INSTRUCTIONS

You MUST apply to both the Graduate School (GS) and the Department of Educational Leadership and Policy Studies (ELPS)

- Go to [http://gradschool.eku.edu/apply](http://gradschool.eku.edu/apply) and follow directions on the page.

Items you will need to send through postal mail:

1. **OFFICIAL** transcripts for ALL degree-granting institutions attended. You cannot deliver or mail these transcripts. The **OFFICIAL** transcripts must come directly from the institution.
2. **OFFICIAL** test score reports: Miller Analogy Test (MAT) **OR** Graduate Record Examination (GRE)

Send items to:

Eastern Kentucky University
Graduate School
SSB CPO 68
**Attention: Robin Sparks**
521 Lancaster Avenue
Richmond, KY 40475
robin.sparks@eku.edu

- Submit the following items via email or postal mail:

1. **Autobiographical Statement**
   This narrative must be typed and a well-written description of your autobiography, your objectives and future goals of 3 – 4 pages in length. Describe the highlights of your life to date, your future goals, and a description of how **ELPS** will assist in attaining your goals.
2. **Professional Resume**
3. **Three (3) professional reference letters** from a peer, a supervisor, and a college/university professor.

Send items to:

Easter Kentucky University
Educational Leadership and Policy Studies
Combs Classroom 406
**Attention: Lillian Helton**
521 Lancaster Avenue
Richmond, KY 40475
OR
Lillian.Helton@eku.edu

The **ELPS** Doctoral Admissions Committee will review the complete application package. The Coordinator of ELPS Doctoral Admission Committee will send you an email confirming your admission in the **ELPS** program.

If you have additional questions regarding the program, please send an email to Lillian.Helton@eku.edu.

We look forward to serving your educational needs at Eastern Kentucky University.