year) _____

I am applying, within the Ed.D. program, for State of PA Principal K-12 certification ___ Yes ___ No

I am applying, within the Ed.D. program, for State of PA Superintendent's Letter of Eligibility ___ Yes ___ No

OPTIONAL INFORMATION

Predominant Race: ___ Black or African-American ___ American Indian/Alaskan Native ___ Asian ___ White
___ Hispanic/Latino ___ Native Hawaiian or Other Pacific Islander ___ Two (2) or more races
___ Non-resident Alien ___ Other _____

Religious affiliation: ___ Protestant ___ Catholic ___ Jewish ___ Other

EDUCATIONAL CREDENTIALS

List all colleges/universities you have attended:

College/University (most recent first)	Dates Attended	Degree earned	Area of concentration

EMPLOYMENT HISTORY

Please complete the following information that refers to your current employment.

Current Employer: _____
Organization Name

Employment Address: _____
Street

_____ *City* _____ *State* _____ *Zip*

Work Phone: _____

If your employer is an educational entity, please list the type and level of education involved:

What factors at Neumann College are most attractive to you?

School Reputation Location

Faculty Cost

How did you hear of Neumann College?

Neumann mailing Family Colleague/Friend Radio _____
 Newspaper _____ Graduate Directory _____
(Specify name if possible) *(Specify name if possible)*

What contact have you had with Neumann College?

Spoke with staff (specify) _____

Spoke with faculty (specify) _____

Spoke with student (specify) _____

OFFICIAL TEST SCORES

Please note the dates on which you have taken, or will take, the:

GRE _____ / _____
Month / Year

MAT _____ / _____
Month / Year

TOEFL _____ / _____
Month / Year

I certify that this information is true and complete to the best of my knowledge. Falsification of information on this application could jeopardize acceptance and enrollment. I authorize any schools or colleges I have previously attended to release official transcripts to Neumann College. I understand that this application and all of its required documents become property of Neumann College and that, in accordance with the 1974 Buckley Amendment, Family Rights Privacy Act, I waive all of my rights to my applicant file.

Signature _____ Date _____

Neumann College, a Catholic College in the Franciscan tradition, in accordance with Title VI of the Civil Rights Act of 1964, operates in a non-discriminatory manner with regard to race, color, age or national origin. Furthermore, as required by Title IX of the 1972 Education Amendments, Neumann College does not discriminate on the basis of race, color, creed, sex, age, religion, national origin, sexual orientation, disability, pregnancy, or military status in its educational programs, activities, or employment policies. Neumann College also provides equal opportunity to qualified disabled persons in accordance with the requirements of the Americans with Disabilities Act.

LETTER OF RECOMMENDATION – Ed.D.

Office of Graduate and Adult Admissions
Neumann College
One Neumann Drive
Aston, PA 19014
610-361-5208
Web: www.neumann.edu



TO BE COMPLETED BY THE APPLICANT:

Name: _____

Degree Sought: _____ Date of Entrance: _____

Under the Family Educational Rights and Privacy Act of 1974, students enrolled at Neumann College have access to their educational records including letters of recommendation. However, students may waive their right to see a letter of recommendation, whereupon it will be held in confidence. If the waiver below is not signed, the applicant may request to see the letter after enrolling in a graduate program. The alternative selected will not affect consideration of the application for admission.

If you wish to waive your right to examine this recommendation, please sign here:

Signature: _____ Date: _____

TO BE COMPLETED BY THE RECOMMENDER:

Your evaluation will be very helpful to the Admissions Committee. Thank you for your assistance.

1) The Doctor of Education program would appreciate an evaluation (on the reverse or attached sheet) from you of the applicant's qualifications for graduate study, with particular reference to intellectual ability, originality, and competence, as well as how the applicant compares to other students known to you who are applying to graduate programs (if applicable).

2) Please identify the group to which you are comparing the applicant: _____
e.g. current employees or students in your department

Recommender's Name: _____ Title: _____

Organization: _____ Department: _____

Address: _____

Daytime Phone: _____ Email: _____

May we contact you via phone or email if we have questions? Yes No

I enthusiastically recommend recommend recommend with reservation do not recommend

Signed: _____ Date: _____

Please return this document as a cover to your letter of recommendation which should address the following:

- How well do you know the applicant and in what capacity?
- What are the applicant's talents and strengths, liabilities or weaknesses?
- How well do you think the applicant has developed his or her plans for graduate study?
- How well do you think the candidate may perform in graduate school where independent thought and action, excellent interpersonal communication, and a mature handling of responsibilities are required to meet course and graduate school objectives?

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I ____ enthusiastically recommend ____ recommend ____ recommend with reservation ____ do not recommend

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