



VCU

School of Education

[M.Ed. in Educational Leadership](#) for [Certificate in Medical Education](#) Program Alumni

We look forward to supporting you through the application process. This checklist is a resource designed to support your next steps. Once you create an online application, you will see individualized guidance and questions specific to your program embedded in the application.

Application Deadline: Fall (May 1)- Late applications will be reviewed on a case-by-case basis

Step 1: **Online application:** Create your online graduate application account- the same account as your Medical Education certificate program application: <https://www.vcu.edu/admissions/apply/graduate/>

Step 2: **Statement of Intent:** VCU requires that prospective students provide a written statement of purpose for all graduate program applicants. This can be 2 pages, double spaced and focused on the following prompts:

- This is a program focusing on leadership. What are your reasons for applying to this program and what are the goals you will strive to achieve?
- What evidence do you have that you are an effective educator?
- Describe a situation when you were asked to solve a problem. What did you do? What was the outcome? What did you learn?
- There are numerous reform movements in education. Choose one you are either for or against and explain why.

Step 3: **References:** Since you have submitted **three letters of reference** for your Medical Education certificate application, these will be used for this program as well. Please enter “soeogs@vcu.edu”, “soeinfo@vcu.edu” and Dr. Bailey “jean.bailey@vcuhealth.org” for your reference in order to complete your application. Note: If you completed your program before 2019, you may need to upload two new letters of recommendation.

Step 4: **Transcripts:** Since you have completed the Medical Education certificate program and you submitted your official transcripts at that time, we will pull those transcripts for this application process for up to seven years from when you submitted them for the certificate program.

Step 5: **Testing requirement:** There are no tests required for this program. You can skip this part of the application by selecting the button labeled “I am not adding any standardized tests”.

Step 6: **Submit application fee and push submit:** Please submit the application fee in order to submit your application.

Step 7: **Receiving and accepting your admissions decision:** You will receive an email recommending you for admission from your Department. Your official admissions letter will come from VCU graduate admissions virtually and physically. Upon receipt of the official letter from VCU, you must email respondgrad@vcu.edu to confirm your acceptance into the program. This will allow the system to create a formal account that will allow you to register.

Step 8: **Review the Accepted Graduate Student Checklist** that includes creating your VCU email account, working with your advisor on enrollment and registering for appropriate required orientations (VCU Graduate School, School of Education, Global Education), along with other critical next steps as you transition to VCU.

Please contact us at with any questions throughout the process: soeinfo@vcu.edu and/or soeogs@vcu.edu.