

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.

LETTER OF RECOMMENDATION FOR ADMISSION

Return to applicant by _____
(month/day/year)

Name _____

Proposed program of study and degree: _____

Name of recommender: _____

The Family Educational Privacy Act of 1974 and its amendments guarantee students access to their educational records, and permits them to waive their right of access to recommendations. The following statement indicates the wish of the applicant regarding this recommendation:

I waive do not waive my right to inspect the contents of this recommendation.

Student's Signature _____ Date _____

To the recommender: We would appreciate your opinion of this applicant's potential for success in graduate study. How long and in what capacity have you known the applicant? Please comment on the applicant's academic ability and aptitude for advanced study in the proposed field of study and degree. If you prefer to write a personal letter rather than use this form, please do so and attach this form to your letter. We pay careful attention to your appraisal, and we are grateful for your assistance.

To the applicant: This form should be copied for your recommender. Complete the top portion of this form. Provide your recommender with a stamped self-addressed envelope.

Signature _____ Date _____

Position _____

Address _____

E-mail _____

To the Recommender: Please seal your recommendation in the envelope provided by the student, sign across the seal, and mail. We appreciate your prompt reply. NOTE: Do not complete the reverse side of this form unless the applicant is applying for the MSED in School Leadership (080A) or one of the CAS in School Leadership programs.

What are the application deadlines?

Many departments have specified deadlines for admission or may only accept students once per year. Review the Requirements and Deadlines page on the Graduate School Web Site for your program's specific application deadline.

Does SUNY New Paltz require standardized test scores for admission?

The TOEFL is required of all applicants whose undergraduate degree is from a country where English is not the main language of instruction. In addition, certain programs require satisfactory scores on the MAT, GRE or GMAT. Refer to the Requirements and Deadlines page for your program's specific exam requirements.

I have submitted my application, how can I check on the status of my application?

Once the Graduate School receives and processes an application, an e-mail is sent to the applicant with directions for checking his/her application status online. The online system indicates each item we've received within an application packet, the date it was received, and lists any missing any documents.

I submitted an application, when will I be contacted?

Once the department notifies the Graduate School of its decision, your status will be updated online. However, official notification will be mailed to your permanent address.

Can I register for classes?

Non-matriculated graduate students may take no more than 6-9 graduate credits without matriculating into a graduate program. Enrollment in some courses is restricted to matriculated students, and many courses have pre-requisites. Contact your department for more information.

What type of financial aid is available at the graduate level?

Graduate students usually receive Stafford loans and potentially, NYS TAP. To qualify for financial aid, students must: file a FAFSA and submit all documents requested, be matriculated in a graduate program and be registered for at least 6 credits during the summer, fall or spring semesters. In addition, a limited number of graduate assistantships are available. Contact your department for further information about qualifications, stipends and responsibilities.

Is SUNY New Paltz an accredited institution?

The University is fully accredited by the Middle States Association of Colleges and Secondary Schools and is approved as a degree-granting institution by the Trustees of the State University of New York and the Regents of New York State. The University is approved for Teacher Certification by the New York State Education Department. At the master's level, the education programs are accredited by The National Council for Accreditation of Teacher Education; the literacy education programs are nationally recognized by the International Reading Association; the art programs are accredited by the National Association of Schools of Art and Design; and the communications disorders program is accredited by the American Speech-Language Hearing Association.