



Graduate Admissions Office

Application for the Educational Leadership and Administration Program

Please indicate which certificate program you wish to enroll in:

- Certificate of Advanced Study-School Building Leader
Certificate of Advanced Study-School District Leader
MS-Educational Leadership and Administration

Starting semester: Year \_\_\_\_\_

- Fall
Spring
Summer

- Full-time
Part-time

Applications must include:

- \*Completed application
\*Official transcripts indicating a Bachelor's degree from an accredited institution
\*An initial, professional or permanent teaching certificate
\*Current resume
\*Three reference letters, one being from a school administrator
\*Application fee of \$50, payable to Utica College

Please return all materials to: John Rowe, Director of Graduate Studies, Utica College, 1600 Burrstone Road, Utica, NY 13052

Personal Data

Name Last First M.I.

Former Last Name (if applicable) Date of Birth

Address

City County State ZIP Email

Telephone-Home Telephone-Work Cell phone:

Citizenship US Permanent Resident Other VISA type

The following is optional:

Social Security number

How would you describe yourself?

- American Indian
Asian or Pacific Islander (inc. Indian subcontinent)
Black (non-Hispanic)
Hispanic (including Puerto Rican)
White, Anglo Caucasian (non-Hispanic)
Other (Specify)

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**Educational Experience**

Please list the colleges or universities you have attended, most recent first:

College or University	Years	Academic Major	Degree Received	Final GPA
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**Teaching Certifications held:**

Initial, Provisional or Permanent

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**Work Experience** (past seven years-most recent first)

Employer	Address, City, State, ZIP	Dates of Employment	Position	Nature of Work
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**How did you first hear about the CAS program at Utica College?**

- An employer
- Newspaper/radio

- Mailing or announcement
- Colleague

- UC website
  - Other \_\_\_\_\_
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## Personal Statement

*Required of all applicants. Using the space below, please answer the following question. If you need more space, please attach additional pages to the application.*

What qualities will you bring to the Educational Leadership and Administration program at Utica College that will enable schools to reach educational excellence and teachers to provide quality instruction for all students?

I understand that withholding information on this application or giving false information may make me ineligible for admission to Utica College or subject to dismissal. With this in mind, I certify that the information on this application are correct and complete.

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Signature

Date

*Please note: Once application materials have been submitted to Utica College, they cannot be returned to the applicant.*

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