

## Initial Admission Paperwork and Registration Checklist for the EdD in Curriculum and Leadership at Columbus State University

### Initial Admission Paperwork

- Complete the [online Graduate School Application](#).
- Pay the \$50 application fee through the Bursar's Office (MyCSU → Students → Financial Aid tab → Locate Bursar/Student Accounts → Click *Pay Online*).
- Submit official transcripts from all previous post-secondary institutions. If you have an option to request an official electronic transcript, it can be sent to [data\\_entry@columbusstate.edu](mailto:data_entry@columbusstate.edu).
- Submit Official [Graduate Record Exam \(GRE\)](#) scores [**CSU School Code: 5123**].
- Write and submit a Professional Statement. *Describe why you want to pursue an EdD degree, including your professional goals, anticipated advancement into leadership roles, related leadership experiences, and anticipated contribution to your profession after completion of this EdD Program.*
- Submit resumé, including previously awarded degrees, related professional employment/experiences, professional service/contributions, and special recognitions.
- Submit [Demographics Form](#).
- Submit two [Letters of Recommendation](#). *At least one letter of reference should be from a building-level administrator (e.g., principal) or your direct supervisor if you are in a system-level position or other work arena.*
- Submit [Experience Verification Form](#).
- Submit [Certification of Immunization](#).
- Submit [Verification of Lawful Presence](#).
- Documents can be submitted using the following methods:
  - [Online Portal for Uploading Admissions Documents](#)
  - Email to [data\\_entry@columbusstate.edu](mailto:data_entry@columbusstate.edu)
  - Mail to Office of Admissions, Columbus State University, 4225 University Avenue, Columbus, GA 31907-5645
- You may follow your admission status 24/7 through [MyCSU](#). Allow 2 to 3 business days after the receipt of documents to review, process, and update files within the system. If you need assistance with accessing [MyCSU](#), here are the [steps](#).

**The deadline to apply for the Fall 2019 Cohort is May 15, 2019 by 5 PM EST.**

### After Acceptance: Registration and Other Information

- Complete the [Graduate School Online Orientation](#).
- Register for courses under Schedule (Schedule Planner) in [MyCSU](#).
- Purchase required textbooks.
- Courses are delivered through [CSU's CougarVIEW](#).
- Contact Julia Burnett ([burnett\\_julia@columbusstate.edu](mailto:burnett_julia@columbusstate.edu)) or Dr. Brown ([brown\\_jennifer2@columbusstate.edu](mailto:brown_jennifer2@columbusstate.edu)) if you have any questions or concerns.