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Thank you for your interest in the Harvard Graduate School of Education (HGSE). We are pleased that you are considering graduate study at HGSE and welcome your application for admission. Our application is designed to allow you to tell us about yourself, your interests, and accomplishments, as well as to ensure the efficient and accurate processing of your materials. Please be sure to read and follow all instructions carefully.

Harvard University's policy is to make decisions concerning applicants, students, faculty, and staff on the basis of the individual's qualifications to contribute to Harvard's educational objectives and institutional needs. The principle of not discriminating against individuals based on characteristics such as race, color, national or ethnic origin, age, religion, gender, gender identity, sexual orientation, political beliefs, veteran status, or disability unrelated to job or course of study requirements is consistent with the purposes of a university and with the law.

Application Deadlines

The Doctor of Education (Ed.D.) program deadline for the online application and receipt of materials is December 14, 2009. Decisions will be made available online in March 2010.

The Doctor of Education Leadership (Ed.L.D.) program deadline for the online application and receipt of materials is January 8, 2010. Decisions will be made available online in March 2010.

The Master of Education (Ed.M.) and Certificate of Advanced Study (C.A.S.) program deadline for the online application and receipt of materials is January 4, 2010. Decisions will be made available online in March 2010.

The online application and receipt of materials deadline for Special Student applicants is December 14, 2009 for spring 2010. Decisions will be made within 6 weeks of receipt of the application.

Official notification of an offer of admission is the letter signed by the Director of Admissions.

All inquiries regarding decisions should be directed in writing to the Admissions Office.

Application Components

A completed application to a Doctoral or Master's program consists of the following:

- Application Form
 - 2 Short Essay Questions (Ed.L.D. only)
- Standardized Test Score(s)
- Resume
- Statement of Purpose
- Three Letters of Recommendation
- \$85 Application Fee
- Official Transcript(s) from each Postsecondary Institution Attended

The Admissions Office retains the right to contact an individual regarding information and materials submitted as part of his or her application.

The application and all accompanying materials become the property of the Harvard Graduate School of Education and will not be returned.

For Certificate of Advanced Study or Special Student requirements, please see the Non-degree Study section.

Updating Your Contact Information

Once you submit your application, it will not be possible to make any changes, except to your contact information. You will be able to update your email address, mailing and permanent addresses, and phone numbers in the Contact Information section.

However, please be advised that if you change your *email address* in the application, **you must also change it in your account profile** in order for us to continue communicating with you via email; the online system pulls email addresses from account profiles only.

If you need to make any changes to your application regarding your name, you will need to contact the Admissions Office. You may also want to make the necessary changes to your account profile, which you may do yourself.

Statement of Purpose

Your statement should be written by you alone and represent your original work. It should be typed, double-spaced, and no more than 1,500 words. The admissions committee will read it with great care.

Ed.D. and Ed.M. Applicants Only

In your statement, please discuss:

1. Your objectives for graduate study: how this HGSE program will help you achieve your goals
 - a. Ed.D. applicants: In addition, describe the research you would like to pursue as a student within the Doctor of Education program. Indicate with which HGSE faculty you would like to study.
2. Your background: what key experiences have contributed to your commitment to work in the field of education or with education-related issues

Ed.L.D. Applicants Only

In your statement, please discuss:

1. Your background
 - a. Your most significant professional accomplishment(s)
 - b. What key experiences have contributed to your commitment to education
 - c. How you came to your decision to become a system-level leader in education
2. Your plans – what you hope to achieve:
 - a. Through the Ed.L.D. program as a student
 - b. In your career as a leader in education

Standardized Tests

You must request that official test scores be sent directly to the Admissions Office from the appropriate testing agency; photocopies of test scores are not acceptable. HGSE's institution code for the GRE and TOEFL is **3428**. The GMAT does not require you to enter an institution code for HGSE.

You do not need a department code for HGSE because the Admissions Office is the only department within HGSE who receives scores from ETS. However, GRE test takers who find they are required to enter a department code may list **5199** ("any department not listed"); TOEFL test takers who find they are required to enter a department code may list **99** ("any department not listed").

If your credentials will be submitted under any other name, be sure to indicate this in the Personal Information section of the application.

