

# EDUCATIONAL ADMINISTRATION

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## HOW TO APPLY

The application process is completed entirely online within the UW Graduate school application. Applications will not be considered until all materials have been received.

## COMPLETE THE ONLINE APPLICATION

Start your application online at:

**[www.tacoma.uw.edu/education](http://www.tacoma.uw.edu/education)**

Read and follow all instructions carefully. When you arrive at the pull-down menu of Graduate Programs, choose **“Education - Tacoma (MEd - Educational Administration).”**

## SUBMIT THE FOLLOWING ONLINE WITHIN THE APPLICATION

- UW Graduate School application
- One unofficial transcript from every college attended
- Professional résumé
- Personal goal statement
- Internship – Proposed Plan
- Three letters of recommendation (you will identify recommenders within the online application)
- Copy of valid Teaching or ESA Certificate
- Prerequisite Experience form

## SUMMER QUARTER PRIORITY DATE

**December 1**

Complete applications received by the application date will be assured of a review; complete applications received after the priority application date will be reviewed on a space-available basis. Contact the program for details.

Remember, several items are required to complete your application. Your application will not be reviewed for admission until all materials have been received.

If you have questions about completing the application please contact the UW Tacoma School of Education.

## HOW TO CONTACT EDUCATION

[tacoma.uw.edu/education](http://tacoma.uw.edu/education)

Office: WCG 324

Phone: 253-692-4430

Fax: 253-692-5612