

## 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](http://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) NOTE: Art Studio Applicants will upload their essay along with their portfolio. See box below.
  - 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

Applicants will receive an e-mail from the Graduate School in one to two workdays with a link to upload their portfolio and artist statement once their application has been processed. Step-by-step directions are available under the [FAQ section](#) of the Graduate School website.

### MBA APPLICATIONS

MBA applications should be mailed to: The School of Business, 1 Hawk Drive, New Paltz, NY 12561-2443

### REQUIRED TEST SCORES

\* Satisfactory GRE or MAT scores are required for the MST in Childhood Education program, and the MEd 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 or GRE is required for all MBA applicants. **International applicants must demonstrate English language proficiency by submitting satisfactory test scores on the TOEFL or IELTS. Consult our exams page for more information: <http://www.newpaltz.edu/graduate/exams.html>**

### NYS TEACHING CERTIFICATION REQUIREMENT

\*\*A valid NYS teaching certificate is required for the MEd 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 Rights and 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 MS&ED in School Leadership (080A) or one of the CAS in School Leadership programs.

