Ohio Superintendant Licensure Certificate

All application materials sent to:
Kent State University
Division of Graduate Studies
Cartwright Hall, 650 Hilltop Drive
Kent, OH  44242-0001

Contact Information:
Telephone: 330-672-2661
Email: gradapps@kent.edu
Fax: 330-672-2658

INSTRUCTIONS FOR ONLINE GRADUATE APPLICATION FOR ADMISSION:

1. Must be admitted by **April 26, 2017**

2. Apply online at: [http://www.kent.edu/ehhs](http://www.kent.edu/ehhs)
   - Click on **APPLY NOW**
   - Scroll down the page and click on **Online Degrees & Certificate Programs Tips & Applications.**
   - Scroll down to **ONLINE GRADUATE CERTIFICATES** click on blue rectangle with the word **APPLY.**  **Note:** (You will not see Ohio Superintendant Licensure listed).
   - Click on **Begin New Application**
   - Choose **Domestic or International**
   - Degree level: **Graduate Student**
   - Select Degree Type: Click on **Non-degree or Certificate**
   - What term are you applying for? **Summer 2017**
   - Fill in name and email address
   - You will see login information. Click next.
   - Complete checklist items 1-4
   - Intended Major (checklist item #5): Use drop down and choose **Online Cert-Ohio Superintendant Licensure post master**
   - Click **“I am not participating”** and click continue
   - Complete checklist items 6 through 9
   - Submit application
3. **Application Requirements**: Submit application materials to Kent State University, Division of Graduate Studies, Cartwright Hall, 650 Hilltop Drive, Kent, OH 44242-0001.

- $15 application fee
- Request 2 letters of recommendation
- Submit a written statement of *Personal Goals and Professional Objectives*.
- Only need [official transcript](#) from the college or university in which you received your Master’s degree. The transcript may be issued to the student, but must have been issued within the last twelve (12) months and be submitted in a SEALED ENVELOPE. Otherwise, the transcript should be sent directly from the originating institution
- The Division of Graduate Studies will secure a transcript if master’s degree was earned at Kent State University.