

**M.Ed. Educational Leadership**

# Admissions Guide

**Fall 2025**



Graduate School of  
EDUCATION

# Application Instructions

## STEP 1: Application Form

Complete and submit the **HTH GSE Application Profile Form**. This form takes 10-15 minutes to complete, and it initiates the application process and collects demographic information.

## STEP 2: Supporting Materials

Upon submission of the profile form, you will be sent an email to access the portal by logging in with your email to add supporting materials and view the status of your application. In the portal, you will be able to make changes and additions to your application until the deadline, and see which documents below have been received by our admissions team.

Please submit the following supporting materials via the portal:

### 1.) **Professional resume**

### 2.) **Statement of purpose** (2 single space pages max)

- *What are your leadership goals as an educator? What knowledge and skills are you hoping to develop? How do you intend to leverage this program to advance those goals?*
- *What does “deeper learning” mean to you? Describe a learning experience that you designed and facilitated (for young people or adults) that resulted in transformational learning.*
- *The EdL Program believes that all children deserve learning experiences that affirm their identities and leverage their backgrounds as assets in the learning environment. As a current or future leader, how do you aspire to co-create culturally responsive conditions within and across your context?*

### 3.) **Self-recorded video interview**

- You will record your video with a third party website (Sparkhire) and you will have access to view the prompts within the portal

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## STEP 3: Letter of Recommendation

One confidential recommendation is required from an administrator, supervisor, or educator who can evaluate your capacity as a leader and commitment to justice and deeper learning.

You will receive an email to forward the request to your recommender of choice, and they will upload it directly into the portal.

## STEP 4: Official Transcript

Request official academic transcripts be sent electronically to [admissions@hthgse.edu](mailto:admissions@hthgse.edu)

- Please have official transcripts sent directly from the registrar's office of your undergraduate/graduate institution. If you are currently in the process of completing your undergraduate degree, please provide the most recent unofficial transcript.
- If the degree was earned outside of the U.S., the transcript must be evaluated for equivalence by **World Education Services, Inc.** (WES) or **Educational Perspectives** with a Course-by-Course Report.
- If necessary to send hard copies of your transcript or evaluation, our mailing address is **HTH Graduate School of Education, ATTN: Admissions, 2150 Cushing Road, San Diego, CA 92106.**

## STEP 5: Residents Only- Additional Site Interviews

Candidates who are applying to the residency pathway will complete additional interviews with Program and School Site Directors upon invitation.

# Admission Requirements

## All Candidates:

- For K-12 educators and leaders, at least three years prior teaching experience is strongly preferred
- For educators and leaders working in the education ecosystem (non-profits, start-ups, etc.), at least three years prior work experience designing and facilitating learning is strongly preferred
- Earned BA/BS from a regionally accredited university with a minimum cumulative GPA of 2.0. Applicants with a GPA below 3.0 are encouraged to include an explanation of their academic qualifications within the initial application form.
- The GRE is not required for admission to the HTH GSE
- Candidates must be employed at least part-time in an educational setting, allowing for application of coursework in your work context.

## Additional Requirements for International Candidates:

- If you've earned your degree outside of the United States, the transcript must be evaluated for equivalence by [World Education Services, Inc. \(WES\)](#) or [Educational Perspectives](#) with a **Course-by-Course Report**.
- The program requires a strong command of written and spoken English prior to entry.
  - Applicants whose primary language is not English are required to achieve the following scores on either the Test of English as a Foreign Language (TOEFL) or The International English Language Testing System (IELTS):
    - TOEFL minimum scores: 550 on the paper-based version, or 216 on the computer-based version, or 80 on the internet-based version (iBT). TOEFL scores must be no more than five years old at the time of application. You can request that your scores be sent directly to the institution through ETS by entering the school code B433 when requesting your test scores.
    - IELTS minimum score of 7.5 on the Academic Module with individual section scores (e.g., reading, writing, listening and speaking) of at least 7.5.
- *If you attended a four-year undergraduate institution in the U.S. and successfully earned your Bachelor's degree, the language testing requirements will be waived.*
- If applying as an international student, the HTH GSE is approved to offer F-1 visas. You can find more information about studying in the U.S. and applying for the F-1 visa [here](#).



We look forward to supporting you on your journey at HTH GSE!

## Contact Us

### Phone

949.393.1190

### Website

[bit.ly/EdLProgramPage](https://bit.ly/EdLProgramPage)

### Email

[admissions@hthgse.edu](mailto:admissions@hthgse.edu)

### Address

2150 Cushing Road,  
San Diego, CA 92106



## Brittney Quinones

*Admissions & Outreach Manager*

*Schedule a time to meet with me via Zoom*

The High Tech High Graduate School of Education is committed to building a community of adult learners that reflects the diversity of California's students and does not discriminate in its procedures and programs or employment determinations on the basis of race, ethnicity, gender, sexual orientation, creed, religion, national origin or on the basis of any other protected classification as defined by applicable state and federal.