College of Education
Educational Administration
Post-Master’s Program Administrator Certificate

Application Instructions and Procedures
All application materials must be received by the application deadline to receive full consideration. For application deadlines and entry terms, refer to the priority deadlines. International applicants and those with international transcripts should consult the International Requirements Page, for deadlines and other requirements, as they may differ.

• Complete graduate application form and submit the $55 non-refundable application fee. The fee is waived through Fall 2022.
• Evidence of earned master’s degree from regionally accredited institution or U.S. equivalent. As evidence transcripts from all graduate-level coursework. You may upload the unofficial transcript(s) for your institution(s) within the Academic History tab of the application. You may also upload the transcript(s) following the submission of your application via your Status Page. Upon an offer of admission, you will be required to submit official copies of provisional documents within your first quarter of enrollment.
• For candidates with non-Seattle University master’s degree, Seattle University requires content knowledge equivalent to master’s program leading to certification. Program director evaluates applicant’s transcripts and plans program of no fewer than 15 credits (university minimum requirement) for principal and program administrator programs, in a range up to 41 credits for program administrator certificate.
• College of Education Self-Evaluation Form.
• Résumé reflecting at least one year’s successful relevant work experience.
• Two recommendations from supervisors within past five years using College of Education Recommendation forms provided through application.
• Interview with the program director with on-site writing sample.
• Graduate and post baccalaureate applicants who received a baccalaureate degree or higher from Seattle University or a recognized college or university in the United States, Canada, Great Britain, Ireland, New Zealand, Australia, Bahamas, Jamaica, Kenya, Singapore, Belize, Nigeria, and Trinidad and Tobago will not be required to submit English proficiency test scores. Students earning a degree in a country other than those listed above may provide official documentation from the degree-granting institution verifying that all instruction was in English. A minimum of three years of enrollment at the university is required. English proficiency may be met with an official TOEFL score of 86 (IBT), or the IELTS exam with a minimum score of 6.5; PTE score of 63; or Duolingo score of 110.

Seattle University does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital status, sexual orientation, gender identity, political ideology, or status as a Vietnam-era or special disabled veteran in the administration of any of its education policies, admission policies, scholarship and loan programs, athletics, and other school administered policies and programs, or in its employment related policies and practices. All University policies, practices and procedures are administered in a manner consistent with Seattle University’s Catholic and Jesuit identity and character. Inquires related to these policies may be referred to the University’s Vice President for Human Resources.
and University Services and Equal Opportunity Officer at (206) 296-5870.