NEW PALTZ
SCHOOL OF BUSINESS
www.newpaltz.edu/mba

APPLICATION INSTRUCTIONS

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 School of Business' mailing address. However, clearly note in your application packet which transcript is being sent directly to the School of Business. **NOTE:** New Paltz graduates only need to submit one set of official New Paltz transcripts.

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 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 School of Business **ONE complete application packet** of items which include, but are not limited to:
   - Application form (completed, 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)
   - 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)

5. Mail the **COMPLETE APPLICATION PACKET** to the above address. We will not process incomplete applications.

**REQUIRED TEST SCORES**
* 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.

**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.
EXAMS
GRE * MAT * GMAT * TOEFL

The MAT and GRE Advanced test are given on a regular basis here on campus. Please call (845) 257-3285 for the exam administration schedule. For information about other test administration sites, please call (609) 771-7670 or go online at www.gre.org for the GRE, visit www.ets.org/toefl/index.html for the TOEFL, call 1-800-622-3231 for the MAT, and visit www.mba.com for the GMAT.

The “code” for reporting the GRE scores to New Paltz is 2541.
The “code” for reporting the GMAT scores to New Paltz is 2493.

DEADLINES
The School of Business has a rolling admission for MBA applications.
For a complete listing of application deadlines, please visit The Graduate School Web page for details at:
www.newpaltz.edu/graduate

REGISTRATION
1. Enrollment in some courses is restricted to matriculated students, and many courses have prerequisites. Please consult the current Schedule of Classes. If you wish to pursue the Master’s degree or the Certificate of Advanced Study, you may not take more than 6-9 credits, depending on the department that you are applying to, without matriculating.

2. Matriculated graduate students may self-register via web-registration. They are not required to obtain advisors’ signatures for registration; however, all matriculated students should develop a plan of study within the first semester of study.

FINANCIAL AID
All need-based aid is considered only after the college receives the FAFSA. This form is available from most secondary and post-secondary institutions. Please call (845) 257-3250 for further information.

A limited number of graduate assistantships are available. Please contact your department for further information about qualifications, stipends, and responsibilities.

ACCREDITATION
SUNY New Paltz is fully accredited by the Middle States Association of Colleges and Secondary Schools and is approved as a degree-granting institution by the Trustees of the State University of New York and the Regents of New York State. The University is approved for Teacher Certification by the New York State Education Department. At the master’s level, the education programs are accredited by The National Council for Accreditation of Teacher Education, the Literacy Education B-6 and 5-12 programs are both nationally recognized by the International Reading Association; the art programs are accredited by the National Association of Schools of Art and Design; the nursing program is accredited by the Board of Nursing of New York Education Department and the National League of Nursing; and the communication disorders program is accredited by the American Speech-Language Hearing Association.
APPLICATION FOR ADMISSION

EACH INDIVIDUAL APPLYING TO A GRADUATE PROGRAM IS REQUIRED TO PAY A NON-REFUNDABLE $50.00 APPLICATION FEE.

PRINT OR TYPE:

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<thead>
<tr>
<th>SSN/Banner ID</th>
<th>Date of Birth</th>
<th>Gender</th>
<th>Former/Maiden Name</th>
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Name

Last             First                                             Middle Initial

Permanent Address

City ___________________________ State _____ Zip __________
County (if NYS) ______________________ Country _____________

Current Address

City ___________________________ State _____ Zip __________
valid until ______________________ Country _____________

Citizen Status

☐ U.S. Citizen
☐ Permanent Resident
☐ NOT a U.S. Citizen

Country of Birth ___________________________

Country of Citizenship __________________

E-mail ___________________________

How often do you check your e-mail?
☐ Daily    ☐ Weekly    ☐ Monthly    ☐ Rarely

Do you plan to apply for an I-20 through New Paltz? ☐ Yes    ☐ No

Optional Information:
Your response to the following questions will be used for research purposes only. SUNY New Paltz supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation, in education or employment, or in any of its policies or programs.

Are you Hispanic/Latino? ☐ Yes    ☐ No
If Hispanic/Latino, is your background: (select one)
☐ Central American  ☐ Dominican  ☐ Mexican  ☐ Puerto Rican  ☐ South American  ☐ Other Hispanic/Latino

All applicants, please indicate your race: (select one or more)
☐ American Indian or Alaska Native  ☐ Asian  ☐ Black or African American
☐ Native Hawaiian or Other Pacific Islander  ☐ White

Semester/Year of Intended Enrollment: Fall 20____  Spring 20____  Summer 20____
Some programs only admit once per year. For a complete listing of deadlines, visit: www.newpaltz.edu/graduate

Name/Major Code of Intended Program: (Business Administration 261, Public Accountancy 262)

Major Name ___________________________________________ Major Code ________________ Concentration ___________________

Do you have a New York State teaching certificate? ☐ Yes    ☐ No
Area/Type of Certification ___________________________
List below ALL colleges/universities attended: *(Include TWO sets of Official Transcripts for each Institution)*

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<tr>
<th>INSTITUTION</th>
<th>CEEB CODE (FOR OFFICE USE)</th>
<th>DEGREE RECEIVED</th>
<th>FINAL GPA</th>
<th>MONTH</th>
<th>YEAR</th>
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Letters of Recommendation
Please list three persons from whom you will request letters of reference. These letters should be from recommenders who have knowledge of your academic and professional background and who are able to comment on your capability for graduate study.

1. ____________________________________  2. ____________________________________  3. ____________________________________

List foreign languages and describe level of reading/speaking/writing ability.
*(For Computer Science, please indicate high-level and assembly languages.)*

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

Previous Applications
Have you previously applied for graduate study at SUNY New Paltz?
☐ No previous application
☐ Yes. Last application/attendance:
  Semester _______ Year _____ Program ________________

Please respond to the following two questions:
HAVE YOU BEEN:
Convicted of a felony? ☐ Yes ☐ No
Dismissed from college for disciplinary reasons? ☐ Yes ☐ No
An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial of admission or disciplinary action.

Graduate Admissions Essay
Compose an admissions essay that clearly addresses the following:
- What are your 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.

Property Rights
In accordance with AACRAO policies, all materials submitted with this application will become the property of SUNY New Paltz and will not be returned to the applicant.

I certify that the information given in this application for admission is complete and correct. I understand that any falsification or omission of data may result in the denial of admission.

Student’s Signature __________________________________________ Date ____________________
LETTER OF RECOMMENDATION FOR ADMISSION

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.

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 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.
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 __________________________________________________________
City ___________________________ State ____ Zip ______________
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 __________________________________________________
City ___________________________________________ State_____ Zip ______________
Cardholder’s Phone ____________________________________________________

Return the entire application to:

School of Business
SUNY New Paltz
1 Hawk Drive
New Paltz, NY  12561-2443