GRE

All applicants are required to take the Graduate Record Examination (GRE) General Test. The test must have been taken after **February 1, 2005**. Your application will not be considered complete until an official GRE score report has been received. *Note: Ed.L.D. applicants ONLY may choose to submit GMAT scores in lieu of GRE scores.*

We strongly recommend taking the GRE no later than November 2009, in order for the scores to reach the Admissions Office by the application deadlines.

GMAT

If you are applying to the Doctor of Education Leadership program, you may submit official scores from the Graduate Management Admissions Test (GMAT) in lieu of GRE scores. The test must have been taken on or after **February 1, 2005**. Your application will not be considered complete until an official GRE or GMAT score report has been received.

We strongly recommend taking the GMAT no later than November 2009, in order for the scores to reach the Admissions Office by the application deadlines.

TOEFL

If your native language is not English, you must submit the results of the Test of English as a Foreign Language (TOEFL) and, if taking the paper-based test, the Test of Written English (TWE). The test must have been taken after **February 1, 2008**. You are exempt from this requirement if you have earned a bachelor's degree from an institution where English was the language of instruction. Please note that a major or concentration in English is not sufficient to waive the TOEFL requirement. Additionally, completion of graduate-level degrees at an institution where the instruction is conducted in English does not exempt an applicant from the TOEFL requirement.

HGSE seeks applicants with scores of at least 100 TOEFL on the Internet-based test, or 600 TOEFL and 5 TWE on the paper-based test.

Letters of Recommendation

Applicants are required to submit three recommendations using the online application system. Recommendations should be written by individuals who have supervised you in an academic, employment, or community service setting and who can comment on your intellectual ability, creativity, initiative, sensitivity to others, and leadership potential. Recommendations should not be written by friends or family members. When feasible, at least one should be from a university professor familiar with your academic work. Applicants should obtain current recommendations that directly address their candidacy for admission to HGSE.

Please be sure that your recommenders are aware of the application deadlines and online process, and choose them carefully to ensure that they can write on your behalf in a timely manner. We are unable to facilitate changing recommenders once you have submitted your application.

Application Fee

You must submit your \$85 application fee using a major credit card (Visa, MasterCard, American Express, Discover). The application fee is nonrefundable.

Written fee waiver requests will be considered if they are accompanied by documentation of need. Please note that fee waivers are subject to approval by the Admissions Office and will be granted only to those who demonstrate significant financial need.

College and University Transcripts

Official transcripts from each postsecondary institution attended (including work done at any school at Harvard University and study-abroad programs) showing all undergraduate and graduate work are required. All transcripts should show courses completed, grades received, grading scale, duration of study, and degree or diploma received. Only one copy of each official transcript is required per application, unless otherwise required by the program. If you attended more than one institution, submit one transcript from each (a list of transferred credits is not sufficient). If you are currently a student, do not wait for midyear grades; submit a transcript with grades through the preceding term.

Applicants are asked to collect and submit their transcripts in one envelope. This ensures that your credentials arrive at HGSE in their entirety and without delay. Be sure to specify to the institution(s) that your transcripts should be sent to you in a sealed envelope, signed across the flap. We suggest that you provide registrars with stamped, self-addressed envelopes. A few institutions will not release transcripts to students. If this is the case, we will accept such credentials sent directly from the institution.

When entering your academic history, if your institution does not offer a Grade Point Average (GPA), or offers a GPA on a scale other than 4.0, please enter 9999 for your GPA.

If you are unable to locate your institution in our list, please search for “unknown,” leaving the school code as 0000. You will then be able to enter your institution’s information yourself; be sure to change the institution name from “unknown.”

Doctoral applicants should mail transcripts to one of the following two addresses:

Ed.D. Admissions

Harvard Graduate School of Education
114 Longfellow Hall
Appian Way
Cambridge, MA 02138

Ed.L.D. Admissions

Harvard Graduate School of Education
114 Longfellow Hall
Appian Way
Cambridge, MA 02138

Certificate of Advanced Study and Special Student applicants should mail transcripts to:

C.A.S. and Special Student Admissions

Harvard Graduate School of Education
115 Longfellow Hall
Appian Way
Cambridge, MA 02138

Master's applicants should mail transcripts (and supporting materials, if required) to:

Master's Admissions

Harvard Graduate School of Education
116 Longfellow Hall
Appian Way
Cambridge, MA 02138

International Transcripts

Applicants who attended institutions outside of the United States are asked to provide their registrar with the International Transcript Form, which should be included with the official transcript. This form is available in the Downloadable Forms section of the online application.

