

PRINCIPAL LEADERSHIP INSTITUTE  
ADMINISTRATIVE SERVICES CREDENTIAL (TIER I) AND MASTER'S PROGRAM**PLI APPLICATION CHECK LIST**

*For complete application instructions, please consult <http://principals.berkeley.edu/how-apply>*

- Online Graduate Division Application**
  - Online Graduate School of Education Application Check List**
  - Principal Leadership Institute Additional Instructions for the Graduate Division Application**
    - Statement of Purpose: Additional Instructions
    - Recommender Information: Additional Instructions
    - Resume/CV: Additional Instructions
    - Academic Potential (Optional): GRE score, recently written academic paper, etc.
  
- Principal Leadership Institute Supplemental Application** - All materials must be in PDF format
  - Supplemental Application Form
  - Essay Questions
  - Teaching video (DVD or USB flash drive, or video sharing website) with accompanying lesson plan
  - Copy of current valid California Teaching or Services Credential or equivalent
  - Verification of Experience Letter(s): Letter(s) verifying a total of five years, full-time classroom teaching or pupil personnel services experience (or four and-a-half years experience, plus verification of full-time employment to complete the fifth year prior to start of the PLI term in June). One letter for each position, including dates of employment. Letters must be on district or employing agency letterhead and signed by the superintendent, assistant superintendent, director of personnel, or director of human resources. Original, hard copies of the letters with wet signatures are required.
  - Administrative Field Work Placement Confirmation: Obtain signatures of proposed work site supervisor AND district official giving approval for field work placement
  - Statement of Commitment Form
  
- Email supplemental materials to:** [gse\\_info@berkeley.edu](mailto:gse_info@berkeley.edu) (*except* online videos: share with [pli+apply@berkeley.edu](mailto:pli+apply@berkeley.edu)) - Any forms containing sensitive personal information, such as social security number and date of birth, may be mailed or delivered to the address below
  
- Mail or deliver any supplemental application materials not submitted online to:**

*Admissions  
Graduate School of Education  
University of California, Berkeley  
1501 Tolman Hall #1670  
Berkeley, CA 94720-1670*

*For questions about the PLI program, the supplemental application, or the additional instructions, please contact the **PLI Office** via email [pli+apply@berkeley.edu](mailto:pli+apply@berkeley.edu) or phone (510) 643-7458.*

*For questions regarding the Graduate Application, please contact the **GSE Admissions Office** via email [gse\\_info@berkeley.edu](mailto:gse_info@berkeley.edu) or phone (510) 642-0841.*