

## How to Apply to APSU for the Master's in Educational Leadership

### 1. Create an Application Account

- Visit [APSU Apply](#).
- Create a new account by selecting ***“Create an account” under First-time User.***
  - Please create your account using a frequently checked email, as you will need to monitor this email address in the future to receive communications from APSU.
  - Be sure to double check the spelling of your email address.

### 2. Complete all Application Sections

- **Personal Information**
  - Fill out all details.
  - *Note: Not including your SSN on the application can impact your financial aid, scholarship, or grant disbursement.*
- **College Plans**
  - Choose ***“Graduate (Seeking a Masters Educational Leadership).”***
- **Academic History**
  - List all previously attended schools.
  - *Note: Unlisted schools you have attended may affect your financial aid, scholarship, or grant eligibility.*
- **Additional Information**
  - Official Transcripts
    - Request official transcripts from every institution where you earned credits. Missing transcripts will be flagged, so ensure all institutions are listed.
    - Ensure they're sent to APSU Graduate Admissions, not just APSU.
    - Transcripts may not be uploaded since they have to come directly from your previous institution to be official.
  - Philosophy Statement
    - Write a 1-page statement titled “Philosophy of Education” about why you believe in being a professional educator and what your specific beliefs are.
    - Upload in application “Additional Information” section.
  - Professional Teaching License
    - Download your current license from TNCompass or TN Teacher License Lookup.
    - Upload in application “Additional Information” section.
  - Teacher Evaluations (3 years)

- These may be found on your TNCompass Account or in a personnel file.
      - This is the end-of-year form that adds everything together and gives you an LOE score.
      - Preferably years 2021-2024, if available.
      - Download each year as a PDF and upload in application “Additional Information” section.
    - If you do not have three-years in TN, it is not in TNCompass, or you have been in a private or charter school that handles evaluations differently, scan the evaluations you do have from the past three years.
    - Questions still? Email [barnettl@apsu.edu](mailto:barnettl@apsu.edu)
  - Principal Mentor Reference
    - Select **“Add New” under References** in the Additional Information Section.
    - Choose **“Principal Mentor”** as the reference type in References box.
    - Add the contact information for your LEAD/HEAD/EXECUTIVE principal – not an assistant principal or other district leader.
    - If you do not work in a school, send it to your direct supervisor.
    - Please alert this person that you are applying and ask him/her to complete this reference form for you within 2 weeks.
  - Letter of Recommendation
    - Select **“Add New” under References** in the Additional Information Section.
    - Choose **“Standard”** as the reference type in References box.
    - Add the contact information from a SEPARATE/DIFFERENT/ NOT YOUR PRINCIPAL LEADER in your district or in your building.
    - This letter will be generated by that person and it should tell us that capacity in which you have worked together and that they support you in being prepared to enter a leadership program and role.
    - If you do not work in a school, send it to your direct supervisor.
    - Please alert this person that you are applying and ask him/her to complete this evaluation for you within 2 weeks.

### 3. Completing the Application

- Finalize the signature section and submit.
- Use the promo code AAPN2025 to waive the \$45 application fee.
- You’ll receive a confirmation email after submission.

### 4. Application Review/Account

- Complete the Lawful Presence Checklist Item in Your Application Status Page
  - You will need to upload a PDF copy of one of these proof of citizenship documents found here: <https://www.apsu.edu/admissions/apply/tennessee-eligibility-verification-entitlements-act.php>

- You will use the email you created your account with to access your Application Status Page anytime at <http://apply.apsu.edu> in the “**Returning User**” section.
- You can upload any missing materials (except transcripts) on your Application Status Page that were not uploaded at the time of application.
  - If you are experiencing trouble with document upload, you can email the documents using the email you created your application with to: [gradadmissions@apsu.edu](mailto:gradadmissions@apsu.edu).

#### 5. Other Important Items

- No GRE/MAT Required: You do not need to take these tests for this program.
- You’ll receive email updates to the email you used to create your account as your application progresses.
- If you need assistance with any aspect of the application process, please contact Graduate Admissions at [gradadmissions@apsu.edu](mailto:gradadmissions@apsu.edu) or 931-221-7662.
  - Their business hours are Monday through Friday, 8:00 am – 4:30 pm.
- If you have questions regarding the AAPN MAED program, please contact Program Coordinator, Dr. Laura Barnett at [barnettl@apsu.edu](mailto:barnettl@apsu.edu).

#### 6. Application Deadline

- **Have all documents submitted by June 30, 2025.**