

# HOW TO APPLY FOR THE INSTITUTE

*Institute applications open on April 1, 2025 and close on June 30, 2025*



## Complete the steps below:

1

**Write a one-page essay in response to the following prompt.** *Format: Typed, 12pt font, single-spaced, one-inch margin, include your name and email at the top right of the document.*

The Institute prepares African Americans in community colleges for leadership roles to ensure that the pipeline to executive-level positions is fluid. Articulate how attending the 2025 Leadership Development Institute aligns with your current career aspirations. Reflect on your career journey thus far. Describe how your successes and lessons learned contribute to your future success as an executive-level leader of a community college. [You may upload up to 3 artifacts to support your application (e.g. awards, letters of recommendation, significant projects or initiatives led).] *File Naming Format: Last\_First\_Essay.pdf*

2

**Obtain a letter of support.** You may submit a letter from a supervisor, sponsor, or mentor who can attest to your education, accomplishments, and leadership potential. *File Naming Format: Last\_First\_Letter of Support.pdf*

3

**Prepare your resume for submission.** Submit your most recent resume. Be sure it includes your current position, any community college leadership experience, and related accomplishments. *File Naming Format: Last\_First\_Resume.pdf*

4

**Write a brief Biographical sketch.** Written in the third person voice. Conveys your current position, key achievement, and related education with confidence and clarity. Adhere to a maximum word count of 100. *File Naming Format: Last\_First\_Bio.pdf*

5

**Select a headshot.** Adhere to generally acceptable standards of professionalism when choosing the photo. Save the image as a \*.jpg. The photo is needed now for timely submission into the program booklet. Photos are not included in the selection process. *File Naming Format: Last\_First\_Photo.jpg*

6

**Complete the online application using [this link](#).** Be prepared to upload your essay, letter of support, resume, bio, and photo **with** the application. Submit all document files in \*.pdf format. You can preview the application if desired.

## FAQs:

- The link to the application will close at 11:59 pm on July 15, 2025.
- You will receive notice of your acceptance status within 21 days of receipt of a complete application. Registration fees are due 30 days after acceptance.
- Send an email to [LDI@ncbaa-national.org](mailto:LDI@ncbaa-national.org) with any questions that may arise.