



Master of Arts in Leadership

Application Instructions

Thank you for applying to the M.A. in Leadership program at Saint Mary's College of California.

To help the application process proceed smoothly, you may want these items at hand:

- Word or PDF version of your resume
- Word or PDF version of your Personal Statement
- Contact information for the people who will be writing your letters of recommendation
- A major credit card for the \$50 non-refundable application fee (required to "submit" your application).

Please review the application instructions below before filling out the online application. All materials must be submitted by the application deadline.

1. Application

Submit your application online. Please pay the non-refundable \$50 application fee at the time you submit the application. (If you are a SMC graduate, this fee is waived. Please contact our office at 800-621-4715 for special instructions.)

2. Educational Background

Please submit an official, unopened transcript from the college or university that granted your conferred bachelor's degree. (If you are a SMC graduate, we will request a copy of your transcript internally.)

Transcripts should be mailed to:

Saint Mary's College of California
Kalmanovitz School of Education
1928 Saint Mary's Road
Moraga, CA 94575
Attn: MA in Leadership Admissions

Transcripts may be ordered from most colleges or universities through their website. Please note that these transcripts become the property of Saint Mary's College and cannot be returned or duplicated.

3. Employment and Resume

Please upload a Word or PDF version of your resume where prompted in the online application.

4. Personal Statement

Please write a short essay (three-to-four pages in length and double-spaced with 1-inch margins) that describes how the Saint Mary's College M.A. in Leadership program aligns with your personal, professional and academic goals. In addition, please describe your current view of leadership, what effective leadership looks like in practice, and how your understanding and practice of leadership can be served by completing this program.

Upload a Word or PDF version of your essay where prompted in the online application.

5. Master of Arts in Leadership Supplement

Select the concentration you are currently most interested in pursuing. (You will have an opportunity to further consider and select your concentration after the program begins.) Consult the MA in Leadership [website](#) for a list of which concentrations are being offered during the term in which you are applying.

6. Recommendations

Please provide the contact information for two individuals who will provide letters of recommendation on your behalf. One letter should come from a supervisor or other person in a position to know and observe your work. We suggest the second letter come from someone qualified to assess your capability of performing graduate level work (e.g., a college professor, if available, or another who can speak about your scholastic abilities).

In both cases, the recommender is asked to comment on his or her perception of your scholarly ability, intellectual curiosity, written and oral communications skills, general character traits, and demonstrated capacity for leadership.

We use an electronic recommendation system. An email will be automatically generated and sent to your recommenders with instructions on how to submit their letters electronically.

After you submit your application:

You will receive an automated response within 24 hours of submission that your application has been received. An admissions counselor will contact you within a few days with further instructions or if additional information is required.

7. Interview

Once all of your application documents are received (online application, application fee, resume, personal statement, official transcript, and two letters of recommendation), an admissions counselor will contact you to arrange an interview with a member of our Faculty. These interviews are offered to allow you to ask questions about any aspect of the Program. Please note: Interviews are usually conducted by phone.

8. Financial Aid

If financial aid is desired, applying for aid should be done parallel to applying to the Program. Financial aid is not awarded unless you are accepted into the Program. To start the process, go to www.fafsa.ed.gov. The Saint Mary's College federal school code is 001302.

9. Statement of Financial Obligation (SOFO)

This form will be sent to you upon admission to the Program. Please anticipate signing and returning the form with two non-refundable fees to reserve your space in the Program:

- \$200 tuition deposit (applied to tuition)
- \$500 technology fee

If you have questions, please don't hesitate to contact our Admissions Team:

Phone: (800) 621-4715
Email: leadership@stmarys-ca.edu

Our mailing address is:

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Kalmanovitz School of Education
1928 Saint Mary's Road
Moraga, CA 94575
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We look forward to working with you.