

Admission Requirements – Ph.D. program in Educational Leadership/Administration

In order to meet minimum University admission requirements, an applicant must have:

- **A graduate degree with at least a 3.0 GPA** – Applicants for Ph.D. programs must have an earned graduate degree from a regionally accredited U.S. institution, or a comparable degree from an international institution, with a minimum 3.0 (on a 4.0 scale) grade point average (GPA).
- **GRE test scores** – Official test results are required from the General Test of the Graduate Record Examination (GRE). The Educational Testing Service (ETS) does not retain scores longer than five years. If your test scores are older than five years, you may have to retake the test to have official scores sent directly to FSU from the testing agency. If you have the official report that was mailed to your home address for older scores, then FSU will accept that report. FSU Institution Code: 5219.

Target Scores:

Verbal – 149

Quantitative – 147

Analytical Writing – 3.5

- **Language proficiency test scores** – International applicants whose first language is not English and who have not studied in an English-speaking country for at least an academic year must submit language proficiency test scores.

Target Scores:

TOEFL (paper-based) – 550

TOEFL (internet-based) – 80

IELTS – 6.5

MELAB – 77

- **Transcripts** – Applicants must submit an official transcript (in a sealed envelope) from each college and/or university attended to the Office of Admissions. Transfer credit posted on the records of other institutions is not accepted in lieu of transcripts from the original institutions. Official transcripts for these credits must also be submitted. Transcripts are considered official when they bear an official seal and signature and are sent from the issuing college or university directly to Florida State. FSU transcripts or official transcripts already on file will be obtained by the Office of Admissions. Original documents or signed, officially certified photocopies of original documents may be submitted by the student only when institutions outside the United States will not send academic records to other institutions. The verifying signature should be that of an officer of the institution attended. All academic records that are not in English must be accompanied by certified English translations. Certified documents should be true copies that are signed and dated by an educational official familiar with academic records. Documents signed by a notary or other public official with no educational affiliation will not be accepted.

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The address for submitting transcripts is:

Florida State University
Office of Admissions
282 Champions Way
P.O. Box 3062400
Tallahassee, FL 32306-2400
USA

For this program, the following supporting documents must be uploaded to the [Admissions Application Portal](#):

- **Statement of purpose:** The purpose statement should describe your purpose for pursuing a degree, qualifications, and long-term career goals.
- **Letters of recommendation** (3 required) – Letters should be written by persons who are in a position to comment on the likelihood of your success in a PhD program, specifically professors, postsecondary instructors or supervisors. At least two letters must be from professors. We do not accept letters from co-workers, relatives or friends.
- **Resume/Curriculum Vitae** (1 required)
- **Unofficial Transcripts** – Include transcripts from all colleges attended. Uploading a copy will expedite the review process, though you must still send official copies to the Office of Admissions.

Please note: The program code you will select in the [application](#) is **PhD: LEADADMNPD**

Educational Leadership & Policy Ph.D. Program GRE Waiver Allowance

The Educational Leadership and Policy Ph.D. program, with majors in Educational Leadership/ Administration and Education Policy and Evaluation, received a waiver of the GRE as an admission criterion for outstanding applicants to the Ph.D. program. The waiver is targeted to those highly qualified students who demonstrate outstanding prior academic performance in their past academic programs and/or have a significant research experience in a related field.

Criteria

Applicants meeting ONE of the following criteria in academic preparation OR research experience will have the option to request a waiver of the FSU requirement to provide GRE scores:

Academic Preparation

- Upper-division undergraduate GPA of 3.2 (on a 4.0 scale) or higher from a regionally accredited U.S. institution or an international institution, OR
- A completed master's degree with a 3.75 (on a 4.0 scale) or higher from a regionally accredited U.S. institution or an international institution.

Research Experience

- Undergraduate research-based thesis in a relevant field, OR
- Post-graduate research experience in a relevant field, either through a graduate program or a formal post-baccalaureate program, OR
- At least one year of relevant research experience, including paid and unpaid work, with significant engagement with, commitment to, and understanding of the social science research process.

Applicants must provide evidence to satisfy the criteria being applied. In particular, applicants applying for the GRE waiver based on relevant research experience must present supportive evidence to demonstrate their research experience (e.g., authorship on a peer-reviewed scholarship publication, recipient of a competitively-awarded research grant or fellowship, statement from a former advisor or mentor, etc.). Note: Applicants with a competitive GRE score will still be able to apply to the program and will not be held to these additional criteria.

For waiver consideration, please be sure to indicate the criterion/criteria that fit(s) your case, along with providing supporting documentation. You will be able to access the GRE Waiver Request Form in the admissions application.

If you do not submit the GRE waiver request and accompanying evidence, you must submit scores from the GRE. All decisions on the applicability of the waiver are at faculty discretion and decided at the admissions review stage.