



College of
Education

TM SAM HOUSTON STATE UNIVERSITY

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Applying to the School Leadership M.Ed. Program



Apply Texas Application

- 1. Start the application process by applying on Apply Texas website: <https://goapplytexas.org/>**
 - Please note: If you have not applied to a higher ed institution using the Apply Texas site you will need to create a profile before you can create an application.
- 2. Pay the \$50 non-refundable application fee.**
 - Submit your official transcript(s) or upload your unofficial transcript(s) for purposes of your application review. If you are in the process of completing your degree, submit a current transcript and a final one after you graduate. A transcript showing your degree and date awarded is required prior to enrollment.



Apply Texas Application Cont.

- 3.** Applications are generally received and processed by the SHSU Office of Admissions within two business days of submitting an application.
- 4.** Once your application has been received and processed you will receive an email from the Office of Admissions containing a link to set up what is called the SHSU Self-Service Center.
- 5.** Your SHSU Self Service Center is where you will upload the remaining application materials and submit your application to be reviewed by the program.

Setting up your SHSU Self-Service Center

Dear

We have received your Graduate School Application from ApplyTexas.

Next Steps:

- Create your [SHSU Self Service Center](#) account using the following information and your date of birth:

First Name:

Last Name:

Email:

- Review your application and upload additional required items through your SHSU Self Service Center account.
 - You can now upload unofficial transcripts to your Self Service Center account for admission consideration. **Official transcripts are required upon receipt of an admission decision made using unofficial transcripts.** View our [FAQs](#) for how to submit your official transcripts.

Thank you for submitting your application to SHSU!

Applications Status on Self Service Center

Once logged-in students will appear in one of three status; Incomplete, Application with Program, or Decision Made as indicated in the picture below.

Applications

Graduate
2019 Spring Library Science, MLS - 1/1/16 12:00 AM CST
Status: **Application Incomplete - Outstanding Item(s)**
Saved On: 8/17/18 3:04 PM CDT

[Summary](#) [Continue](#)

Applications

Graduate
2019 Spring Library Science, MLS - 1/1/16 12:00 AM CST
Status: **Application with Program**
Submitted On: 9/4/18 7:11 AM CDT

[Summary](#)

Applications

Graduate
2019 Spring Curriculum & Instruction, MEd - 1/1/16 12:00 AM CST
Status: **Decision Made**
Submitted On: 4/25/18 11:00 PM CDT
Decision:
• **Accepted - 10/25/18 1:22 AM CDT**

[Summary](#)

Incomplete Applications

By clicking Continue, students can manage requirements, recommendations and pay their application fee via the real-time status check page:

Sam Houston State University

Home Applications Find Mary Pascarella

Please use this section to view the status of your application, check your application supplemental items, manage recommendation requests, and/or pay your application fee.

Summary - Graduate - 2019 Fall Forensic Science, MS

Application Incomplete - Outstanding Item(s) [Pay](#)

Saved On: 8/28/18 12:15 PM CDT [Continue](#)

Requirements

Type	Name	Description	Status	Deadline	Action
General	Application Fee		I Not Received		
Test Score	Official GRE		Received		
Upload	Personal Statement	1,000 words maximum	I Not Received		Upload
Upload	Program Application Supplement	Click Here For Program Application	Received		Update
Official Transcript	Texas Tech University-College	Texas Tech University	Received		

Recommendation

Recommender	Type	Email	Status	Received	Action
Mary Pascarella	General	mep028@shsu.edu	Received	8/22/18 11:18 AM CDT	

Office of Admissions
Sam Houston State University
Email: admission@shsu.edu
Phone: 936.294.9129



Required Application Materials

1. Pay the \$35 Texas Education Accountability System for Educator Preparation Programs Fee (paid to the TEA as required by TAC 229.9.7) if seeking Texas Principal certification.
2. Official transcript from the baccalaureate degree-granting institution with a GPA of 3.0 OR an official transcript from the master's degree granting institution with a GPA of a 3.5 or higher. *If an applicant does not meet the minimum GPA expectations, official GRE scores must be submitted that meet the requirements.
3. Copy of Teacher Service Record from your school district's Human Resource Department with 2 years of creditable teaching experience preferred; however, we will consider applicants with 1 year of certified teaching experience. Applicant must be working at a Texas Education Agency accredited school.



Required Application Materials Cont.

1. Copy of valid Texas Teaching Certificate
2. Recommendation forms from Current Principal and Assistant Principals
3. Current Resume
4. Document of Intent
5. Link to Principal Certification Interview Video (prompts and instructions in completing Principal Certification Interview Video can be found here:

<https://www.shsu.edu/academics/educational-leadership/documents/PrincipalCertInterviewPromptInstructions.pdf>



Need help with the application process?

PLEASE REACH OUT!



Grad Hub
COLLEGE OF EDUCATION
SAM HOUSTON STATE UNIVERSITY

Email: COEGradHub@shsu.edu

Phone: (936) 294-4857

<https://www.shsu.edu/academics/education/graduate-programs/>