If an institution does not provide academic records in English, you must provide a certified translation of your transcript. To do this, please take the original transcript in a sealed envelope to an official translator. Please request that the translator does the following:

- Translate the contents into English.
- Certify that the original is a true copy of your transcript, as the translator received it from you.
- Place the transcript and its translation in a new envelope that the translator should sign and seal.

Certified photocopies of original international transcripts, mark sheets, and diplomas will be accepted only if you are unable to obtain official transcripts and degree certificates, and only if they are translated into English. Letters from you and the institution stating why official transcripts cannot be obtained should be included with your application. The HGSE Admissions Office will determine whether the photocopies are acceptable.

Additional Program-Specific Requirements

Doctor of Education Leadership (Ed.L.D.)

Two Short Essay Questions

Ed.L.D. applicants are required to answer **two** short essay questions, each of which must be no more than 400 words.

Required

- Describe an idea (yours or someone else's) that you believe could significantly improve education. How would it change education?

Choose One

- Describe a mistake or failure. What did you learn?
- Describe a situation in which you changed your opinion/view on a particular topic or issue.
- What challenges or obstacles have you overcome to get where you are now?

Interviews

Once all applications have been reviewed, HGSE will invite selected applicants to campus for a day of required interviews (both individual and group) with members of the admissions committee. Interviews will take place **March 1–5, 2010**.

Language and Literacy (Ed.M.)

Literacy Coach

If you are interested in the Literacy Coach strand of the Language and Literacy program, you must submit the following items with the application:

1. Applicants to the Literacy Coach strand of the Language and Literacy program must possess a minimum of three years of K-12 teaching experience. Please list the dates and locations of your teaching employment in a Word Document and upload it in the Additional Information section of the online application.
2. In your Statement of Purpose, please explain how your previous experience has prepared you to become a literacy coach, and what you hope to gain from this strand of Language and Literacy with respect to your career goals.

Licensure as a *Reading Specialist* Teacher

If you are interested in pursuing licensure as a Reading Specialist, you must submit the following:

1. A photocopy of your teaching license
2. An official letter signed by your principal **on school letterhead** verifying your employment. This letter must clearly state that you have taught as a full-time teacher for at least one year under your teaching license and include the dates of employment. Please

note that the teaching experience must be in the state in which you hold the license. (If you are not currently working as a teacher, you will still need to obtain from your former principal a letter confirming your teaching experience.)

To assist you and your principal, we are providing below a template of the letter that both HGSE and the Massachusetts Department of Elementary and Secondary Education will accept to document experience:

[Date]

To Whom It May Concern:

[Student Name] possesses a [Fill in Stage, Name, Grade Level and date of issuance of license - e.g., Professional Early Childhood, PreK-2, teacher license issued July 30, 2005] from [Name of State] and has been teaching at [Name of School], full-time, under his/her license for [number of years] years, from [dates employed].

Sincerely,

[Principal's Signature]

[Principal's Name]

[Title - i.e., "Principal" or "Headmaster"]

If you have not yet completed one full year of employment, but will do so prior to September 2010, you should use the following template:

[Date]

To Whom It May Concern:

[Student Name] possesses a [Fill in Stage, Name, Grade Level and date of issuance of license - e.g., Professional Early Childhood, PreK-2, teacher license issued July 30, 2005] from [Name of State] and has been teaching at [Name of School], full-time, under his/her license from [dates employed]. We are anticipating the continued employment of [Student Name] for the remainder of the school year.

Sincerely,

[Principal's Signature]

[Principal's Name]

[Title - i.e., "Principal" or "Headmaster"]

Learning and Teaching (Ed.M.)
Instructional Leadership

If you are interested in the Instructional Leadership strand of the Learning and Teaching program, you must submit the following items with the application:

1. Applicants to the Instructional Leadership strand of the Learning and Teaching program must possess a minimum of three years of K-12 teaching experience. Please list the dates and locations of your teaching employment in a Word Document and upload it in the Additional Information section of the online application.
2. In your Statement of Purpose, please explain how your previous experience has prepared you to become an instructional leader, and what you hope to gain from the Instructional Leadership strand with respect to your career goals.

