

International Graduate Application

New Paltz. *New You.*



The Graduate School
State University of New York at New Paltz

THE COLLEGE OFFERS PROGRAMS LEADING TO EIGHT MASTER'S DEGREES AND TO THE CERTIFICATE OF ADVANCED STUDY.

Master of Science in Education

The Master of Science in Education program is for teachers who wish to improve their professional competence and mastery of subject matter. Completion of a degree program may lead to professional certification in a field and level, providing the student has at least three years of full-time teaching experience and has initial certification in a teachable major.

Master of Arts in Teaching

The Master of Arts in Teaching degree is designed specifically for non-certified students who have bachelors' degrees in an academic discipline and who wish to earn a teaching certificate at the secondary level.

Master of Science for Teachers

The Master of Science for Teachers degree is designed specifically for non-certified students who have bachelors' degrees in an academic discipline and who wish to earn a teaching certificate at the elementary level.

Master of Professional Studies

The Master of Professional Studies degree is offered in humanistic/multicultural education. This program is designed for individuals who are involved in education in its broadest sense by seeking to help others develop their intellectual capacities, expand their self-knowledge, develop interpersonal skills, or foster humane working, learning or living situations. Students currently enrolled include individuals in the helping professions and teachers with certification in special subjects such as family-consumer science, health, music, physical education, and technology.

The Humanistic/Multicultural Education program also offers a 15-credit Multicultural Education Certificate program. This post-master's certificate program prepares teachers and other educational professionals to further develop knowledge and skills to effectively educate and support the diverse students in our schools and close the achievement gap. **This certificate program does not lead to a graduate degree.**

Master of Arts

The Master of Arts degree may serve as a complete program in a specific discipline or as a first stage of graduate study. If a student has initial certification at the secondary level in the same discipline as the MA, application for professional certification may be made upon completion of the degree, providing the student has at least two years of full-time teaching experience in the area of certification.

Master of Arts: Art Studio

The Master of Arts degree in Art Studio program offers a summer-intensive interdisciplinary concentration where students share studio space with visual art education students. The professional goals of the MA in Art Studio program are substantially different from those of the MFA degree. Admission into the MA in Art Studio program and completion of some or all of the program's requirements does not insure continuation into the MFA program. A student enrolled in the MA in Art Studio program who wishes to transfer into the MFA must request a faculty review after the completion of 12 credits in residence in the area of concentration, and be approved by the faculty for transfer into the MFA program.

Master of Science

Communication Disorders. The Department of Communication Disorders offers two concentrations leading to the Master of Science: Speech-Language Pathology and Speech and Language Disabilities. The Speech-Language Pathology concentration leads to New York State licensure and ASHA certification in speech-language pathology. The "Speech and Language Disabilities" concentration leads to New York State teacher certification as a Teacher of Students with Speech and Language Disabilities.

Computer Science. The computer science program is designed to provide students with a strong foundation for advanced professional work or doctoral study in the computer field. Courses are offered in computer software, hardware, theory, and mathematics. This graduate-level program requires 30 credit hours selected from three course categories, allowing for both breadth and depth of study. To accommodate part-time students, most graduate courses are offered in the late afternoon or evening and meet once a week. Teaching assistantships are available on a competitive basis. The

program does not require a baccalaureate degree in computer science.

Electrical Engineering. The Electrical Engineering program offers courses in electromagnetic fields and waves, telecommunications, electronics, and control systems. The program has two options: thesis and non-thesis. The thesis option emphasizes research and requires submission of a thesis in addition to taking advanced core and elective courses in electrical engineering. This option requires the completion of 30 credits, 24 course credits and 6 thesis credits. The non-thesis option requires completion of 30 course credits and successful passing of a comprehensive examination. The program, which can be pursued either full- or part-time, is designed to serve recent graduates and practicing engineers who need in-depth knowledge in the rapidly changing and expanding areas of electrical engineering beyond what can be included in the traditional bachelor's program.

Music Therapy. The Master of Science in Music Therapy is a 48-credit program designed to provide students with a comprehensive education in Music Therapy at the advanced level. A second purpose of this program is to comply with the new requirements as set forth by New York Article 163 that requires Music Therapists to become licensed creative arts therapists in New York. The program meets the guidelines for the approval of academic programs in music therapy as set forth by the National Association of Schools of Music, the American Music Therapy Association, and the *Commissioner's Regulations – Sec. 52.34 Creative Arts Therapy*.

Counseling. The Mental Health Counseling program offers students the opportunity to pursue a specialized course of study leading to a 60-credit Master of Science degree in Mental Health Counseling. It serves both students seeking licensure as mental health counselors and those who intend to eventually proceed into doctoral programs. Degree requirements cover a core curriculum and specialized courses. Three required fieldwork courses provide unique, varied, and intense hands-on mental health counseling training experiences under supervision of licensed professionals.

