

College of Education

Educational Administration

Post-Master's Program Administrator Certificate

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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 for Seattle University alumni and employees.
- Evidence of earned master's degree from regionally accredited institution or U.S. equivalent. As evidence submit official, degree-posted transcripts from all graduate-level coursework
- 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
- Applicants for whom English is a non-native language must demonstrate English proficiency regardless of English language studies, residence in the United States or an English-speaking country, or immigration status. Graduate applicants with a baccalaureate or higher degrees from recognized colleges in the U.S., Canada, Great Britain, Ireland, New Zealand or Australia and who have continued to reside in countries where English is the primary language for at least two years prior to applying to Seattle University will have this requirement waived. English proficiency may be met with an official TOEFL score of 92 (IBT), or 580 (PBT); the IELTS exam with a minimum score of 7.0; PTE score of 62.

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Send documents directly to Graduate Admissions:

Seattle University

Office of Graduate Admissions

901 12th Avenue

PO Box 22200

Seattle, WA 98122-1090

grad-admissions@seattleu.edu

Fax: (206) 296-5656

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