



OFFICE OF
GRADUATE
ADMISSIONS

SHUSTER HALL, RM 150
250 BEDFORD PARK BLVD., WEST
BRONX, NY 10468

Phone: 718-960-8702
Fax: 718-960-5860
www.lehman.edu

Graduate Admission Application to the Educational Leadership Programs Fall _____

Program Codes: SBL (359) SDL (360)

Note: Lehman College does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

Application deadline: April 1st (Students are only admitted during the fall semesters.)

Part A- Personal Information

Last Name		First Name		Middle Name		Prior Name	
Social Security Number: -- --		Date of Birth: Month /Day /Year		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female			
Mailing Address:				Apt:			
City:		State:		Zip Code:		Country (if non-U.S.A.)	
Daytime Telephone Number: () --		Evening Telephone Number: () --		E-mail Address:			
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No				Immigration Status:		*OFFICE USE ONLY* _____ Paid _____ Processed	
Country of Birth _____				U.S. Permanent Resident _____			
Country Of Citizenship _____				Alien Registration (I-551) card # _____			
_____				<input type="checkbox"/> Other _____ Specify type of visa			

****Proof of immigrant or naturalized citizenship status must be shown in the Graduate Admissions Office when submitting this application. Copies of official documents are not accepted.***

"The college reserves the right to deny admission to any student if in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. That judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus."

Important Note for All Students: To be eligible for New York State resident tuition rates, you must prove that you have been a New York State resident and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. The information requested will be used to determine if you qualify for the New York State resident rate. **A failure to answer these questions will require you to complete the City University Residency Form.**

Where were you and each of your parents born? Check one in each column.	You	Mother	Father
Born in the United States, excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born in Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born outside of the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Country you most identify with: _____

Is a language other than English spoken at home? Yes No

Which language are you most comfortable with? _____

Have you been a New York State resident for the past 12 months? Yes No

If yes, please give the month and year New York State residency began _____

Did you file a New York City/State resident income tax return during the past twelve months? Yes No

Did you file a federal income tax return during the past twelve months? Yes No

List below all your addresses, during the past five years, starting from your current address and working backwards: (Attach a separate sheet of paper if necessary).

FROM	TO	COMPLETE ADDRESS:
____ -- ____ Month Year	____ -- ____ Month Year	_____ _____ City State Zip Code
____ -- ____ Month Year	____ -- ____ Month Year	_____ _____ City State Zip Code

F-1 Student Visa Candidates:

Please provide contact information for the individual who will act on your behalf if you are not currently in the United States. This person will receive information about your admissions status.

Last Name:	First Name:	Mailing Address:	Apt:
City:	State:	Zip Code:	Telephone Number: () --

Part B – Educational Background

Applicants who have completed any degree or coursework at Lehman College after 1993 do not need to request a Lehman transcript; this includes undergraduate, graduate, and non-degree courses.

Undergraduate/Graduate College or University	Dates of Attendance	Major	Degree (if applicable)	Date Conferred	GPA

Part C – Admissions Requirements

MSEd in Educational Leadership (leading to New York State School Building Leader Certification)

****Note:** Students admitted only in the fall semesters. Application deadline is April 1. The following five items below must be submitted to the Graduate Admissions Office, along with the application, by the deadline:

1. **Undergraduate official transcripts** demonstrating a completed bachelor's degree in a related field (e.g., teaching, school counseling, etc.), with a minimum 3.0 (B) grade point average, from an accredited college or university;
2. Include a personal check or money order of \$ 125 (**non refundable fee**) payable to Lehman College.
3. Copies of all New York State permanent or professional certifications held (e.g., classroom teaching, school counseling, school psychology, school social work, etc.);
4. **Three letters of recommendation:** at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a P-12 principal, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
5. A **current resume** detailing all past professional employment and any community or professional organization leadership positions, memberships, and service; and
6. A 1,000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school building leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges.

