

# ELDP Printable Instructions

## Dept. of Educational Leadership and Administration

### Educational Leadership Doctoral Program

**¡Welcome & Bienvenidos! We are glad you are considering applying to our doctoral program!**  
**All doctoral admission portfolios must be postmarked between October 2, 2017, and January 16, 2018 at 5:00 pm MST. No application received outside of that time will be considered. Incomplete doctoral admission portfolios will not be accepted.**

The doctoral admission portfolio must be submitted in a small 3-ring binder with tab index dividers. The materials must be arranged as indicated by the Doctoral Admission Portfolio Checklist.

In order to complete and submit your portfolio, please follow the instructions below, provided to you by section.

**Section 1:** You will need to download and print the Doctoral Admission Portfolio Checklist. Place a checkmark by completed tasks. The checklist should be placed first in your binder.

**Section 2:** Request that official copies of transcripts be sent from every higher education institution you have attended other than NMSU. Transcripts must be sent directly to NMSU Admissions Office:

<b>FedEx:</b>	New Mexico State University/Admissions Educational Services Building, Suite 301 1780 E. University Las Cruces, New Mexico 88003
<b>USPS Mail:</b>	New Mexico State University NMSU Admissions P.O. Box 30001, MSC 3A Las Cruces, New Mexico 88003

**Section 3:** Fill out the electronic NMSU Graduate School application and pay \$40 application fee. This is listed as the first step on the “Apply” graduate school webpage (<http://prospective.nmsu.edu/graduate/apply/index.html>).

Instructions and additional requirements for international applicants can be found at <http://prospective.nmsu.edu/international/index.html>

**Section 4:** Download, fill out, and print the ELA Program & Degree Selection Form.

**Section 5:** Submit a letter of interest addressed to the ELA Admissions Committee describing how your career goals align with the mission of the department goals and reason(s) for pursuing the degree you are seeking (Ph.D. or Ed.D.).

**Section 6:** Submit a current résumé.

**Section 7:** Download, print, and read the instructions for the writing sample assignment (refer to checklist for link). In no more than four double-spaced pages, respond to the writing prompt according to the instructions.

**Section 8:** Submit a letter of support from your current work supervisor. As a department, we want to ensure that you have her or his support in your pursuit of this endeavor.

**Section 9:** Download, print, and provide three references using the Letter of Reference Forms (refer to checklist for link). Please have your references fill out the form and return it to you in a sealed envelope with the author’s signature and date across the sealed flap of the envelope. Do not have references sent directly to the department. We are not responsible for receiving any document that is not included in your binder.

**Section 10:** Download, fill out, and print the ELDP Interview Agreement Form.

The logo for New Mexico State University, featuring the letters 'NM' stacked above 'STATE' in a stylized, blocky font. The logo is white and set against a dark red background.

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[www.nmsu.edu](http://www.nmsu.edu)

ELA Website: <https://ela.nmsu.edu>