



**To:** Applicant  
**From:** Principal Leadership Institute (PLI) Application Committee  
**Re:** Additional Instructions for Graduate Division Application

Thank you for your application to the Principal Leadership Institute at the University of California, Berkeley Graduate School of Education.

It is important to note that to apply to the Principal Leadership Institute (PLI), you must complete two applications: (1) the **Online Graduate Division Application for Admission and Fellowships** and (2) the **Principal Leadership Institute Supplemental Program Application**. This memo provides additional instructions for the Graduate Division Application. Please download the Principal Leadership Institute Supplemental Application (PDF) from <http://principals.berkeley.edu/how-apply>.

## 1. Statement of Purpose: Additional Instructions

This is a key part of your application because it is your opportunity to give us significant insight into your reasons for wanting to be a school leader, your current and past experiences, and your philosophy of education. This should NOT be an autobiography; that is covered in the Personal History Statement. Rather it addresses the following questions in a clear and cogent manner:

What is your basic philosophy of education, particularly as it relates to teaching and learning in urban schools?

What is your experience working in schools, particularly urban schools? How has that experience prepared you for leadership?

Leadership means a position of authority in which you are directly responsible for how other adults perform in their responsibilities and can include academic coach, grade level chair, department chair, leadership teams, SSC, etc. What leadership roles have you held? How did they inform your perspective? Why do you want to be in a leadership position in a school?

Why do you want to be in a rigorous master's program in preparation for leadership?

The preferred length is 500-750 words / 2-3 pages. Write in a narrative style and include *concrete examples* of how your philosophy translates to your work. You may include references to research/ideas that you rely on to form your philosophy or that have informed your experience.

## 2. Recommender Information: Additional Instructions

To the degree that it is possible, your letters of recommendation should be from a **variety of persons** who have observed or worked with you in an academic or professional setting. We are specifically interested in reading your recommender's assessment of your potential for administrative leadership and success as an urban school administrator, interpersonal and inter-group relations, potential for successful performance in graduate work, and unique strengths. You should NOT submit generic recommendations from past employers or professors.

## 3. Resume/CV: Additional Instructions

While the Graduate Application notes that this section is optional, candidates applying to the PLI **are required** to submit a resume that includes education and professional work history, other professional activities (i.e. professional organizations, etc.), professional productivity (i.e. professional publications or professional development), and other major professional, vocational, community, or recreational activities, interests, and pursuits. Please submit via the online Graduate Application **Resume/CV** section.

## 4. Academic Potential (Optional):

The GRE is NOT required for this program, but we are interested in your academic potential for rigorous graduate work. In certain situations, candidates who do not meet the 3.0 GPA requirements are accepted if they are able to demonstrate potential through GRE scores, recently written academic papers, or other venues. Please submit via the online Graduate Application **Exam Requirements** and/or **Publications/Presentations** sections respectively.