Advanced Certificate in Educational Leadership (leading to New York State School District Leader Certification)

****Note:** Students admitted only in the fall semesters. Application deadline is April 1. The following five items below must be submitted to the Graduate Admissions Office, along with the application, by the deadline:

1. **Official graduate transcripts** demonstrating a completed master's degree in a related field (e.g., teaching, school counseling, etc.), with a minimum 3.0 (B) grade point average, from an accredited college or university;
2. Include a personal check or money order of \$ 125 (**non refundable fee**) payable to Lehman College.
3. Copies of all New York State permanent or professional certifications held (e.g., in leadership, classroom teaching, school counseling, school psychology, school social work, etc.);
4. **Three letters of recommendation:** at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a district leader, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
5. A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service; and
6. A 1,000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school district leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges; d) brief analysis of a current educational policy, discussing its pros/cons and its impact on urban districts.

Marketing Information

For marketing purposes, Lehman College tracks the ways applicants learn about programs. An applicant's answer to the following question does not have any bearing on his/her application or admission decision.

How did you first learn about Lehman College's Educational Leadership Programs?

- received a mailing (letter, brochure, etc.)
- through an advertisement in _____ (please list publication)
- through Lehman College's website
- through a flyer posted in my school or district office
- word of mouth
- other _____ (please explain)

Statement of Agreement

- I understand that all applications and supporting documents received by Lehman College become the property of Lehman College and cannot be returned or sent elsewhere.
- I hereby certify that the statements made in this application are true and complete and will be treated confidentially for institutional purposes only.
- I understand that any omission or misstatement of mine in this application, whenever discovered, may result in the voiding of my admission or registration and the receipt of no credit from Lehman College.
- I understand that **the application fee** cannot be waived or refunded.
- I understand that the submission of the application and supporting documents does not guarantee admission to the graduate program at Lehman College.

Date: _____ Signature: _____

Applications must be signed and dated in order to be valid.

Department of Counseling, Leadership, Literacy and Special Education**Educational Leadership Graduate Programs**

Lehman College offers two graduate programs in Educational Leadership, which include the following degree and certificate:

1. A 33-credit Master of Science in Education Degree program in Educational Leadership leading to New York State Initial Certification as a School Building Leader.
2. A 30-credit Advanced Certificate program in Educational Leadership leading to New York State Professional Certification as a School District Leader.

**MSEd in Educational Leadership (program code EDL 359)
(leading to New York State School Building Leader certification)**

Note: Students admitted every fall semester; applications due by April 1.

Admission Requirements

1. A baccalaureate degree in a related field (e.g., teaching, school counseling, etc.) from an accredited college or university.
2. A minimum 3.0 (B) grade point average from a completed undergraduate degree program;
3. New York State permanent or professional certification in classroom teaching, school counseling, school psychology, school social work or the equivalent;
4. A minimum of three years of successful P-12 teaching and/or school counseling, school psychology, or school social work experience;
5. Three letters of recommendation: at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a P-12 principal, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
6. A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service;
7. A 1,000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school building leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges;
8. Candidates who satisfy the preliminary admissions requirements will be invited to a group interview.

**Advanced Certificate in Educational Leadership (program code EDL 360)
(leading to New York State School District Leader certification)**

Note: Students admitted every fall semester; applications due by April 1.

Admission Requirements

Note: Students admitted every fall semester; applications due by April 1.

1. A master's degree in a related field (e.g., teaching, school counseling, etc.) from an accredited college or university;
2. A minimum 3.0 (B) grade point average from a completed graduate degree program;
3. New York State permanent or professional certification in classroom teaching, school counseling, school psychology, school social work or the equivalent;
4. A minimum of three years of successful P-12 teaching and/or school counseling, school psychology, or school social work experience;
5. Three letters of recommendation: at least one must be from a current or former school site supervisor who can best evaluate the candidate's potential as a district leader, and at least one must be from a faculty member from prior studies who can best evaluate the candidate's potential for success as a graduate student;
6. A current resume detailing all past professional employment and any community or professional organization leadership positions, memberships, and service;
7. A 1000-word essay that discusses the following: a) reasons for wanting to pursue a degree and certification as a school district leader; b) candidate's philosophy on excellence in urban educational leadership, including the specific characteristics that contribute to effective leadership; c) current assessment of the state of educational leadership in urban schools, including what appears to be the greatest challenges and suggestions for overcoming these challenges; d) brief analysis of a current educational policy, discussing its pros/cons and its impact on urban districts;
8. Candidates who satisfy the preliminary admissions requirements will be invited to a group interview.

For more information:

Please contact Professor Janet R. DeSimone,
Department Of Specialized Services in Education, at
Janet.desimone@lehman.cuny.edu or 718.960.4993.