

Application Checklist

Ph.D./D.B.A. Program in Values-Driven Leadership at Benedictine University

Submitting your application for Benedictine's doctoral program for senior executives in Values-Driven Leadership requires the timely completion of several tasks. This handy checklist will help you complete your application and provide you a record of your progress.

All materials should be submitted to:

Amber Johnson - GN488
Benedictine University
5700 College Rd.
Lisle, IL 60532

[cvdl@ben.edu](mailto:cvd1@ben.edu)
630.829.2173

Submitting the Application Package – The deadline for receipt of completed applications and all related materials is **November 2, 2020**.

Completed applications received before this date are guaranteed a full consideration. After this date, applications will be considered as space is available.

Complete the doctoral degree application form. Choose one of the following processes:

For paper applications:

- [Go to this link](#) and click Print an Application > Doctoral Programs.
- Download the doctoral application PDF.
- Complete the form as required and return to Amber Johnson (contact information above) by mail, or as a PDF in email.

For electronic applications (preferred):

- [Go to this link](#) and select Apply Online > Doctoral Programs.
- Follow the on-screen instructions to create an online account. Then proceed by filling out the online application for doctoral students. If you have questions about creating an account or getting started, click [Account Directions & Information](#).
- Complete and submit the application as prompted.

Submit a current resume (including employment history with details of leadership responsibilities, skill sets, and results; school, community and other leadership positions; service activities; pertinent publications, presentations and involvement in professional organizations).

Submit your admissions essay. Instructions below:

- Describe your personal and professional goals and how a Ph.D./D.B.A. will help you achieve your goals.
- Describe why you are interested in a degree in Values-Driven Leadership.
- Describe potential topics of interest for your dissertation.
- Doctoral programs are rigorous but rewarding. Please comment on personal attributes as well as previous experiences that are reflective of your ability to successfully complete a doctorate-level program.

You are encouraged to be creative in your answer but here are some suggestions of information you may want to consider when crafting your response:

What happens after my application packet is complete?

After careful consideration, candidates with complete applications may be invited to interview on campus with program faculty and staff. Most interviews will take place between September 2020 and January 2021.

- Previous academic and professional experiences that document your capacity for learning
- Personal characteristics you will contribute to the program
- What makes you a good candidate for this program

Submit non-refundable application fee of \$50.00.

Submit two letters of recommendation, sent *directly from the reference to Amber Johnson*. Include one professional and one academic reference that speak to your character, capacity, performance, and ability to do doctoral level work with excellence.

Date #1 submitted: _____

Date #2 submitted: _____

Request your *official* transcripts for all post-high school academic programs and have them sent directly from each institution. Direct them to Amber Johnson, address on the previous page.

Academic institution #1; date requested: _____

Academic institution #2; date requested: _____

Academic institution #3; date requested: _____

Academic institution #4; date requested: _____

Academic institution #5; date requested: _____

International Students

If you are accepted, the following materials will be needed:

A photocopy of your passport and its visa pages (must not be expired)

Official Educational Perspectives Detailed or ECE Course by Course Evaluation (see Amber Johnson for more details)

Evidence of English Proficiency – Please see the Benedictine [graduate course catalog](#) for details, and discuss your circumstances with Amber Johnson.

Official bank statement showing liquid and available funds before the start of the term; sent by the financial institution. Please see Amber Johnson for additional details.

Should you have any questions throughout the application and admission process, please contact Amber Johnson directly or reach out to the Benedictine University international student office, at ips@ben.edu, or call 630.829.6342.