School Leadership (Ed.M.)
Principal Licensure

If you are interested in the Principal Licensure strand of the School Leadership program, you must submit the following items with the application:

1. A photocopy of your teaching license
2. An official letter signed by your principal **on school letterhead** verifying your employment. This letter must clearly state that you have taught as a full-time teacher for at least four years and include the dates of employment. (If you have taught at more than one school, please send a separate letter from each school's principal.)
3. Four original transcripts for every school attended

To assist you and your principal, we are providing a template of the letter that both HGSE and the Massachusetts Department of Elementary and Secondary Education will accept to document experience:

[Date]

Dr. Deborah Jewell-Sherman
Senior Lecturer
Harvard Graduate School of Education
6 Appian Way
Gutman Library, 467
Cambridge, MA 02138

ATTENTION: Lisa Betty, Faculty Assistant

Dear Dr. Jewell-Sherman:

This letter confirms that [Student Name] has been successfully employed as [Position and Grade Level] at the [School Name]. [Student Name] worked in this position, full-time, for a total of

[*number of years*] years, from [*dates employed*].

Sincerely,

[*Principal's Signature*]

[*Principal's Name*]

[*Title - i.e., "Principal" or "Headmaster"*]

Special Studies (Ed.M.)

The Special Studies program is designed for students who are highly focused and whose academic and professional interests do not fit within any of the school's more structured programs. Successful applicants are those who have a clear sense of the topics they wish to study and present a convincing argument of how this academic program will help to achieve larger goals.

In your statement of purpose, you should mention the following:

- Your academic interests, i.e. what you hope to study
- Courses that will help fulfill your academic objectives
- Faculty with whom you would like to work
- Your career goals upon completing the program

Teacher Education (Ed.M.)

Please address the following in your statement of purpose:

- Why you have decided to become an urban public school teacher
- What you have learned from previous experience (with adolescents, in instructional roles, and with your subject matter) that you can apply to your teaching
- Your own learning experiences and how they have affected your thinking about teaching in an urban setting
- How your experiences as a learner influence your thinking about teaching in an urban setting
- What you would like students to take away from your classroom

Please visit the Massachusetts Department of Elementary and Secondary Education's [website](#), which lists the subject-matter requirements for middle and high school disciplines. Copy the list of subject-matter requirements for your teaching discipline, and under each requirement, list all of the post-secondary courses you have taken and AP credits you have earned that address each particular topic. Also list any courses that you have taken/are taking during the fall of 2009 or intend to take in the spring of 2010. You may upload this list in the Academic Information section of the application.

Math and Science Applicants

All math and science applicants are invited to submit an application for the [Noyce scholarship](#). This application consists of a two-page response to the following: *Noyce Scholars are required to complete a two-year teaching commitment in the Boston Public Schools (or, because of circumstances, a similar high-need district). Please explain why you want to make this commitment.*

Individuals who meet TEP's admissions criteria and have expressed interest in the Noyce program will be asked to participate in an interview with a representative from BPS. TEP and BPS will then jointly select a cohort of Noyce Scholars by late April/early May.

Additional Information for International Students

International applicants must submit all application materials outlined in these instructions. HGSE requires original official documents in the native language, plus a notarized/certified translation where applicable.

Once students have been admitted as degree candidates, Harvard University requires international students who need a Harvard-sponsored student visa to submit financial certification that demonstrates adequate funding for one year of study. Detailed instructions regarding this process will be available upon admission to HGSE. Please note that admitted international students requesting J-1 or F-1 visas are required to enroll full-time.

Current Students and Alumni

HGSE alumni and currently-registered Ed.D., Ed.M., or C.A.S. students at HGSE may follow the "Reapplication Procedures" outlined in the next section if they applied for admission for 2008-2009 or 2009-2010. Alumni and current students are advised, however, to obtain a minimum of **two** new letters of recommendation.

