

# CITE Educational Leadership Application Checklist

## ○ **Application: [www.strose.edu/CITE](http://www.strose.edu/CITE)**

## ○ **\$40.00 Application Fee**

- Payable directly through the Online application

## ○ **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**

- Letters must be from an administrator, assistant principal, 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 or may be emailed by your recommender to [grad@strose.edu](mailto:grad@strose.edu)

## ○ **NYSED certificate**

- A copy of your current NYSED certificate as a teacher or pupil personnel professional

## ○ **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](mailto: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**

## ○ **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 [grad@strose.edu](mailto:grad@strose.edu) or you may log onto our website: [www.strose.edu/cite](http://www.strose.edu/cite)