

Directions for Online Application Submission:

1. Select an application type for your online admission process:
 - **Graduate Studies:** this application type is for US citizens
 - **International Graduate Studies:** this application type is for non-US citizens and applications wishing to apply for a visa through SUNY New Paltz
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 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** 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. 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. Otherwise your application will be coded as incomplete. If you are a graduating senior, you may be required to submit a final transcript indicating when your degree is awarded.
11. 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. A letter from a former 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 an admissions essay which explicates your interest in a graduate program at SUNY New Paltz. Your Statement of Objectives for graduate study is intended to provide us with information about your educational and professional goals. In addition, since it provides us with a sample of your writing, your statement should reflect exemplary organization, writing style and mechanics.

Write a 300-400 word, typed, double-spaced 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?

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
- Letters of recommendation (3 in sealed envelopes)
- Official college transcripts (2 from each school in sealed envelopes)
- 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. Once The Graduate School receives your packet of supplemental items, this checklist will be updated. **Please note that incomplete applications will not be reviewed.**

DIRECTIONS FOR SUBMITTING YOUR SUPPLEMENTAL ITEMS

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

1. We require three letters of recommendation from people who are in a position to comment on your potential for graduate study. Using the letter of recommendation form provided in this 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.
2. Request two sets of official transcripts from each post-secondary institution that you attended. This requirement includes any transfer schools. When requesting the 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 address above; however, clearly note which transcript is being sent to the Graduate School in your application packet. Otherwise your application will be coded as incomplete. NOTE: New Paltz graduates only need to submit one set of official New Paltz transcripts.
3. Once you have collected all of your letters of recommendation and transcripts, assemble your application packet to include the following:
 - Signature page and copy of your application summary page
 - Objectives of graduate study essay
 - Three Letters of recommendation (in sealed envelopes)
 - Two sets of Official transcripts (including all transfer schools) New Paltz graduates only need to submit one official New Paltz transcript.
 - A **final** transcript indicating when the degree was awarded
 - Application fee and payment form
 - Official GRE, MAT or GMAT* scores (if applicable)
 - Official TOEFL score (required of all international students)
 - Copy of Passport (required for all international students)
 - Foreign Student Financial Statement (required of all international students)
 - Teaching certificate** (xerox copy)
4. Mail the **complete** application packet to the above address. We will **not** process incomplete applications.

ART STUDIO APPLICANTS

Your portfolio should be sent directly to:

State University of New York at New Paltz, Art Department, 1 Hawk Drive, New Paltz, New York 12561-2443
Contact the department directly at (845) 257-3830 to arrange for the required portfolio review.

REQUIRED TEST SCORES

* Test scores are required for the MEd in Educational Administration, MST in Early Childhood and Childhood Education, MA in Biology, Geology and Psychology, MS in Communication Disorders, Electrical Engineering, and may be required for Nursing. GRE scores are required the MS in Computer Science for international students. The MAT (Miller Analogy Test) is acceptable **only** for Education programs. See the Graduate Catalog if you have questions. Satisfactory GMAT Scores are required from all MBA applicants.

NYS TEACHING CERTIFICATION REQUIREMENT

**A valid NYS teaching certificate is required for the MS in Childhood, Early Childhood, Adolescence, Special, 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/TO ACCESS THE APPLICATION SUMMARY PAGE

Login to the application website at: <http://applicants.newpaltz.edu/grad>

1. Enter the LoginID and PIN that you selected when submitting your application
2. At the Application Menu, scroll down to "Processed Applications" and click on the link for the entry term that you applied for admission (e.g., Fall 2008)
3. This 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 program of study. Once we receive your supplemental items, this checklist will be updated. **Please note that incomplete applications will NOT be forwarded to the department faculty for review.**

If you have questions regarding your application, please e-mail gradschool@newpaltz.edu

**LETTER OF RECOMMENDATION FOR ADMISSION
TO GRADUATE SCHOOL
State University of New York at New Paltz**

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 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 MSEd (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:

Date

Signature

Position

School

Address

Telephone

APPLICATION FEE PAYMENT FORM

Only submit this form if you were unable to pay the application fee online using your VISA or MasterCard.

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

Name _____

Social Security Number/Student ID: - - (optional)

Web Login ID: _____

Address _____

Intended program of study _____

Form of payment

- Check (to SUNY New Paltz) for \$50.00
- US/International Postal Money order for \$50.00
- Charge authorization for \$50.00

VISA MasterCard

Account number _____

Expiration date _____

Signature of cardholder _____

Print cardholder's name _____

Return the entire application to:

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