Dear Potential Tri-County Ed.S Cohort Member:

Thank you for expressing interest in the Tri-County Ed.S in Educational Leadership cohort. If accepted, you will receive the following benefits from The Citadel: 1) Waived application fee, 2) 25% reduced tuition (prevailing rate for each term), 3) waived technology fee, and 4) waived registration fee.

Deadline: Must submit online application, valid teaching certificate, and unofficial transcripts by July 15th.

You will need to complete the following admissions steps for acceptance into the Ed.S in Educational Leadership at The Citadel:

1. You will first create an account that will be used to submit your application and to upload supplemental application documents. To create your account, click on the following link https://citadel.elluciancrmrecruit.com/Admissions/pages/welcome.aspx and select **'Create Graduate Account.'**
2. When creating your account, you will select the following
   a. Anticipated Entry Term - **Fall 2019**
   b. Student Type – **Graduate**
   c. Academic Program of Interest **– Educational Leadership, Specialist in Education**
3. Create a password and password security question and answer. **Write this down so you can access your application later if needed. All communication regarding your application and acceptance will be sent to this email address.**
4. Select the **'Create Account'** button.
5. Once you've successfully created your account, you will be taken to your **'My Account'** page. Look for the box titled **'Next Steps'** and select #2 to '**Start an Application.'**
6. Under the Application Listing page that appears, select the **Graduate Application**. *Please read and answer all questions carefully, paying close attention to the Residency questions.*
7. On the **'Demographics'** page, indicate your employer in the provided box.
8. On the **'Academic Plans'** page, answer **"yes"** to the question that asks if you are enrolling as part of a special cohort or group. Click on the down arrow and select **Tri-County Educational Leadership Ed.S Cohort.**
9. After you answer the questions on the Acknowledgement page, sign by typing in your full legal name and click **'Submit Application.'**
10. Once you complete and submit your application, the Application Payment page will appear. In the Promo Code box, enter **GODOGS** and then click **'Apply Code.'** This will "waive" the application fee.
11. You are required to provide the Citadel Graduate College with a copy of your S.C. Teaching Certificate. You may upload this as a PDF into your application by logging in to your application account you created and clicking on **'#4 Submit Supplemental Items'** at the bottom of the page. Please allow up to 5 minutes for your supplemental items list to appear after submitting your application. You may also email documents in PDF format to cgc@citadel.edu.
12. Have an official transcript of your M.Ed. Educational Leadership degree sent to The Citadel directly from your regionally accredited college or university. For admission review purposes, you may upload a PDF of your unofficial transcript into your application. You may also email documents in PDF format to cgc@citadel.edu.
13. If you wish to know more about Financial Aid that is available, click on the following link: http://www.citadel.edu/root/financial-aid-cgc.

Your acceptance in the program will be via email to you from The Citadel Graduate College. This communication will include your login information for our student information system, as well as other pertinent information.

If you have any questions regarding the application process, please contact The Citadel Graduate College (cgc@citadel.edu) or Dr. Lee Westberry (lee.westberry@citadel.edu).