

GET IT AT NLU

College of Arts and Sciences/National College of Education

APPLICATION FOR DOCTORAL ADMISSION

Community College Leadership Program

PERSONAL DATA

Please print

Last Name _____ First _____ Middle/Maiden _____

Other names which may appear on transcripts _____ Application Date _____

Address: Street or Route _____

City/State/Zip _____ Country _____

Home Telephone _____ Work Telephone _____ Email Address _____

Social Security Number _____ Marital Status* _____ Birth Date _____ Gender _____

U.S. Citizen: Yes No If no, indicate country of citizenship: _____

If non-immigrant alien in the U.S., indicate type of visa: _____

* Optional Information

WORK EXPERIENCE IN ADULT EDUCATION

Please begin with present employment

Employer _____ Position _____ From _____ To _____

Role/Responsibilities _____

Employer _____ Position _____ From _____ To _____

Role/Responsibilities _____

Employer _____ Position _____ From _____ To _____

Role/Responsibilities _____

National-Louis University is accredited by the Higher Learning Commission www.ncahigherlearningcommission.org. The University is authorized to operate in Illinois by the Illinois Board of Higher Education. National College of Education at National-Louis University is also accredited by the National Council for Accreditation of Teacher Education (NCATE). 

ACADEMIC DATA

Undergraduate

Arrange to have official transcripts sent from each undergraduate institution

Institution _____ Address _____

Degree Conferred _____ Major _____

Dates Attended _____ Date Graduated _____

Graduate

Arrange to have official transcripts sent from each graduate institution

Institution _____ Address _____

Degree Conferred _____ Major _____

Dates Attended _____ Hours Credit _____

Institution _____ Address _____

Degree Conferred _____ Major _____

Dates Attended _____ Hours Credit _____

Have you ever attended National-Louis University? _____ If so, when? _____

Degree/Certificate Conferred _____ Semester Hours Earned _____

APPLICATION SHOULD ALSO INCLUDE:

Letters of Reference

Please obtain three letters of reference, preferably one from your employer, one from an academic mentor and one from a professional in the community college field. List their names below.

I do do not retain my right to read confidential letters of recommendation.

Name Position

Address/City/State/Zip Telephone

Relationship to Applicant

Name Position

Address/City/State/Zip Telephone

Relationship to Applicant

Name Position

Address/City/State/Zip Telephone

Relationship to Applicant

Written Statement

State what you hope to gain from the doctoral program, what your experiences have been in the community college, what your expectations are regarding the program and why this is the time in your life to attend a doctoral program. Build a case for your ability to complete a program of doctoral study and research, including your access to resources (time, libraries, computer, electronic communication) which will have an impact on your work in the program.

Additional Writing Sample

On the website (www.nl.edu/academics/ccl/) is an article related to community college leadership. Applicants will write a brief critique on the article, emphasizing particular parts of the text they find to be discrepant with or omitted from their experience in the community college.

Professional Résumé

Fee

Non-refundable application fee of \$40. Payable to the Office of Admissions and Records.

I certify that the information given on this application is complete and correct to the best of my knowledge and that I have attended no institutions other than those listed. I understand that I am responsible for arranging for the forwarding of official transcripts or records from schools I have attended and that such transcripts become the property of the University and will not be returned to me. I also understand that my acceptance to National-Louis University is subject to verification by official records sent directly from the institutions I have attended.

Applicant's Signature _____ Date _____

APPLICATION INSTRUCTIONS FOR DOCTORAL ADMISSION

Admission Policy

Procedures and requirements are specific to each program. Admission to doctoral study in one program does not ensure admission to all programs. The policies and requirements of National-Louis University are stated in the *NLU Catalog*. National-Louis University reserves the right to change any provision or requirement, including fees, at any time, with or without notice.

National-Louis University admits students to all programs and activities and administers all educational, employment and other policies without discrimination because of race, color, age, religion, gender, sexual orientation, ancestry, disability, military status or marital status. It is the applicant's responsibility to be aware of the policies and requirements of the College of Arts and Science as stated in the catalog. Application materials become the property of the College.

National-Louis University seeks to ensure that its programs are accessible to all persons. If you have any special needs for which special admissions consideration or accommodation is required, you may wish to contact the Office of Student Affairs or the ADA Coordinator at 888.nlu.today.

Admission Checklist

Accurate information will help expedite the processing of your doctoral application. Please send the checklist materials to the Office of Admissions and Records. After your completed application file has been reviewed and sent to the CCL admissions committee, you will receive a preliminary response. After a review of these application documents and the writing samples, chosen applicants will be invited for an interview.

Application for Admission

- Complete and submit a doctoral application form with a non-refundable \$40 application fee payable to National-Louis University.
- Include your social security number in the space provided on the doctoral application form. The Office of Admissions and Records cannot process your application without your social security number.

Official Transcripts

- Obtain official copies of transcripts from each undergraduate and graduate level colleges/universities attended. All transcripts must be enclosed in letterhead envelopes from the issuing institution(s). **Do not open the transcript envelope** as this will invalidate the official status of the transcript. The Office of Admissions and Records will obtain transcripts of any coursework taken at National-Louis University.

Letters of Reference

- Submit three letters of reference. Give each person preparing your reference letter an envelope. Instruct each person to enclose the completed reference letter in the envelope, seal it, sign it and return it to you or directly to the Office of Admissions and Records. **Do not break the seal** as this will invalidate the reference.

References are acceptable from one employer, one academic mentor and one professional in the community college field. References are valid for three years from the date issued. Do not forget to list the names of the three references on your application.

Professional Résumé

- Submit a current professional résumé.

Writing Samples

- Submit a personal statement explaining why you want to attend the CCL doctoral program at this time in your life.
- Submit a critique of the article found on the CCL website. This is one of the several criteria used in evaluating your application for the doctoral program.

Return the completed application materials to:

National-Louis University
Office of Admissions and Records
Wheeling Campus
1000 Capitol Drive
Wheeling, Illinois 60090