The School Counseling program offers a 60-credit Master of Science in School Counseling, which prepares students for certification as school counselors. The curriculum covers school counseling practice and research, in addition to necessary coursework in human growth and development, social and cultural foundations, helping relationships, group work, career and lifestyle development, appraisal, research and program development, and professional orientation. Practicum and internship experiences provide unique, varied, and intense hands-on school counseling training experiences that meet state certification requirements. The degree can be completed full-time in two years,

including summer classes.

Nursing. The Department of Nursing offers a 42-credit curriculum for the Master of Science degree with a concentration in Adult Health Nursing. The program can be completed in 2-3 years of part-time study. Program graduates are eligible for the American Nurses Credentialing Center Medical Surgical Clinical Nurse Specialist examination leading to the credential Advanced Practice Registered Nurse, Board Certified (APRN, BC).

Master of Business Administration

The Master of Business Administration program prepares career-oriented individuals for a broad range of management responsibilities, with a focus on a concentration specialization. The MBA program will enable students to take managerial and professional leadership roles in regional, national, and international enterprises.

Master of Fine Arts

The Master of Fine Arts degree program is a 60-hour program specializing in ceramics, metal, painting/drawing, printmaking and sculpture (photography and graphic design). Candidates holding a master's degree may petition the department to transfer a maximum of 30 credits toward the 60-credit requirement.

Certificate of Advanced Study

The Department of Educational Administration's Certificate of Advanced Study program is a 60-hour program (30 hours beyond the master's degree) leading to professional certification, and to the College's Certificate of Advanced Study. The following specializations are offered: School Leadership, Alternate Certificate: School District Leader (Transition D) and School Business Leadership.

The Certificate of Advanced Study, Clinical Nurse Specialist (CNS) Adult Health, is an 18-credit program designed for students who hold a master's degree with a concentration in nursing. Graduates will be prepared for the American Nurses Credentialing Center (ANCC) board examination in the specialty of adult health/medical surgical nursing. Upon successful examination the applicants' credential will be APRN, BC (Advanced Practice Registered Nurse, Board Certified).

THE GRADUATE SCHOOL

MAJOR/ HEGIS/ PROGRAM CODES

MAJOR HEGIS PRG				MAJOR HEGIS PRG			
MASTER OF SCIENCE IN EDUCATION (MSED)				MASTER OF ARTS IN TEACHING (MAT)			
MSED programs require a NYS Teaching Cert. for application				MAT programs lead to NYS Teaching certification			
Early Childhood Education	011A*	0823	25286	Adolescence Education: Biology	101A	0401.01	25309
Childhood Education	013A	0802	25287	Adolescence Ed.: Earth Science	102A	1917.01	25310
Early Childhood Concentration B-2 (013B)				Adolescence Education: English	103A	1501.01	25305
Environmental Concentration 1-6 (013E)				Adolescence Education: Chemistry	104A	1905.01	25311
Humanistic Concentration 1-6 (013H)				Adolescence Education: French	105A	1102.01	25306
Math, Science, Technology Concentration 1-6 (013M)				Adolescence Ed: Mathematics	107A	1701.01	25308
Reading-Literacy Concentration 1-6 (013R)				Adolescence Ed: Social Studies	109A	2201.01	25312
Special Education Concentration 1-6 (013S)				Adolescence Education: Spanish	110A	1105.01	25307
				MASTER OF SCIENCE (MS)			
Literacy Ed & Childhood Spec Ed	029A	0899	31415	Electrical Engineering	265	0909	20281
Literacy Ed & Adolescence Spec Ed	029B	0899	31413	Computer Science	270	0701	83390
Literacy Education B-6	030A	0830	25284	Nursing	280	1203.01	92006
Literacy Education 5-12	030B	0830	25285	Music Therapy	285	1099	31000
Adolescence Education: Biology	031A	0401.01	25318	Mental Health Counseling	290	2104	31095
Adolescence Education: Chemistry	032A	1905.01	25320	School Counseling	295	0826.00	32351
Adolescence Education: Earth Sci	033A	1917.01	25319	Communication Disorders	090	1220	25668
Adolescence Education: English	034A	0501.01	25314	Speech- Language Disabilities Concentration (090I)			
Adolescence Education: French	035A	1102.01	25315	Speech-Language Pathology Concentration (090S)			
Adolescence Education: Spanish	039A	1105.01	25316	MASTER OF PROFESSIONAL STUDIES (MPS)			
Adolescence Ed: Social Studies	040	2201.01	25321	Humanistic Ed. /Multicultural Ed.	070	0801	25291
Economics Concentration (040E)				General Program (070G)			
Geography Concentration (040G)				Teaching Certification: Special Subjects Only (070C)			
History Concentration (040H)				Multicultural Education Certificate Program (non-degree cert. program) (071)			
Political Science Concentration (040P)				MASTER OF BUSINESS ADMINISTRATION (MBA)			
Visual Arts Education	050A	0831	25277	Business Administration	261	0506	19744
Interdisciplinary Art Ed Summer Intensive Conc. (050I)				Public Accountancy	262	0502	25662
Adolescence Spec. Ed. & Literacy	059A	0899	31412	MASTER OF ARTS (MA)			
Childhood Spec. Ed. & Literacy	059C	0899	31414	Biology	202	0401	03706
Special Education: Adolescence Ed	060A	0808	25282	Chemistry	203*	1905	03750
Special Education: Childhood Ed	060C	0808	25283	English	204	1501	12327
Special Education: Early Childhood	060E	0808	31416	Geology	205*	1914	03753
Second Language Education	065	1508	25313	Mathematics	206*	1701	03743
School Leadership	080A	0828	79090	Psychology	208	2001	03755
				Sociology	209*	2208	30490
				Art Studio	256	1002	82116
				Interdisciplinary Art Studio Summer Intensive Conc. (256I)			
MASTER OF SCIENCE FOR TEACHERS (MST)				MASTER OF FINE ARTS (MFA)			
MST programs lead to NYS Teaching certification							
Early Childhood Education	020B*	0823	25279	Ceramics	301	1009	03729
Childhood Education	020A	0802	25281	Metal	302	1009	03731
CERTIFICATE OF ADVANCED STUDIES (CAS)				Painting/Drawing	303	1002	12319
Clinical Nurse Spec: Adult Health	400	1203.12	30089	Photography	304*	1011.00	03733
School Leadership	401A	0827	29035	Printmaking	305	1009	12316
Alt Cert: School District Leader (Trans D)	401B	0899.54	29036	Sculpture	306	1002	03724
School Business Leadership	402A	0827	29037	Intermedia Design	307*	1009	03730

