

APPLICATION INSTRUCTIONS

1. Request **ONE set of Official transcripts** from **all** post-secondary institutions, including all transfer colleges and any college where college credit was earned during High School. If you are in the process of completing a degree, please send an official transcript that shows your current progress. You will need to submit an official final transcript once your degree has been conferred. When requesting official transcripts, have them sent to your own address. If the college or university's policy does not permit official transcripts being sent to a student address, then use the [Graduate School's mailing address](#). However, clearly note in your application packet which transcript is being sent directly to the Graduate School. **INTERNATIONAL APPLICANTS:** You must provide a translation or evaluation of your transcript. We accept translations/evaluations by member organizations of the National Association of Credential Evaluation Services (www.naces.org).
2. Collect **THREE letters of recommendation** from former professors, employers, and/or colleagues who are in a position to comment on your potential for graduate study in your chosen area. Letters from former professors who taught you in advanced courses would be ideal. Using the letter of recommendation form provided in this application packet or on our website, fill out the top portion and submit the form to your recommender. Ask each recommender to seal his/her letter in a self-addressed envelope that you provide, to sign it across the seal, and to return it directly to you.
3. Compose a **Graduate Admissions Essay** that clearly addresses the following:
 - What are your professional goals?
 - How have your previous experiences contributed to your decision to enter the program?
 - How will graduate study assist you in achieving your future career and educational aspirations?

Your essay should be typed, double-spaced and between 400-500 words. Since your essay provides us with a sample of your writing, it should reflect exemplary writing style, organization, and mechanics. Certain programs have specific guidelines for the admission essay; therefore, refer to your intended program of study's description in the graduate catalog or the departmental website.

4. Assemble and submit to the Graduate School **ONE complete application packet** of items which include, but are not limited to:
 - Application form (completed, signed, and dated)
 - ONE set of Official college transcripts (from every college/university attended)
 - An official transcript indicating the conferral date of the degree (if you have not yet graduated, see instruction 1 above.)
 - THREE Letters of recommendation (in sealed envelopes, see instruction 2 above)
 - Graduate Admissions Essay (see instruction 3 above)
 - Application Fee and Payment Form
 - Official GRE, MAT or GMAT* scores (if applicable for your program of study)
 - Official TOEFL score (required of all international students)
 - Copy of Passport (required of all international students)
 - Foreign Student Financial Statement (required of all international students)
 - NYS Teaching Certificate** (xerox copy, if applicable for your program of study)
5. Mail the **COMPLETE APPLICATION PACKET** to the above address. We will **not** process incomplete applications.

ART STUDIO APPLICANTS

Submit your portfolio directly to the Art Department, FAB 225, SUNY New Paltz, 1 Hawk Dr., New Paltz, NY 12561-2443
Contact the department directly at (845) 257-3830 to arrange for the required portfolio review.

REQUIRED TEST SCORES

* Satisfactory GRE or MAT scores are required for the MST in Childhood Education program, and the MSEd in School Leadership program. The GRE is required for the MA in Biology and Psychology, the MS in Communication Disorders, Electrical Engineering, Computer Science (international applicants only), Mental Health Counseling, and School Counseling programs, and the GMAT is required for all MBA applicants. **The TOEFL is required of all applicants whose undergraduate degree is from a country where English is not the main language of instruction.**

NYS TEACHING CERTIFICATION REQUIREMENT

**A valid NYS teaching certificate is required for the MSEd in Early Childhood, Childhood, Adolescence, Literacy, Special Ed., and Visual Arts Education programs, and the Certificate of Advanced Study in School Leadership. See Graduate Catalog for further details.

TO CHECK THE STATUS OF AN APPLICATION

Your userID, PIN, and web address will be e-mailed to you once your application has been processed.