UNIVERSITY OF LOUISVILLE®

COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

Application Procedures for Graduate Non-Degree

Superintendent Certification program

- 🐦 **Step 1:** Obtain access to your email account on your phone or open a web browser.
- 🐦 **Step 2:** Go to www.louisville.edu/graduate
  - o Look for **Future Students**
  - o Select the yellow **"Apply Now"** button
- 🐦 **Step 3:** Select **"2. Create an Account"**
- 🐦 **Step 4:** Verify email by opening up email and selecting verification link.
- 🐦 **Step 5:** Select **"Go to Log In"**
- 🐦 **Step 6:** Look for **Application Menu** and select **"Application"**

Most of the application is self-explanatory, but please note the following specifics:

- 🐦 **Pages 1-3: Personal and Residency Data** (complete as appropriate)
- 🐦 **Page 4: Education Plans**
  - o Do you intend to pursue a degree at this time? (choose **NO**)
  - o Do you want to apply to an online program? (choose **NO**) Even though you will be taking courses on-line, you must select "NO" to be able to choose the correct program as below!
  - o Are you a member of the military . . . (answer as appropriate)
  - o I plan to attend (choose **PART-TIME**)
  - o If you are a Kentucky certified teacher, do you intend to pursue an endorsement? (choose **NO**)

    Applicant Type: (select **"New"** or **"Readmit"** as appropriate**)**

  - o Classification Level (choose **Graduate Non-Degree**)

- 🐦 **Page 5: Program Choice**
  - o Select **College of Education and Human Development**
  - o Select **Educational Administration Non-Degree (NON).** (The program names are in alphabetical order.)
  - o Select the appropriate **Term** and save your selection
- 🐦 **Page 6: Test Information.** Skip – Press **Continue**
- 🐦 **Page 7: Education Background and Experience.** Please complete as requested.

- **Page 8: Recommendations.** Please enter information for two recommenders. The recommenders will automatically receive information to complete and submit electronically.
- **Page 9: Attachments.** Please upload your current resume, letter of intent to pursue the program, and signed statement regarding the [Acceptable Use of Technology Agreement and Professional Code of Ethics for Kentucky School Personnel [PDF]](#).
- **Page 10:** You may submit your application once finished, or **Save and Exit** if you need to return to it.

You will need to pay the **application fee** by credit card.

You will need to request official degree transcripts from colleges/universities that you have attended (other than UofL)**.**

Transcripts should be sent to:
University of Louisville
School of Interdisciplinary and Graduate Studies
2211 South Brook Street
Houchens Building, Room 105
Louisville, KY 40292

or

gradadm@louisville.edu if requesting official electronic transcripts through the Clearninghouse