
APPLICATION CHECKLIST

PhD/EdD in Organizational Leadership

- Essays.** Applicants are required to submit two essays with their application. These are completed as part of the online application process. Please provide a typed response to each of the following essay prompts:
 - **Personal** – Why do you want to pursue doctoral studies at this time? Your answer should include, but need not be limited to, the following elements:
 - How have your leadership experiences shaped your motivation to earn a doctorate?
 - What aspects of leadership studies are of most interest and how did those interests develop?
 - What are your long-term goals as a student and a practitioner of leadership? Why is the Northwest doctoral program the best way to accomplish these goals?
 - Why do you want to pursue a doctorate at this time in your life?
 - How do you believe you can contribute to the life and learning of a doctoral cohort?
 - **Professional** – Read the article provided in the online application and respond to it. Your answer should include, but need not be limited to, the following elements:
 - Summarize the author’s core argument and the evidence developed to support it.
 - Critique the author’s argument, reasoning, and evidence noting both strengths and weaknesses.
 - Apply the author’s argument to a real-world leadership scenario and assess its practical value.

- Resume or Curriculum Vitae (CV).** Please provide an accurate and detailed description of your past work experience.

- Degree and Official Transcript.**
 - A Master of Arts or Science degree from a regionally accredited college or university is required to qualify for admission to the program. It is preferred, but not essential, that this degree be in a leadership-related field.
 - Send official transcripts from all colleges and universities attended directly to the Center for Leadership Studies at Northwest University. Colleges may charge a transcript request fee.

Send electronic transcripts to: cfls@northwestu.edu.

Mail paper transcripts to:

Attn: Jamie Meeks
Center for Leadership Studies
Northwest University
P.O. Box 579
Kirkland, WA 98083-0579

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- References.** Please provide Reference Forms from three persons qualified to judge your professional expertise, character, and capacity for graduate-level study in each of the following areas:
 - Personally
 - Professionally
 - Academically

- Test Scores.** Applicants to the Ph.D. in Organizational Leadership program are required to submit GRE scores. The test must have been taken within the last five years. You may send test scores to Northwest University using school code 4541.

- Interview.** When all of the above materials are received, your application will be reviewed and qualified applicants will participate in an individual and/or group interview either in person or online. Following the application deadline and interview process, qualified applications will be considered for admission and the results will be mailed to the applicants shortly thereafter.

Applicants who meet or exceed the above criteria must also exhibit qualities consistent with the ethos of the Center for Leadership Studies. The cohort model places great responsibility on faculty and students to work together to create a positive, supportive, and collaborative learning environment. Students must be committed to personal responsibility, time management, professional ethics, interpersonal integrity, and social justice to be successful in the program. The admissions committee seeks to ascertain each student's degree of readiness for this type of learning environment. It is the responsibility and authority of the admissions review board to determine an applicant's degree of compatibility with the ethos of this program.

If you have any questions regarding the application process please contact:

Center for Leadership Studies

Phone: 425-285-2426

Email: cfls@northwestu.edu