

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) 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.

INTERNATIONAL STUDENT FINANCIAL STATEMENT

All international applicants must document their ability to meet all educational and living expenses for the entire period of their intended study before this university can issue a Certificate of Visa Eligibility (I-20). Please read the following instructions carefully before completing and submitting this form.

- INSTRUCTIONS:** Part I Answer questions 1-13 completely.
Part II In the first column; indicate the source(s) of your funding. In the columns headed Year 1, 2, 3, and 4, indicate the amount (in US dollars) available for each year of study. Each sponsor must verify these amounts by signing the form on the reverse side. Be sure to include original bank statements issued within the past 3 months to verify available funds. If the bank statement is not in your name, you must provide a clear statement of support from your sponsor.

You must document funds for the first year and provide a reasonable plan to cover the cost of the rest of your program. We expect that the cost of tuition and living expenses will increase each year. Remember that the US consulate will also require original financial documentation.

SOURCES OF FUNDS

REQUIRED DOCUMENTATION

Personal/Family

Signatures of sponsors on this form, bank verification on both this form and in a separate statement. Remember, if the bank statement is not in your name, you must provide a clear statement of support from your sponsor.

Scholarship

Official scholarship letter from the institution awarding the scholarship. The award letter must contain the name of the applicant, the amount of money available for each year of study, the duration of the award (including beginning and ending dates), the degree and major field of study for which the award is tenable, and the name State University of New York at New Paltz, for which the award is applicable.

Government or Employer

Official letter indicating the amount of support and containing the same information as for "Scholarship" described above.

Loans

Official letter from a credit institution indicating approval of the loan and the amount approved.

Dependent Support

A student wishing to have his/her family member(s) accompany him/her must document the following amounts for each family member per calendar year of intended study:

For Spouse: \$6000 per calendar year

For each child: \$4000 per calendar year

State University of New York at New Paltz reserves the right to require additional financial documentation and/or pre-payment from applicants whose countries impose currency exchange restrictions or other obstacles to the transfer of currency. Applicants from such countries will be notified of specific requirements when they have submitted complete applications.

Any questions regarding financial documentation requirements or your I-20 status should be directed to the International Student Advisor at the Center for International Programs. E-mail: international@newpaltz.edu

INTERNATIONAL STUDENT FINANCIAL STATEMENT

Be sure to read the instructions on the reverse side before completing this form

Part I (Print or Type)

1. Name of Applicant: Mr. Ms. _____

Family Name First Name Middle

2. Permanent Address _____

3. Campus to which you are applying: New Paltz

4. Major field/department _____

5. Degree for which you are applying _____

6. I expect my program of study to take ___ years to complete.

7. Birth date ___ / ___ / _____

8. Country of citizenship _____

9. I plan to come without dependents

The following will accompany me
(list the names and relationships)

10. Does your country restrict dollar exchange?

Yes No What is the maximum dollar amount permitted for a student? _____

11. Total amount of US dollars you expect to bring with you upon arrival (tuition, room, meals, and books must be paid at the beginning of the semester) \$ _____

12. Do you have a source within the US for emergency funds once you arrive in this country? Yes No

13. If yes, name source _____
Amount available in US \$ _____

Part II (Print or Type)

Complete each relevant item below. Enter amount of assured support available for each year of study in U.S. dollars. Sign and date the form.

SOURCE OF FUNDS	YEAR 1	YEAR 2	YEAR 3	YEAR 4	REQUIRED VERIFICATION
Personal savings Name of Bank _____ Account Holder _____	\$	\$	\$	\$	1. Bank Statement 2. Complete (A) below.
Family/Relative/Sponsor Name _____ Name _____ Name _____	\$	\$	\$	\$	1. Bank Statement 2. Complete (A) and (B) below.
Scholarship/Loan Awarded by _____ _____	\$	\$	\$	\$	1. Official award letter See instructions on reverse. 2. Loan approval letter See instructions on reverse.
Government/Employer/Other Name of sponsor _____ Other _____ (Specify source and type of support)	\$	\$	\$	\$	1. Official letter of support See instructions on reverse 2. Bank statements, affidavits, or sworn statements
TOTALS	\$	\$	\$	\$	

Verification

A. This is to certify that the funds indicated above are on deposit or are being held in the name of the applicant, his/her family members, or sponsors (named above) at the savings institution named below, (Verification of amounts is without liability for the bank or its officials). Attach separate statement of accounts with official signatures.

Name of Bank _____ Date _____
Bank Official's Title _____ Bank Official's Signature/Seal _____

B. This is to certify that I (we) the undersigned have agreed to provide the funds indicated above to the applicant for the purpose of full-time study at the State University Campus listed above and that I (we) are submitting bank statements indicating the availability of these funds. I (we) must provide these funds for the duration of the applicant's course of study. If the commitment is not met, the student may be subject to dismissal from the University for non-payment.

Sponsor Signature _____ Date _____ Relationship to applicant _____
Sponsor Signature _____ Date _____ Relationship to applicant _____

This is to certify that the information given on this form is complete and accurate to the best of my knowledge. I am fully aware that any false or misleading statement will result in an automatic denial of admission, or cancellation of registration following enrollment.

Applicant's Signature _____ Date _____ Relationship to applicant _____