



The College at  
**BROCKPORT**  
STATE UNIVERSITY OF NEW YORK

350 New Campus Drive, Brockport, New York 14420  
[www.brockport.edu/graduate](http://www.brockport.edu/graduate) E-mail: [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu)  
Phone: (585) 395-5465 Fax: (585) 395-2515

# Admissions Information and Application Instructions

## DEPARTMENT OF EDUCATIONAL ADMINISTRATION

The College at Brockport utilizes an online application for graduate admission. Please read the application instructions below and utilize the checklist as a guide for submitting **Part I** and **Part II**.

**Before submitting an application to the Educational Administration graduate programs, you must first contact Dody Ballard ([dballard@brockport.edu](mailto:dballard@brockport.edu), (585) 395-2661) or Mr. Donald R. Covell ([dcovell@brockport.edu](mailto:dcovell@brockport.edu), (585) 395-5804) for consultation.**

**Degrees offered:** Certificate of Advanced Study  
**Specialization/Emphasis:** School Building Leader, CAS  
School Business Administration, CAS  
School District Leader, CAS

**Department Contact:** Mr. Donald R. Covell  
[dcovell@brockport.edu](mailto:dcovell@brockport.edu)  
(585) 395-5804

**Office of Graduate Studies:** [gradadmit@brockport.edu](mailto:gradadmit@brockport.edu)  
(585) 395-5465

**APPLICATION DEADLINE:** July 15 for summer or fall admission  
November 15 for spring admission

*Please note: Applications received after the published deadlines will be reviewed on a space available basis.*

### PART I

- Complete and submit online at [www.brockport.edu/graduate/apps](http://www.brockport.edu/graduate/apps)  
This includes:  Statement of Objectives.  
 Résumé.

### PART II (Please be sure you have completed Part I, before submitting Part II)

We strongly suggest that you submit all items at once to ensure timely review of your application. Please collect all required documents as requested below and mail to:

The College at Brockport  
Office of Graduate Studies  
350 New Campus Dr.  
Brockport, NY 14420

- One **official** transcript from **each and every** college or university you have ever attended in a **sealed** envelope, even if you did not earn a degree there, regardless of perceived relevance of the course work to your current career goals, or the length of time that has passed since you attended. (Transcripts must also be obtained from each and every college or university ever attended regardless of whether or not credits earned were later transferred elsewhere. Each institution must send the transcript directly **to you**. For your convenience, we have included *Transcript Request Forms* for you to use. Please feel free to duplicate these forms if more are needed. Submit the unopened transcript(s) with Part II of your application materials. (Please note: The College at Brockport graduates are not required to submit transcripts of their work at The College at Brockport. In addition, if you were already admitted to The College at Brockport as a non-degree student, you do not need to resubmit the transcript(s) you already provided as part of that process.)
- Completed fee form and non-refundable application fee.
- Signature page from Part I.

**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](mailto:gradadmit@brockport.edu) or by phone at (585) 395-5465.