



Educational Leadership (EDL) Programs School of Professional Development (SPD)

N-201 Social & Behavioral Sciences

Stony Brook, NY 11794-4310

Web: www.stonybrook.edu/spd

Email: spd@stonybrook.edu

EDL Supplemental Application Materials Checklist

- Submit **two (2) letters of recommendation**. One letter must be from your Superintendent of Schools (or his/her designee, i.e., assistant Superintendent, or other person at the district level who may sign for the Superintendent) and one should be from your building supervisor.
- Submit a photocopy of your **Permanent or Professional Teaching or Pupil Personnel Certification**. If you have not yet received your Permanent or Professional Certification, you must submit a copy of your Initial or Provisional License and submit a letter from your district's personnel office verifying that you have three years of full-time teaching or pupil personnel experience, excluding civil service.
- Obtain an official transcript from the college or university where you earned your **Master's Degree**. Include the **sealed transcript** with the above materials in the same packet. The transcript must remain *unopened* in its original envelope.

IMPORTANT: Send all of the above materials in one (1) envelope to the address below. Incomplete applications will not be reviewed for admission.

Attn: Bryan Carroll – EDL Admissions Coordinator
School of Professional Development
N-241 Social & Behavioral Sciences
Stony Brook University
Stony Brook, NY 11794-4310 (must use entire zip code)

- Complete the "**Student Health Immunization Form**" as directed on the form and **submit directly to Student Health Service**. Do NOT submit to SPD. All students are required to demonstrate proof of immunity to measles, mumps and rubella to be in compliance with NYS Public Health Law 2156. There are no exceptions.

Please Note: Once SPD has received your complete application packet and all online application materials, you may expect to be notified **via email** within two business weeks regarding an admission decision. If you have any questions or require assistance while completing the application process, contact Bryan Carroll directly at 631.632.7078 or email Bryan.Carroll@stonybrook.edu.