HGSE alumni and currently-registered Ed.D., Ed.M., or C.A.S. students at HGSE who matriculated before 2008-2009 must submit a new application and all supporting documents. At the applicant's request, the Admissions Office will obtain from the Office of the Registrar all transcripts (including the HGSE transcript) and applicable test scores. Please self-report your scores in the Standardized Test section of the application.

Non-degree HGSE students must submit an application and all supporting documents, including their HGSE transcript.

Reapplication Procedures

If you applied for admission for the 2008-2009 and/or 2009-2010 academic years, you are eligible to reapply for the 2010-2011 academic year without resubmitting all supporting documents. In this case, the requirements are as follows:

- Application form
- Application fee
- New or updated Statement of Purpose
- Updated resume
- At least one new letter of recommendation, updated from a previous recommender or a new letter from a new referee.* (*Note that you may still submit up to a maximum of three letters.*)

*** If you apply to the Ed.L.D. program,** you must submit three new/updated letters of recommendation. The admissions committee would like recommenders to comment specifically on leadership ability and potential and respond to two short questions.

Please note that transcripts do not need to be resent unless new courses were taken or a new degree program was completed. GRE scores only need to be resubmitted if the score report is from a test administered before February 1, 2005. If applicable, TOEFL scores only need to be resubmitted if the score report is from a test administered before February 1, 2008.

If you applied for an academic year prior to 2008-2009, you must resubmit all your supporting documents when you reapply.

Please note that the Harvard Graduate School of Education will accept a maximum of **three** applications from one individual over the course of his or her lifetime.

Part-Time Study

A limited number of master's students are admitted to HGSE on a part-time basis. Applicants must include a brief statement in the Program Information section indicating why they are requesting part-time study.

Full-time enrollment is required in the following:

- Doctor of Education program
- Doctor of Education Leadership program
- Teacher Education program
- Certificate of Advanced Study in Counseling

Year-in-Advance Admission

Applicants who need to arrange well in advance for a shift of professional responsibility or to develop personal funding strategies may apply for 2011-2012 admission. Applicants must submit all application materials by the application deadlines and include a statement in the Program Information section, indicating why they are requesting year-in-advance admission.

Please note that year-in-advance admission is **not an option for Doctor of Education, Doctor of Education Leadership, or Certificate of Advanced Study applicants**. Additionally, this option is not available for Special Student applicants.

Requests for Deferment

If an admitted student's circumstances change unexpectedly, he or she may petition the Admissions Committee in writing for a one-year deferment. Please note that deferments are rarely granted and are subject to the committee's approval. Admitted applicants who accept an offer of admission are expected to enroll in the term for which they applied and were admitted.

Non-degree Study

Certificate of Advanced Study (C.A.S.)

The C.A.S. is designed for Risk and Prevention (R&P) alumni who wish to continue their graduate studies beyond the master's degree and pursue Massachusetts initial licensure as a School Guidance Counselor or School Adjustment Counselor/School Social Worker. R&P master's students who have met the course requirements for either the School Guidance Counseling or School Adjustment Counseling concentrations are eligible to apply for the C.A.S. Risk and Prevention alumni who are interested in returning to HGSE to complete the C.A.S. should contact the Risk & Prevention office at 617-495-4954 to determine their eligibility to apply, which is based in part on their previous coursework and practicum experience.

All C.A.S. applicants must submit the following:

- Online Application Form
- Resume
- Statement of Purpose that addresses the following questions:
 - How has your experience in the Risk & Prevention master's program motivated you or influenced you to pursue the C.A.S. year?
 - What skills or knowledge do you hope to develop in this second year of graduate study?
 - What did you learn about yourself while in the program and how will that potentially impact your performance/experience next year?

- One completed Recommendation Form from either a R&P faculty member or a supervisor from a R&P practicum placement. (This form is available in the Downloadable Forms section of the application.)
- \$85 Application Fee

All offers of admissions to the C.A.S. are conditional and contingent upon a second admissions review held in April of the year of acceptance. As the C.A.S. program requires a great degree of independence, increased responsibility and more in-depth training and exploration, this follow-up review will include the gathering of additional information from multiple sources. At a minimum, the student must maintain a B+ average or higher and must be making steady progress towards the successful completion of both the required master's degree coursework and the requisite 300 practicum hours. In addition, the admissions committee may solicit feedback from faculty and site supervisors regarding the student's personal and professional growth.

