**CTTE Online Ed.D. Program’s Admission Instructions**

**Directions for Applicants with no prior GRADUATE degrees from UF**

**DEADLINE TO HAVE ALL MATERIALS IN**

To apply for Summer 2014: **December 6, 2013**

1. *For students who have never been to UF:* <https://www.isis.ufl.edu/cgi-bin/eaglec?page=iga-intro>

**To access the UF Graduate School’s online admission application,**

1. Click on the Graduate section
2. Click on Apply—New Application to access the online application

Section One: Fill it all in.

Section Two:

* Answer no to everything except “distance learning program” which is “YES”.
* Enter in PhD as the desired degree (The Ed.D. is an Education-specific degree so it does not appear on the university-wide application so you must select PhD. It is very important that you clearly articulate your Ed.D. intent within your purpose statement.. Our Admissions staff will ensure the application is reviewed for the correct degree.)
* Enter “Summer 14” for entry term
* On the second page of entry, for program of study, choose “**CURRICULUM & INSTRUCTION”** from the drop down menu.
* For specialization, enter in **CTTE/EdD**
* For dept. contact, enter in **Dr. Alyson Adams**
* On the third page of entry, type in your statement of purpose explaining why this degree would enable you to meet your career goals and how this specific doctoral program in the School of Teaching and Learning at UF enables you to best reach these goals.
**NOTE 1:** You can only enter in 1.5 pages of text into the online application. If your statement of purpose is longer, please submit your statement of purpose (along with the other materials) to the School of Teaching and Learning. If you do elect to do this, enter “Please see attached document in the space on the online application.
**NOTE 2:** This will be considered as part of the application criteria, so give it some thought and editing!

Section Three:

* Enter previous college experiences
* Accurately calculate GPA for junior and senior year of undergrad – last 60 hours of your undergrad (try to be accurate)
* Enter when you plan to take [or took] the GRE exam. If you have your scores, enter them.
* For activities, briefly list jobs you’ve had since graduation until now. You can be brief.

Section Four:

* Be ready with Driver’s License, Voter’s registration, car registration (if you have one). You need 2 forms of proof with dates that are **at least 12 months old**.
* If you aren’t an official Florida resident but live in Florida, you can still claim residency because you are a teacher (see section H) and you will have to submit a copy of your teaching contract as proof. A letter from your school principal will also work, with your date of hire.
* If you aren’t a Florida resident, please follow the directions for non-Florida residents.

Section Five:

* Be ready with names, emails, and phone numbers of 3 people who will do electronic letters of reference for you. Whenever possible provide letters from faculty members at institutions of higher education.) All letters should focus on your academic potential. (e.g. capacity in scholarship, and thinking). The preferred references will be from faculty who have taught you.

**Other Admission Requirements for the CTTE Online Ed.D. program (to be sent to the School of Teaching and Learning – address below)**

* Essay on assigned topic (see website)
* Resume that must include record of 3 years of practical experience and a description of your full-time position as a practicing educator in the K-12 arena

Essay topic: In 2-3 pages, identify one significant problem in education today and explain why it is a problem. Then provide a description of and rationale for one or two strategies that you believe are promising for addressing the problem.

**Additional Information:**

All materials for the School of Teaching and Learning should be sent to:

 School of Teaching & Learning

 Graduate Studies Office

 PO Box 117048

 Gainesville, FL 32611-7048

All your previous OFFICIAL TRANSCRIPTS should be sent to:

Office of Admission

201 Criser Hall

PO Box 114000

Gainesville, FL 32611

GRE Information:

Please make sure to have ETS send your official GRE scores to the University of Florida (code 5812) and the School of Teaching & Learning (code 3101). You can register for the GRE at http://www.gre.org