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. Your teaching credential must also include an English learner authorization.
  ☐ 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 (except online videos: share with pli+apply@berkeley.edu) - Original Verification of Experience letter(s) and 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 your Verification of Experience letter(s) and 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 or phone (510) 643-7458. For questions regarding the Graduate Application, please contact the GSE Admissions Office via email gse_info@berkeley.edu or phone (510) 642-0841.