R&P Current Students

Current students will be able to use the transcripts and test scores (i.e., GRE and TOEFL) they submitted in conjunction with their Ed.M. application; they will be asked to authorize the Admissions Office access to these records on the application form. At the same time, they are encouraged to self-report their GRE (and TOEFL, if applicable) scores on the application when possible.

In addition to the above requirements, individuals who apply to the C.A.S. program while in the R&P master's program must update their study plans after spring course enrollment is complete. If necessary, they may provide a new study plan, but it must be signed by their academic advisor prior to submission. Study plans are available on file in the R&P office. Please be advised each applicant's study plan will be copied and added to the C.A.S. admissions application.

R&P Alumni

Risk and Prevention alumni who have current GRE scores must self-report their test date, registration number, and scores on the application or arrange for ETS to send an official score report directly to the Admissions Office by the application deadline. If the GRE scores are from a test administered before February 1, 2005, they are required to retake the test and submit an official score report to HGSE.

Alumni are asked to authorize the Admissions Office access to their HGSE transcript on the application form. However, alumni must submit official transcript(s) from each non-HGSE postsecondary institution attended.

In addition to the above requirements, R&P alumni applicants must submit two additional letters of recommendation. These two letters should be written by people who have supervised you in either an academic or professional capacity since the completion of the program.

Special Students

Thank you for your interest in becoming a Special Student at the Harvard Graduate School of Education (HGSE). A select number of applicants for non-degree study may be admitted to take up to two courses per semester during the 2009-2010 academic year. Course enrollment is on a space-available basis and is limited to HGSE courses only. The committee's decision will be based on your eligibility, academic record, statement of purpose, and letter of recommendation (if required).

Please note that if you are a HGSE degree holder, a Certificate of Advanced Study recipient, a voucher holder, or a Harvard Employee eligible to take a course through the Tuition Assistance Program (TAP), you do not need to fill out this application. You should contact the HGSE Office of the Registrar to arrange to take a course as a non-degree student.

Deadline

Applications must be submitted by **December 14, 2009** for the spring 2010 semester.

Eligibility

This option is primarily available for the following individuals:

- Professionals who work primarily in a field of education and who are seeking to improve upon current work
- College or university faculty from institutions other than Harvard
- Advanced doctoral students for whom the courses will contribute to their research

Application Components

- Application Form
- Resume or Curriculum Vitae
- Statement of Purpose - one page detailing how the course(s) you wish to take specifically relates to your current professional responsibilities or academic work
- \$85 Application Fee
- Official Transcript(s) from each Postsecondary Institution Attended - please request that your transcript(s) be sent directly to you in a signed, sealed envelope.
- One letter of recommendation:
 - Professional Educators:** The letter of recommendation should be from a supervisor familiar with your work.
 - College or University Faculty:** You do not need to submit a letter of recommendation.
 - Graduate Students:** The letter of recommendation should be from an academic advisor familiar with your plan of study and research interests.

NOTE: Applicants are asked to collect and submit their transcripts in one envelope. Please be sure your name and "Special Student" appear on all transcript envelopes as well the back of the envelope in which you mail them to us.

International Applicants

International applicants must submit all standard application materials listed in the above section. HGSE requires original official documents in the native language, plus a notarized/certified translation where applicable. All transcripts/mark sheets should show courses completed, grades received, grading scale, duration of study, degree or diploma received, and exact or approximate rank in class.

In addition, applicants whose native language is not English and whose baccalaureate is not from a college or university where English is the language of instruction are required to take the Test of English as a Foreign Language (TOEFL). Scores must be from a test administered no earlier than February 1, 2008.

Harvard University does not provide student visas to Special Students. If you require a visa, you will need to secure it through other channels.

Contact Information

www.gse.harvard.edu

Harvard Graduate School of Education
Admission Office
111 Longfellow Hall
Appian Way
Cambridge, Massachusetts 02138

Phone	617-495-3414
Fax	617-496-3577
E-mail	gseadmissions@harvard.edu
Financial Aid	617-495-3416
Email	gsefinaid@harvard.edu