

**Admissions Process for the Ed.D Program
International Applicants**

Given that the application and admissions processes to the doctoral program require time, applicants should begin collecting and submitting required paperwork once a decision has been made to apply. All paperwork that is required within the first stage of the process is due by April 15 of the year in which application is being made. Under this timeline, applicants receive a decision regarding their admission by May 15 of the same year.

The admissions process to the doctoral program consists of two stages. The first stage is a paper-based examination of applicant data which is conducted by the Office of International Programs. The second stage is performance-based and is undertaken by the School of Education Doctoral Program. The two academic teams work together to implement these processes as follows:

- **Stage One Review: Office of International Programs.** The office of International Programs coordinates a review process with other personnel within the university to ensure the applicant is able to meet the criteria established by the U.S. Department of Homeland Security, United States Citizenship and Immigration Services, and other agencies, as required. This process includes, but is not limited to: obtaining a copy of the applicant’s passport; collecting data from standardized examinations; securing copies of evaluated transcripts; and other related actions. This information must be received before Stage Two. Upon the candidate’s successful completion of the Stage One process, the office of International Programs will send verification of the applicant’s eligibility to the School of Education Doctoral Program for continued review and consideration.

Note: The Office of International Programs reserves the right to undertake any identity verification procedures that it believes are required in order to validate the applicant’s personal identity. Such procedures may include, but are not limited to: direct contact with university faculty having personal knowledge of applicant; request for additional documentation; photographic identification; and other means as might be deemed necessary to authenticate the identity of applicant.

Should fraudulent identity be discovered:

- During the application process, the process shall be immediately terminated and the School of Education shall have no obligation to return any monies or materials provided as part of the application process; and
- After admission has been granted, the applicant shall be immediately dismissed from the program and forfeit any and all rights to re-enrollment.

Entrance into candidacy within the doctoral program begins with the applicant’s certification by the Office of International Programs. Please see the table below for an overview of the documents required in Stage One of the application process. Should the Office of International Programs determine that the applicant does not meet its requirements, the applicant shall not receive consideration for admission to the doctoral program.

Stage One Screening Process (Office of International Programs)
Initial Application Form and Non-Refundable Application Fee of \$50.00 USD – completed on the University’s website
Copy of the Passport Photo Page
Standardized Examinations
Applicants from Non-English speaking countries:

<p>a. In those cases where English is not the native language of the applicant, score reports from the <i>Test of English as a Foreign Language</i> (TOEFL)¹ or the <i>International English Language Testing System</i> (IELTS) are required for admission. In order to qualify for program admission, applicants are required to obtain a minimum TOEFL score of 71 (iBT), 197 (cBT) or 527 (paper-based) as determined by the type of examination that was taken. In the case of the IELTS, a minimum score of 6.0 is required for program admission.</p> <p>b. International candidates seeking to transfer from other regionally accredited United States post-secondary institutions who have earned a minimum of thirty (30) college-level credit hours and who meet the aforementioned standards of academic proficiency will not be required to submit TOEFL or IELTS scores.</p> <p>Applicants from English-speaking countries:</p> <p>a. In those cases in which English is the spoken language, official score reports from the Graduate Record Exam (GRE)² depicting performance in the areas of quantitative reasoning; verbal and analytic writing are required. These data must be less than five (5) years old as of the date of application. Applicants must obtain a minimum combined verbal and quantitative score of 750 (or 285 if taken after August 1, 2011) and a minimum analytical writing score of 3.5.</p>
<p>Official Transcripts for all Graduate-Level Coursework</p> <p>a. Lincoln Memorial University (LMU) requires that all graduate-level transcripts for international candidates be evaluated and translated by an outside service. The official transcripts must be sent to World Education Services (www.wes.org, or www.jsilny.com) for a course-by-course evaluation and verification that the degree is equivalent to a master's degree issued from an institution of post-secondary education in the United States of America. The official WES report should be sent to LMU along with the application packet.</p>
<p>Recommendation Forms Three (3) recommendations from persons knowledgeable of the applicant's professional knowledge and skills need to be completed and submitted.</p>
<p>Resume or Curriculum Vitae A copy of the applicant's resume or curriculum vitae is required and should be submitted.</p>
<p>Additional Documents - Additional documents as requested by the Office of International Admissions at the time of application.</p>

- Stage Two Review: School of Education Doctoral Program.** Following notification from the Office of International Programs that an applicant has passed the Stage One review, the admissions representative for the doctoral program will deliver the information collected by this office to the faculty Admissions Committee. This Committee will review the data and make a determination regarding the applicant's level of preparation and likelihood of success in completing the degree requirements. In the event these data lead the Committee to make an affirmative decision, the applicant will advance to Stage Two of the admissions process. At this point in time, any information requested from the applicant should be submitted as follows: *Attention: Doctor of Education Program, Carter and Moyers School of Education, Lincoln Memorial University – Cedar Bluff, 421 Park 40 North Blvd., Knoxville, TN 37923.*

International applicants recommended for Stage Two consideration will be asked to fulfill the requirements listed in the table below. Admission packages for membership in the fall cohort must be submitted in completed form prior to 31 May of the year in which admission is being sought.

Stage Two Screening Process (School of Education Doctoral Program)

¹ TOEFL scores are non-negotiable – applicants failing to perform at the stipulated level shall not be considered for admission to the program

² The GRE scores may be waived in lieu of an acceptable TOEFL or IELTS score

Writing Sample

Applicants will submit a copy of a thesis or a formal paper that they completed as part of their master's degree program. Applicants may also be required to submit their philosophy of education and research interests.

Structured Interview

Applicants will participate in an online or in-person structured interview with members of the doctoral program faculty.

Topical Presentation

Applicants may be asked to provide a five (5) minute presentation on a current topic of their interest. This presentation may be delivered in-person or via the Internet.

The Admissions Committee will review all available data and forward a final recommendation for, or denial of, admission to the applicant. The decision of the Admissions Committee is final. Candidates who are granted admission to Lincoln Memorial University will receive a letter of acceptance - a copy of which will be provided to the *Office of International Programs* for use in working with the candidate to complete all remaining processes. This letter, along with the I-20 form furnished by the University, must be presented to the Consular Office of the United States to which the candidate applies for a student visa. Those applicants accepted into the program will be required to complete, sign, and return related documents (e.g, *Affidavit of Support* and *Certification of Finances* form) and pay the *Candidate and Exchange Visitor Information System* (SEVIS 901) fee (see www.fmjfee.com.) These final steps in the admissions process are coordinated and directed by the *Office of International Programs*.

Upon notice of acceptance, applicants will work with an assigned faculty member to complete a program of study appropriate to the degree program and concentration(s) they have selected. Sample program of studies plans are posted and available for review within the *Graduate Education Catalog*.

Applicants who are accepted for candidacy in the doctoral program will be expected to participate in an all day orientation program which is offered one week in advance of the onset of fall term courses.