

**School of Educational Policy and Leadership**  
**Administrative Licensure Program Application**  
(non-degree seeking applicants only)

**PERSONAL INFORMATION**

Name \_\_\_\_\_ Name.# or last 4 digits of SSN \_\_\_\_\_  
(full legal name)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_\_ Gender \_\_\_\_\_ Male \_\_\_\_\_ Female

Please check (optional)

Black, non-Hispanic;       American Indian or Alaskan Native;       Asian or Pacific Islander;  
 Hispanic;       White non-hispanic;       Non-resident alien

Daytime Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**GRADUATE STUDY PLANS**

Quarter and Year of desired enrollment:

Autumn     Winter     Spring     Summer      \_\_\_\_\_ Year

Licensure Desired

\_\_\_\_\_ Principalship - Ages 3 to 14      \_\_\_\_\_ Licensure Only  
\_\_\_\_\_ Principalship - Ages 8 to 21      (I already have a master's degree)  
\_\_\_\_\_ Superintendent

Have you previously enrolled as a graduate student at Ohio State?

\_\_\_\_\_ yes      Department or major \_\_\_\_\_  
\_\_\_\_\_ no

**SUPPORTING DOCUMENTS\***

\_\_\_\_\_ statement of intent

\_\_\_\_\_ three letters of recommendation (reference cover sheet available at  
<http://ehe.osu.edu/epl/licensure/downloads/epl-reference-form-licensure-degree.pdf>)

\_\_\_\_\_ original transcripts of all universities/colleges attended (except transcripts from OSU)

\_\_\_\_\_ GRE scores - required if combined undergrad GPA is less than 3.0 or if applying to PhD program

\_\_\_\_\_ Copy of Standard Pupil Services License (Teaching, School Counseling, etc.)

\_\_\_\_\_ **Request of Transfer Grad Program form** & File from previous program (students outside EPL should request that their admissions file from that department be forwarded to EPL). Contact SSGS office to complete EPL transfer form.

\* Students applying for admission to both the Administrative Licensure Program and the MA or PhD program in Educational Administration do not have to submit additional supporting documents. All other students applying for admission to the Administrative Licensure Program must provide the supporting documents as listed above.

**School of Educational Policy and Leadership  
Administrative Licensure Program Application  
(non-degree seeking applicants only)**

PREVIOUS EDUCATION					
Institution	City	Attendance Dates	Major	Degree	Date Degree Awarded

RECORD OF TEACHING EXPERIENCE		
District	Subject and Level	Dates of Service

RECORD OF ADMINISTRATIVE EXPERIENCE		
District	Position	Dates of Service

**Certification of Truth Statement:** I affirm that the information I have provided on the application form and any other information that I have submitted or will submit to The Ohio State University in connection with the admission and financial aid process is complete and accurate. I understand that submission of incomplete or inaccurate information is sufficient cause for revocation of admission or enrollment.

\_\_\_\_\_  
Applicant's full, legal signature

\_\_\_\_\_  
Date