

Congratulations on your admission to Vanderbilt University's Peabody College online Ed.D. in Leadership and Learning in Organizations. The following information details the steps you need to take to secure your place in the program and register for classes.

What to do immediately:

1. **Accept your offer of admission.** The due date for acceptance of your offer can be found on your letter of admission.
2. **Pay your enrollment deposit.** After accepting your offer of admission, please log back into your [online application](#) to pay the nonrefundable enrollment deposit of \$250.
3. **Establish your YES account credentials.** You must establish a VUNetID and e-password to access YES, the student enrollment system. You will need access to YES to register for classes, view your transcript, get your grades, and participate in classes. You will receive an email to your personal email address (as indicated in your online application) with instructions on how to set up this account within 10 days of paying your enrollment deposit.
4. **Set up your Vanderbilt email address.** Your Vanderbilt email address is the official address for communications from university offices, professors, and staff. Communications about upcoming events, registration for comprehensive examinations, and other matters pertaining to graduate study at Vanderbilt University's Peabody College will be sent only to your official Vanderbilt email address. You can forward your mail from this address to any email address you wish to use. Failure to respond to official communication may delay your graduation if deadlines are not met.
5. **Communicate Mailing Address/Contact Information.** Each time you register for classes, you should update your mailing address, location of learning, email address, emergency contact information, etc. in YES. Select the Address Change option from the drop-down menu. It is important to keep this current in case we need to contact you via regular mail or in case of an emergency.

What to do before you register for classes:

- 1. Submit Final, Official Transcripts.** Vanderbilt University's Peabody College requires official confirmation that you have received a baccalaureate degree or the equivalent and either a master's degree or approved 30 hours of post-baccalaureate work. Your enrollment is conditional on you providing official transcript(s) confirming your degree(s) and all graduate-level work. Each transcript must be an original, official transcript with the registrar's stamp or signature. Scanned, photocopied, or uploaded transcripts submitted as part of your online application for admission do not fulfill this requirement. Certified English translations and credential evaluation through International Education Evaluation (IEE) must accompany all documents written in a language other than English. Students who use the IEE [Vanderbilt University Institution Portal](#) will receive their evaluation at a discounted rate in three days with standard processing. Translations must be literal and complete versions of the original records. We require official transcripts as follows:

- One final transcript from each institution from which you received a degree (undergraduate or graduate). Recent graduates should confirm with their registrar that the transcript shows the degree received and graduation date.
- One transcript from each institution in which you enrolled in graduate-level courses, even if you did not complete a degree.

Official transcripts may be sent electronically to prior-degree-review@vanderbilt.edu or by mail to:

URO - Records
Vanderbilt University
PMB 407833
2301 Vanderbilt Place
Nashville, TN 37240-7833

Failure to submit final official transcripts will result in a block on your registration.

- 2. Submit Official English Language Proficiency Test Scores**

If you self-reported or submitted unofficial English language proficiency test scores with your application, you will need to submit official score results directly from the testing agency to Vanderbilt University.

Again, congratulations on your admission to Vanderbilt University's Peabody College online Ed.D. in Leadership and Learning in Organizations. Should you have questions or need assistance completing the above actions, please email LLO-GLOBAL.UAE@vanderbilt.edu.