

Directions for Online Application Submission: (print this page for future use)

1. Select an application type for your online admission process:
 - **Graduate Studies:** this application type is primarily for US citizens, or applicants who do not wish to apply for a visa
 - **International Graduate Studies:** this application types if for non-US citizens and applications wishing to apply for a visa through SUNY New Paltz
 - **International Agency App:** this application type is for overseas application agencies. Applicants who would use this application type are those who have an affiliation with an application or consulting agency like Raj Processing, KSG Consulting Group Ltd. or INDUS Foundation, Inc.
2. Login to <http://applicants.newpaltz.edu/grad> 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, International Graduate Studies, or International Agency App.
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. Once you have finished completing all of the sections required for the application, **print the signature page** because it will be required to complete your admissions process. NOTE: the signature page will only display once.
8. Download the required forms to complete your online application process:
 - Graduate Studies Packet
 - International Graduate Studies Packet
 - International Agency Applicant Packet
9. Request **TWO** official transcripts from all post-secondary institutions including all transfer schools. If you are New Paltz student, you only need to submit one official transcript.
10. Collect **THREE** letters of recommendation from former professors, employers and/or colleagues. However, if you are applying to a program with an academic component, you are strongly advised to include a letter from someone who can directly attest to your abilities in your chosen area. A letter from a former professor who taught you in an advanced course would be ideal.
11. Compose your graduate statement of objectives essay.
12. Prepare your \$50 graduate application fee and payment form.
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
 - Letters of recommendation (3 in sealed envelopes)
 - Official college transcripts (2 from each school in sealed envelopes)
 - Graduate Statement of Objectives Essay

- Application Fee Payment Form
- Additional items 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. 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. Once The Graduate School receives your packet of supplemental items, this checklist will be updated. **Please note that incomplete applications will not be reviewed.**