

## Document Checklist and Steps for PhD Admission Applications to Studies in Educational Leadership (SEL)

### 1. Before you begin the application process, you will need to:

- Contact and receive support from a faculty member to agree to become your research supervisor (see the list of faculty members below).
- Prior to contacting a faculty member about the possibility of being your supervisor, prepare a draft of your research proposal, with an explanation of how your research interests align with your proposed supervisor's areas of expertise.

Following is a list of the faculty members belonging to the Studies in Educational Leadership (SEL) program specialization\*:

[Professor José da Costa](#) (currently not admitting new students)

[Professor Darryl Hunter](#)

[Professor Heather Kanuka](#) (currently not admitting new students)

[Professor Lynette Shultz](#)

[Professor Bonnie Stelmach](#)

[Professor Noella Steinhauer](#)

[Professor Randolph Wimmer](#) (currently not admitting new students)

\*It is also possible to select supervisors outside the SEL specialization.

### 2. Provide up to two letters of reference:

- The letters must be from academics who have taught and/or supervised you in courses or other academic work.
- Do not provide reference letters from an employer or colleagues.

**Note:** If you cannot provide a reference from academics who have taught and/or supervised you in courses or other past academic work:

- Please provide a brief explanation why (e.g., You completed your degree a long time ago and cannot find the professors in your prior program).
- For doctoral students: Please provide a copy of your master's thesis or capping project.
- For master's students: Please provide a copy of an undergraduate thesis or course paper you are proud of.

**3. Complete the Distinguished Life Achievement Statement only if your grade point average (GPA) is below the minimum** required by the program you are applying to (maximum 3 pages double-spaced). Your statement should only include:

- An explanation of factors/conditions that contributed to a GPA below minimum standard
- A demonstration of life achievement related to your intended area of study that would make you suitable for graduate studies despite a GPA that is below minimum standard.
- A description of what has changed in your life that will ensure you will be successful in a rigorous graduate program at this time in your life.

**4. Your Statement of Intent** should outline your research area of Interest (maximum 3 pages, double-spaced for master's and doctoral programs) and will describe a research focus that has inspired you to pursue graduate studies. Include a research question or purpose statement.

**Note:** The focus of the statement of intent is on your proposed focus of study. Please avoid describing the accomplishments listed on your CV, or other superfluous details about yourself and/or your non-academically related life experience.

**5. Provide a timeline for your program of study.**

If you are applying as a part-time student:

- Include a description of how you plan to fit your program of studies into your life. Be specific about how you plan to create time to be successful in a graduate program (e.g. what arrangements have you made, what will you give up)
- Provide a proposed timeline for your course work and your thesis or capping project if you are in the Master's program

If you are applying as a full-time student:

- Include a description of how you will be making adequate space in your life to fully engage in full time studies
- Provide a proposed timeline for your course work and your dissertation

**Your admission depends on:**

- faculty members' assessment that you have an academic area to focus your studies, and
- whether your stated research intent aligns with SEL's specialization and faculty members' interests.