

Dear Colleague:

We are very pleased that you are interested in becoming an educational leader!

California continues to have a great need for bold, socially responsible educational leaders. In fact, a study by the highly respected West Ed research group found that in the next decade, 27% to 46% of the school administrative workforce will be retiring and that the state will need thousands of new school leaders to replace those who will be leaving. This is the time to invest in your future and your career.

We are proud to offer the premier California State University online MS degree in Educational Leadership. This program is fully accredited and has the same course of instruction as our campus-based program. With this program you can complete your graduate work at the time and location that is convenient to you and which fits your professional and family schedule. Finally, this is a high quality, well-respected program, which has the flexibility you need to earn your Master of Science degree in only eighteen months. Your degree will read: ***Master of Science in Educational Leadership.***

We have been offering online educational leadership courses for nearly twenty years, and the 100% online MS in Educational Leadership since 2010. Our graduates frequently comment on how much they learned and how close they felt to their professors and fellow students. These relationships continue even after students have graduated and have been selected to serve as successful school leaders.

If you can email and use a website, then you have the technical skills necessary to complete the program. If you have a commitment to improve our educational system, to regularly participate in your online classes, and to put what you learn into action, then you are the kind of candidate we are seeking.

In Peace,

*Nancy Jordan, EdD.*

Program Coordinator, Online MS in Educational Leadership Program

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**Please review the program requirements:** [ce.csueastbay.edu/ce/programs/educational-leadership](http://ce.csueastbay.edu/ce/programs/educational-leadership)

To complete the application process, you need to complete two applications: (1) program application and (2) University application along with some additional documents.

Checklist:

- ✓ Program Application
- ✓ Current Resume
- ✓ Statement of Purpose
- ✓ Three recommendation forms
- ✓ University Application on Cal State Apply
  - o official transcripts from all institutions attended since high school
- ✓ (optional) Verification of Experience – only if you are pursuing the Preliminary Administrative Services Credential

### Preliminary Administrative Services Credential

If you wish to earn a Preliminary Administrative Services Credential (PASC) to serve as a leader in K-12 grade schools and you meet the requirements for admission, please complete the [Verification of Experience](#) as part of your application.

More details on the eligibility requirements for the preliminary administrative credential can be found [here](#).

#### 1. Program Application and Required Documents

- a. Complete the **program application** [online](#).
- b. Submit a **current resume** that shows evidence of leadership activities (one page is fine)
- c. Submit a **statement of purpose** that addresses AT LEAST *three* of the following dimensions of leadership by describing your leadership in terms of beliefs, experiences, and goals for developing your capacity as a bold, socially responsible leader.

The leadership dimensions we are interested in learning about include:

- Teaching and learning for equity and high achievement
- Collaboration and learning communities
- A culture of inquiry and continuous improvement
- Ethical caring and reflective practice
- Engaging families of students and community involvement

d. **Three Recommendation forms**

[The Recommendation Form can be found here.](#)

- One should be from an educational administrator
- The other two\* can be from a professional colleague or someone who works as an educator (at any level of instruction)  
*\*If you are pursuing the PASC, one recommendation form must be from someone who holds an administrative credential.*

#### 2. University Application

Complete the [university application](#) on [Cal State Apply](#) by the application deadline.

Once you have successfully submitted your University Application, submit one official transcript from every institute of higher education you have ever attended. Request each electronic transcript to be sent to [electronictranscripts@csueastbay.edu](mailto:electronictranscripts@csueastbay.edu) from your sending institution.

Hard copy official transcripts, in an original sealed envelope, may be mailed to:

Office of Admission  
Cal State East Bay  
25800 Carlos Bee Blvd., Hayward, CA 94542

*(Important Note: It could take up to 2 weeks or longer for the University to process the information after a document is received. Transcripts received after document deadlines may delay the admission review process and be subject to a space-available basis.)*



## Online MS in Educational Leadership

### Financial Aid and other financing options

You may consider applying for Financial Aid at [fafsa.ed.gov](https://fafsa.ed.gov), even if you believe that you may not qualify. Many working graduate students *do* qualify for aid. Please contact CSUEB's [Financial Aid office](#) for more information. We also have a payment plan available if you decide not to avail of financial aid. For more information, visit [Student Financial Services](#).

**If you have any questions about this application or the admission requirements, please contact the MS EdLd team at [mstedld@csueastbay.edu](mailto:mstedld@csueastbay.edu).**