

State University of New York at New Paltz, The Graduate School, HAB 804, 1 Hawk Drive, New Paltz, NY 12561-2443

(845) 257-3285 \* FAX (845) 257-3284 \* TOLL FREE 800-248-8856

[www.newpaltz.edu/graduate](http://www.newpaltz.edu/graduate)

1. Select an application type for your online admission process:
  - **Graduate Studies:** this application type is for US citizens
  - **International Graduate Studies:** this application types if for non-US citizens and applications wishing to apply for a visa through SUNY New Paltz
2. Login to <http://www.newpaltz.edu/graduate/online.html> and click “First time user account creation” to create your own Login ID and PIN.
3. Submit your chosen Login ID and PIN and click the Login button. Your Login ID can be up to nine alphanumeric characters and your PIN must be six numbers.
4. Using the information from step one, choose the appropriate application type: Graduate Studies or International Graduate Studies.
5. Select the term that you would like to be considered for admission and insert your name.
6. Click the “**Fill Out Application**” button to begin entering your application information.
7. In order to complete your application, you must click the “**Application is Complete**” button and submit your application fee payment information. Online application fees must be paid at the time of application with a VISA or MasterCard. **Please note that the \$50 application fee is non-refundable.** It may take a moment to process, so please do not press the back button. This may result in duplicate charges.  
**NOTE:** you will lose all of the information that you entered online if you do not submit payment before the conclusion of the online admission cycle. **Online applications are accepted between January 1-May 15 for Fall/Summer admission and August 1-November 15 for Spring admission.**
8. Once you have submitted your application fee payment information, **print the signature page** that automatically displays. The signature page will be required to complete your admissions process.  
**NOTE: the signature page will only display once.**
9. Download the required forms to complete your online application process:
  - Graduate Studies Packet
  - International Graduate Studies Packet
10. Request **TWO sets of Official Transcripts** from all-post-secondary institutions including transfer colleges and any school 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 a final official transcript once your degree has been conferred. When requesting 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. Otherwise your application will be coded as incomplete. **NOTE:** New Paltz graduates only need to submit one set of official New Paltz transcripts.
11. Collect **THREE letters of recommendation** from people who are in a position to comment on your potential for graduate study. Letters from former professors in your major are preferred and at least one letter from a professor who taught you in an advanced course would be ideal. Using the letter of recommendation form provided in the paper application or online supplemental item packet, 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.

12. 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 organization, writing style 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.

13. Assemble and Submit to the Graduate School **ONE complete packet** of supplemental items which include, but are not limited to:

- Signature page and copy of your application summary (If you were unable to print the Signature Page, download [pgs. 1 & 2 of the Application Form.](#))
- **THREE** Letters of recommendation (in sealed envelopes)
- **TWO** Official college transcripts from every college/university attended
- Graduate Admissions Essay
- Additional items such as test scores, teaching certificate or art portfolio may be required depending upon your intended program of study. Read the "Directions for Submitting Your Supplemental Items" form which can be found within all of the packets from step 8.

14. Once the Graduate School receives your packet of supplemental items, you will be notified of your student ID and PIN. To check the status of your application, select "**Processed Applications**" from the Application Menu and click on the link for the term that you applied for admission (e.g., Fall 2007).

15. This action will open an "**Application Summary**" screen which will give you details regarding the application that you have submitted including a list of items that are required for your specific program of study. Your application checklist will be updated once your supplemental items packet is received and processed. **Please note that incomplete applications will not be reviewed.**

# THE GRADUATE SCHOOL

## SUBMISSION INSTRUCTIONS

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[www.newpaltz.edu/graduate](http://www.newpaltz.edu/graduate)

1. Request **TWO sets 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. **NOTE:** New Paltz graduates only need to submit one set of official New Paltz transcripts.
2. Collect **THREE letters of recommendation** from people who are in a position to comment on your potential for graduate study in your chosen area. Letters from former professors in your major are preferred and at least one letter from a professor who taught you in an advanced course 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 organization, writing style 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:
  - ✍ Signature Page and copy of the application summary page (signed and dated)
  - ✍ **TWO sets of Official college transcripts** (from every college/university attended)
  - ✍ An official transcript indicating the **conferral date of the degree** (only applicable 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)
  - ✍ **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)
1. 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, 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 Early Childhood or Childhood and the MEd in School Leadership programs. The GRE is required for the MA in Biology and Psychology, MS in Communication Disorders, Electrical Engineering, Computer Science (for international applicants only), Mental Health Counseling, School Counseling and may be required for Nursing. Satisfactory GMAT Scores are required from all MBA applicants. The TOEFL is required of all international applicants and any applicant 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 MEd in Childhood, Early Childhood, Adolescence, Literacy, Special Ed., Visual Arts Education 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 TO GRADUATE SCHOOL State University of New York at New Paltz

Return to applicant by \_\_\_\_\_  
(month/day/year)

Name \_\_\_\_\_ SSN: (last four digits) \_\_\_\_ \_

Proposed program of study and degree: \_\_\_\_\_

Name of recommender: \_\_\_\_\_

**The Family Educational Privacy Act of 1974 and its amendments guarantee students access to educational records concerning them. Students are permitted 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.

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 field. 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.**

**DO NOT COMPLETE THIS FORM UNLESS THE APPLICANT IS APPLYING TO THE MEd (080A) OR CAS IN SCHOOL LEADERSHIP.**

From my contacts with this candidate, I would rank him (her) as follows among professionals I have known:

	Lowest Quarter		Middle Quarter		Highest Quarter
1. Teaching or related professional ability	1	2	3	4	5
2. Capacity for professional growth	1	2	3	4	5
3. Application of professional judgment	1	2	3	4	5
4. Application of human relation skills	1	2	3	4	5
5. Potential ability as a school Supervisor or Principal	1	2	3	4	5

Remarks:

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Date \_\_\_\_\_

Signature \_\_\_\_\_

Position \_\_\_\_\_

School \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

## APPLICATION FEE PAYMENT FORM

**This form accompanies the required fee payment for graduate admission. The fee of \$50.00 must arrive together with the application. We cannot waive or defer fees for any applicant, nor can we process your application unless the fee is paid.**

Please make checks payable to SUNY New Paltz. We also accept charge-card authorization for either VISA or MasterCard. Do not send cash.

Student Name \_\_\_\_\_ SSN: (last four digits) \_\_\_\_\_

Address \_\_\_\_\_

Intended program of study \_\_\_\_\_ Major Code: \_\_\_\_\_

### Form of payment

Check (to SUNY New Paltz) for \$50.00

US Postal Money order for \$50.00

Charge authorization for \$50.00

VISA

MasterCard

Credit Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_ Verification Code (\*3 digits on back of card) \_\_\_\_\_

Cardholder Name: \_\_\_\_\_

Cardholder's

Signature: \_\_\_\_\_

Cardholder's Address: \_\_\_\_\_

\_\_\_\_\_

Cardholder's Phone: \_\_\_\_\_

**Return the entire application to:**

**SUNY New Paltz  
The Graduate School, HAB 804  
1 Hawk Drive  
New Paltz, NY 12561-2443**