Application Checklist


☐ Graduate Record Examination general test scores. (Exam date must be within five years of application). Information about the GRE is available via the Internet at www.gre.org. Advance appointments to take the computer-based exam locally can be made by phone or online for Mondays through Saturdays. The official scores can be reported to OU within 19 days. Contact: Prometric Testing Center, 3015 Skelly Drive, Suite 254, Tulsa, OK 74105 / (918) 747-9333.

☐ A resume, and if the applicant chooses, a narrative autobiography emphasizing career experience.

☐ A short essay which includes a statement of your career objectives and why you have chosen educational administration over other fields of study.

☐ Two original academic writing samples (preferably from a graduate course) or one academic writing sample and one administrative writing sample.

The materials above are designed to provide evidence of your effectiveness as a teacher, administrator, and/or educational leader (i.e. copies of evaluations forms; awards and/or recognition, etc.). Writing samples should show evidence of effective writing skills and may be a school improvement plan, collection of letters or official correspondence related to school/parent/community matters, policy implementation paper, professional development plan, funding proposal or grant narrative, or similar document(s). Academic writing samples may range from a thesis or substantive research paper to a policy brief, white paper or conference paper. All presented writing samples must be the individual products of the applicant.

NOTE: The materials above should be submitted to:
The University of Oklahoma Schusterman Center
College of Education
4502 E. 41st Street
Tulsa, OK 74135
ATTN: Roberta Hovis

☐ Official transcripts of both graduate and undergraduate work. (Only sealed copies will be accepted.)

☐ Application for admission into the Graduate College
Apply online at https://www.applyweb.com/apply/ougrad.

NOTE: Transcripts and Graduate College admission forms should be submitted to:
The University of Oklahoma Schusterman Center
Tulsa Graduate College
4502 E. 41st Street
Tulsa, OK 74135
ATTN: Admissions

Deadline for Summer Cohorts is April 15.
Please retain copies of all application materials for your records.