

FOR EDUCATIONAL ADMINISTRATION (EDA) APPLICANTS ONLY:

(NOT REQUIRED FOR SCHOOL BUSINESS ADMINISTRATION (SBA) APPLICANTS)

- ❑ One opened letter of recommendation on school district stationery from a building principal (assistant principal is NOT acceptable), an assistant superintendent, or a superintendent that addresses all of the bulleted items on the included Recommendation Form.
- ❑ One opened letter of sponsorship on school district stationery from a building principal (assistant principal is NOT acceptable), an assistant superintendent, or a superintendent stating that he/she agrees to act as your mentor (can be same administrator as above and can be contained in above letter or can be a different administrator and a separate letter).

FOR INTERNATIONAL APPLICANTS:

- ❑ Official or true certified copies of all post-secondary academic records (transcripts, examination scores, mark sheets, etc.) in both English and the original language.
- ❑ Official or true certified copies of your diploma, degree, or certification, in both English and the original language.
- ❑ International applicants whose native language is not English must submit scores on the Test of English as a Foreign Language (*TOEFL; College code 2537*) or the IELTS. A minimum score of 550 on the paper-based version, a minimum score of 213 on the computerized version or a minimum score of 79-80 on the TOEFL iBT version is required. The IELTS minimum score is 6.5.
- ❑ An original bank statement in the student's name or that of the student's sponsor showing a current balance of at least the total cost of attendance. If the student has a sponsor, a letter, signed and dated by the sponsor, is required. It must include the amount (in US dollars) that will be put toward the student's educational expenses. Photocopies will not be accepted.

We look forward receiving your application and working with you. If you have additional questions, please feel free to contact our office by email: gradadmit@brockport.edu or by phone at (585) 395-5465.