

Concordia University Chicago Online Graduate Student Orientation and Information

Graduate Doctoral Admission

Thank you for your interest in Concordia University's doctoral program! Concordia University has spent more than 140 years earning a reputation that rests on quality, integrity, and the pursuit of excellence in higher education. In choosing Concordia, every candidate becomes an important part of the tradition, vision, and reputation of a university where candidates expand their horizons, learn about the world of people, and shape life so that it will make a meaningful difference. Home to more than 4,000 graduate and professional students, Concordia University's academic programs prepare candidates to demonstrate professional integrity, competence, and leadership to those they teach and serve.

Admission may be granted for Summer, Fall, or Spring semesters at various entry points. All documents relating to admission should be submitted to Concordia University's Office of Graduate Admission and Enrollment Services at least two weeks prior to the term in which a student intends to enroll.

Application materials are available at Concordia's Web-site:

www.CUChicago.edu/admission/graduate. Additional information is also available from Concordia's Office of Graduate Admission and Enrollment Services, 7400 Augusta Street, River Forest, Illinois 60305-1499; by e-mail at grad.admission@CUChicago.edu; or by phone: (708) 209-4093.

Doctoral Program Admission Requirements

Doctoral students must be fully admitted prior to taking classes and financial aid eligibility. The minimum requirements for admission to the doctoral program are:

- A bachelor's degree from a regionally accredited American college or university, or an equivalent degree from another country as determined by the Office of Graduate Admission and Enrollment Services.
- A master's degree from a regionally accredited institution with a minimum grade-point average (GPA) of 3.00.

To be considered for admission to the doctoral program please submit the following:

- Online application for graduate admission.
- Objective statement (include educational goals and/or objectives and their relationship to pursuing doctoral work at Concordia University).

- Official academic transcripts from each college/university attended (transcripts must be received in sealed envelopes from the originator. *Any foreign transcripts must be evaluated and submitted by a Concordia approved international credentialing service, such as World Education Services [WES] or Educational Credentialing Evaluators [ECE]*).
- Graduate Record Examination (GRE*) or Miller Analogies Test (MAT) scores (test taken within the prior three years).
- Two letters of recommendation. (Letters should be from individuals able to comment on the applicant's academic potential, personal character and competence and effectiveness in professional work.)
- Documentation of teaching/administrative leadership experience (provide copy of teaching/administrative certificates and professional resume, two years teaching and administrative leadership experience required).

Once all materials are submitted and your file is complete, the following steps will be taken:

1. Your file will be reviewed by the Doctoral Admission Committee.
2. At the committee's discretion, you may be invited to participate in an interview with the Faculty Doctoral Committee, and to write an essay as part of the admission process. Applicants who are not considered for the interview process will be contacted.
3. An admission decision will be reached immediately following the interview, and you will be notified in writing within a few days.

Admission to the doctoral program depends on several factors, including your cumulative Grade-point Average (GPA), program fit, letters of recommendation, professional experiences, test scores, and writing abilities.

The Office of Graduate Admission and Enrollment Services will send you an admission packet upon receipt of your application. If you have any questions please do not hesitate to contact us at:

Office of Graduate Admission and Enrollment Services
 SAIL Advisor phone: (614) 794-9199
 Fax: (708) 209-3454
 E-mail: emogan@sailforeducation.org

Other Contacts:

Office of Student Financial Planning (708) 209-3113
toll free (877) 266-7331

Office of Business Services toll free (866) 204-1882

Online FAFSA www.fafsa.gov
toll free (800) 4-FED AID

Graduate Record Exam (GRE) www.gre.org
(CUC code: R1140) toll free (800) GRE-CALL

Miller Analogies Test (MAT) www.milleranalogies.com
(CUC code: 2024) toll free (800) 622-3231

MAT / GRE Information

All candidates for the Doctorate programs must complete the Miller Analogies Test (MAT) or the Graduate Record Examination (GRE) as a part of the application process.

MAT: For more information about the MAT (registration and study guides), contact the Psychological Corporation at 1-800-622-3231 or visit their web-site at www.milleranalogies.com. The MAT is 60 minutes in length and is offered in both computerized and paper-and-pencil formats. The online Candidate Information Bulletin lists different locations. You will need to call each location for their testing schedule. The cost for this test varies. Scores are available in about three weeks from the test date. Concordia's score recipient code for the **MAT is 2024**.

GRE: For information about the GRE General test, visit the web-site at www.gre.org or call 1-609-771-7670. Registration information is available at 1-800-GRE-CALL. The GRE is administered via computer at various locations in the area as well as online, and requires about 3.5 hours to complete. Practice exams and other information about the test are available on the web-site. The fee for the GRE is \$130. Unofficial scores are available to the examinee at the conclusion of the test; official scores are reported in about two weeks. Concordia's score recipient code for the **GRE is R1140**.