

CITE Educational Leadership Application Checklist

○ **Application**

○ **\$40.00 Application Fee**

- Payable directly through the online application -OR-
- Should you apply with a hardcopy application, please make checks or money orders payable to The College of Saint Rose

○ **Statement of Purpose**

○ **Official Transcripts* indicating your:**

- **Bachelor's Degree**
- **Master's Degree**

* Please do not submit photocopies of transcripts. We require up-to-date official transcripts printed within the past year. These should demonstrate strong academic performance at both levels, with a minimum graduate GPA of 3.0.

○ **2 Letters of Recommendation from professional sources**

- One letter must be from a principal, assistant principal or superintendent
- Letters must be current
- Letters may be submitted directly through the online application by your recommender or must arrive by mail in sealed envelopes on official letterhead

○ **Immunization Form**

- Must be submitted in order for your application to be reviewed.
- If you can not locate your immunization records, you may request a blood titer to be done by a physician. Once complete, you will need to submit the lab results and immunization form to the Office of Graduate Admissions.
- A physician's signature is required, along with your signature in regard to the meningococcal vaccine information. The shot is **not** necessary, but you must indicate you have been informed of the availability of the vaccine.
- If you have specific questions regarding immunization requirements contact Health Services directly at (518) 454-5244 or healthservices@strose.edu.

○ **Internship Commitment Form**

- It is a requirement to have the following:
 - Your personal signature
 - Your mentor's signature
 - Your principal's signature
- If your principal is your mentor then only one of the two signature lines needs to be signed.

○ **Resume** (optional, but highly recommended)

○ **Interview**

- You must contact the CITE office to schedule an interview: (516) 221-2936

If you have any questions regarding your application you may contact **The College of Saint Rose** at
1-800-637-8556 option 2 or
you may log onto our website:
www.strose.edu/cite