

# MA, Collaborative Educational Leadership Preliminary Administrative Services Credential (PASC)

Fielding Graduate University's application is self-managed. You are expected to submit all required application documents to Fielding's Admission Office via mail or e-mail to [apply@fielding.edu](mailto:apply@fielding.edu). **Application materials should be sent unbound.** The Admission Office is committed to working with applicants and providing guidance throughout the admission process.

### Application Form

Complete the online Application for Admission, indicating your intended start term and program on our website at [www.fielding.edu/admission/apply](http://www.fielding.edu/admission/apply).

### Application Fee

You can pay the \$75 fee online with a credit card or electronic check. Please note this fee is nonrefundable.

### Recommendations

Obtain at least one recommendation from a supervisor, former professor, or professional colleague. If you are applying for the PASC, obtain at least three recommendation letters: one from a peer, one from an administrator who has performed an evaluation, and one other of your choice. The letter should address your potential for leadership and any experience in leadership.

**Please include the form for each letter of reference which can be found here <https://www.fielding.edu/admission/apply/letters.aspx>.** The recommender may either return the recommendation directly to Fielding (via mail or e-mail) or to you in a sealed envelope with a signature across the seal, which you will include with your application materials.

### Résumé

Include the following in a current résumé:

- Education
- Work history
- Honors and awards
- Experience in conducting research (if applicable)
- Publications and presentations
- Membership in professional organizations

### Official Transcripts

Obtain official transcript(s) in a sealed, unopened envelope from previous colleges and universities you attended. This includes any college or university where you received a degree, plus any other college or university which you attended for significant coursework. Transcripts may be included with your application materials if they are sealed or sent directly to Fielding's Admission Office.

### International Transcript Evaluation

Degrees or academic records from schools outside of the U.S. must undergo an independent evaluation by one of the following companies: American Association of Collegiate Registrars and Admissions Officers (AACRAO) at [www.aacrao.org](http://www.aacrao.org); International Education Research Foundation (IERF) at [www.ierf.org](http://www.ierf.org); or World Education Services (WES) at [www.wes.org](http://www.wes.org). Please submit a **detailed** evaluation for both undergraduate and graduate coursework. Also include a translated copy of your transcript. Please visit [www.fielding.edu/admission/international.aspx](http://www.fielding.edu/admission/international.aspx) for additional information on international transcript evaluation.

### Statement of Purpose

Submit a one-page (maximum length, single-spaced) statement of purpose that tells your reasons for seeking admittance to the program at this point in your life. The statement should encompass your scholarly and professional interests and goals and link them with the components of the program. **Fielding considers this to be one of the most important elements of your application.**

### Copy of CBEST Results and California Teaching Credential

If you are applying for the Preliminary Administrative Services Credential (PASC), please submit a photocopy of the results of your CBEST (California Basic Educational Skills Test) and a copy of your California Teaching Credential.

### Application Check List

For your convenience and reference, the items needed to complete your application are listed below. **All application materials should be sent unbound.**

- Application form
- Application fee
- Recommendation(s)  
(1 for MA only, or 3 for PASC)
- Résumé
- Official transcripts in sealed, unopened envelopes
- International transcript evaluation (if applicable)
- Statement of purpose
- Photocopy of CBEST results (for PASC application)
- Photocopy of California Teaching Credential (for PASC application)
- Statement of Responsibility (for PASC application- on online application)

### Contacting

#### Fielding Graduate University

**Mail** Fielding Graduate University  
2112 Santa Barbara Street  
Santa Barbara, CA 93105-3538

**Phone** 800.340.1099

**Fax** 805.687.9793

**E-mail** [apply@fielding.edu](mailto:apply@fielding.edu)

**All application materials  
become the property of  
Fielding Graduate University.**