Jenmarc 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

○ 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.

○ Massachusetts Teacher Certification
  - Please provide proof (a copy of your certification) of your Massachusetts teacher certification when applying for admission. This proof of certification can be emailed, faxed (518-458-5479) or mailed (see address below) to be included in your application.

○ Resume (optional, but highly recommended)

○ Interview
  - You must contact the Jenmarc office to schedule an interview: (508) 586-3574

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/jenmarc