

Graduate School Application Requirements

The student seeking admission to the MA in Educational Leadership and Societal Change program must fulfill the following application requirements to be considered for admission:

- **Application Form:**
 - Applicants must use the [Soka Online Application](#) or Graduate School Application Form (pdf). The Graduate School Application Form can be requested by emailing grad_admissions@soka.edu.
 - Application forms should be filled out completely.

- **Application Fee:**
 - \$45 for submitting a paper application or \$30 for submitting the Soka Online Application. Payments can be made online through the applicants GoSoka! Account at go.soka.edu. Payments can also be mailed to the Admission Office.
 - The university requests that payment of all fees (application fee, enrollment deposit, etc.) be in the form of a check drawn on a US bank or an International Postal Order and in US dollars.

- **Official Transcripts:**
 - Applicants should request that all previous academic institution(s) send an official transcript covering all undergraduate studies (and graduate studies if any) directly to the Office of Graduate Admission at Soka University of America.
 - Only official transcripts that are signed, stamped and sealed, or otherwise certified, by the issuing institution will be accepted.
 - The applicant is responsible for making sure complete, official transcripts are on file with the Office of Graduate Admission.
 - Work in progress will be considered in fulfillment of requirements and admission may be granted subject to the filing of final transcripts, before enrollment, showing satisfactory completion of work in progress.

- **References / Letters of Recommendation:**
 - Ask two individuals qualified to evaluate your educational background and/or academic and professional achievement to complete a recommendation for you. Recommendations are usually from the applicant's former or current professors who are able to give an in-depth evaluation of the applicant's strengths and weaknesses with respect to academic work. They should paint as full a picture of you as possible for the admission committee, saying how well and in what capacity they know you and frankly stating deficiencies as well as merits. They should provide a candid opinion of your ability to undertake graduate study and your potential for a career in educational leadership.
 - Please ask your recommenders to use the official [Reference/Recommendation Form](#) provided by SUA. Type, or print clearly, your name on each form and sign the waiver statement. Give each recommender the Reference/ Recommendation Form and ask him/her to return the completed form directly to the Office of Graduate Admission in the sealed envelope.

- **Personal Statement:**
 - Please write a brief statement in which you describe your ambitions, skills, experience, and why you have a passion for our MA program.
 - This is an opportunity for you to articulate your background/experience, past work in your intended field of study, your goals for graduate study and a professional career, experience, and any other information you feel is relevant or as it relates.

- **Resume or Curriculum Vitae (CV):**
 - A copy of your resume or CV is required for all applicants. This document will outline your experiences and skills as they relate to the graduate program.

- **Academic Writing Sample:**
 - An academic writing sample is required for all applicants. This should be either:
 - a college-level research paper written for one of your classes.
 - a college-level research paper written or used as a graduation requirement (E.g. senior thesis).
 - an independent research paper.

- The topic of the sample you submit is less important than the strength of the sample itself. The sample should clearly articulate your writing and research skills as a student.
- It is not necessary to include the grade or the instructor's comments with your submission.
- **English Proficiency:**
 - Any applicant whose native language is not English is required to submit either a TOEFL® iBT or Duolingo English Test score report. Soka University prefers a TOEFL® iBT minimum score of 100 or a Duolingo English Test minimum score of 130 (160 Scale). TOEFL iBT or Duolingo English Test must have been taken within the two years from the testing date.
 - It is required for all official test scores be sent to Soka University, Office of Graduate Admission directly from the testing agency. Student copies and self-reported scores are not accepted.
 - The TOEFL® school code for SUA is 4720. For Duolingo, please select "Soka University of America."
- **Official Test Scores (GRE or MAT):**
 - Official GRE or MAT test scores are not required for admission consideration. For students who wish to provide official test scores, an official score report for the Graduate Record Examination (GRE®) or Miller Analogies Test (MAT®) taken within the past five years is required of all applicants.
 - Official GRE® or MAT® scores must be sent directly to the Soka University of America, Office of Graduate Admission. The GRE® school code for Soka University of America is 4720 and the MAT® school code is 3458. Student copies and self-reported scores are not accepted.
 - For information about the test, the student should check the [GRE® website](#) or the [MAT® website](#).