THE MARY ANN REMICK
Leadership Program

Getting Started

To begin your application, click on the following link: https://gradconnect.nd.edu/apply/

Follow the instructions on that webpage to create your Notre Dame graduate school application username and password.

- *You do not need to complete the application in one sitting.*
- *Save your progress periodically as you can return to the site to complete your application until it is submitted.*
- *Save your username and password so that you can re-access the site at any time.*
- *If you have issues with accessing your application at any time, the Graduate School is your best resource.*

After you have logged in, click on "Start a New Application" at the bottom of the page.

Select "2023 Summer" and "Create Application." Select "2023 Summer" once again, and "Open Application."

Review the overall Application Instructions. Click "Continue".

Application Type and Term

Next to "Applicant Type," select "Degree."

In the dropdown under "Program Applying To:" select "ACE Remick Leadership – M.A.

Please note: Candidates are not eligible to apply to both the ACE Teaching Fellows Program (M.Ed.) **and** the Remick Leadership Program (M.A.). ACE Teaching Fellows is for recent college graduates with little to no previous teaching experience, whereas the Remick Leadership Program is for current educators and leaders seeking further formation and their Masters in Educational Leadership degree. Full-time employment in a Catholic school is a requirement for acceptance into the Remick Leadership Program.

Under "Program Specifics" and "Do you plan to attend full time?" select "Yes."

Under "Admission Term" select "Summer 2023."

Under "Potential Faculty Advisor", <u>leave all boxes blank</u>. The Remick Leadership Program is a cohort-based program, so you do not need to select a faculty advisor.

Under "Mary Ann Remick Leadership Program", provide the full name of your (arch)diocese.

Your internship site is the Catholic school in which you are currently employed.

Provide the full mailing address for the internship site (the Catholic school in which you are currently employed).

Be as specific as possible when completing your position information (i.e., put "Teacher – 6, 7, and 8 English" instead of "Teacher"). Include any additional leadership responsibilities you have as well (i.e. Department Chair).

Complete the remaining sections as appropriate. Click "Continue".

Personal Information
Complete all of the information in the "Personal Information" Section.

While the Race/Ethnicity section is entirely optional, it is also helpful for our data collection as a program as well as an institution.

Complete the remaining sections as appropriate. Click "Continue".

Test Scores
The Remick Leadership Program is test optional for those applying to join Cohort 22 in Summer 2023.

Complete the remaining sections as appropriate. Click "Continue".

Academic History
The Graduate School does not require official transcripts in order to review your application. For the review process, you will only need to upload unofficial transcripts from the institutions you have attended. If you are accepted into your program, and if you accept this offer of admission, you will then be required to submit the official transcript from any institutions you have attended.

We ask that you request official copies to have on hand in order to ensure timely arrival. However, do not send these to the Graduate School until you are offered admission. They will not hold these transcripts for you.

Ensure that you complete all parts of each institution's information. Click "Continue".

Additional Information
Complete the sections as appropriate.

Complete "Additional Questions" to ensure that your application is reviewed.

If you are seeking an "Application Fee Waiver" from our program (available through December 31st), we ask that you reach out to acerlp@nd.edu prior to submission **and** only when you have a completed application, including all recommendation letters submitted, all transcripts uploaded, and your supplemental application uploaded.

Click "Continue".

Uploads

Upload your Resume or Curriculum Vitae in the "Resume or Curriculum Vitae" section. Ensure that this is updated and revised.

Upload your completed ACE Remick Leadership - M.A. Supplemental Application form in the "Program Upload" section.

Under "Additional Documents, upload your teaching license under "Document 1" if you currently or have previously held any teaching license. While it is not required that you be licensed for admission, it is vital for you to upload these documents if you have them.

Evaluation

You are required to have **three** recommendations from these individuals:
1. Your school principal (or direct supervisor if you are the principal)
2. A professional colleague who can speak to your professional strengths
3. An academic reference (a former professor, professional colleague, or mentor who can speak to your strengths as a learner)

We ask that you not reach out to any additional recommenders. Be sure that you have communicated with each recommender prior to adding them to this application.

Signature

Input your electronic signature.

Review

Here you will be able to see what parts of the application you have completed. You may save your progress at any time. Review and confirm that you have completed all parts of the application and submit when complete. As a reminder, incomplete applications will not be reviewed.

If you have any questions throughout the application process, please email the Remick recruitment team at acerlp@nd.edu.