* These programs are not accepting new applications.

For Office Use Only:	
T:	PAID:
L:	PORT:
TC:	ESSAY:
MAT:	
GRE:	
GMAT:	
TOEFL:	
STATUS:	

INTERNATIONAL STUDENT APPLICATION FOR ADMISSION TO THE GRADUATE SCHOOL

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

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

PRINT OR TYPE:

SSN/Banner ID: <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Date of Birth: (month-day-year) <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>		Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Last Name/Family Name/Surname: (<u>As it appears on your Passport</u>)				First Name/Given Name:	
Foreign Address:			Address in the United States:		
Country:			E-mail Address:		
Citizen Status: <input type="checkbox"/> U.S. Citizen <input type="checkbox"/> Permanent Resident <input type="checkbox"/> NOT a U.S. Citizen			Country of Birth: _____ Country of Citizenship: _____		
Do you plan to apply for an I-20 through New Paltz? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, <u>print the address</u> where you'd like your I-20 to be sent: (also include the <u>telephone number</u>)					
Are you currently in the United States? <input type="checkbox"/> YES <input type="checkbox"/> No			If yes, what is your current immigration status? When does your current immigration status expire?		
Are you currently enrolled in a school in the US? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, will you transfer your F-1 student status from a US school to SUNY New Paltz? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of the school you will transfer from:					
Will you bring dependents (spouse and children) to the United States in F-2 status? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes, please provide the following information for <i>each</i> F-2 dependent: Last Name: _____ First Name: _____ Country of Birth: _____ Country of Citizenship: _____ Date of Birth: _____ Relationship to you: _____					
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? <input type="checkbox"/> Yes <input type="checkbox"/> No If Hispanic/Latino, is your background: (select one) <input type="checkbox"/> Central American <input type="checkbox"/> Dominican <input type="checkbox"/> Mexican <input type="checkbox"/> Puerto Rican <input type="checkbox"/> South American <input type="checkbox"/> Other Hispanic/Latino					
All applicants, please indicate your race: (select one or more) <input type="checkbox"/> American Indian or Alaska Native <input type="checkbox"/> Asian <input type="checkbox"/> Black or African American <input type="checkbox"/> Native Hawaiian or Other Pacific Islander <input type="checkbox"/> 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: (see Major Code chart) Name: _____ Major Code: _____ Concentration: _____					
List below ALL colleges/universities attended: (Include TWO sets of Official Transcripts for each Institution)						
Institution	CEEB Code <small>(for office use)</small>	Degree Received	Final GPA	Month	Year	
LETTERS OF RECOMMENDATION: Please list three persons from whom you will request letters of reference. <i>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.</i> 1. _____ 2. _____ 3. _____						
LIST FOREIGN LANGUAGES AND DESCRIBE LEVEL OF READING/SPEAKING/WRITING ABILITY. <i>(For Computer Science, please indicate high-level and assembly languages.)</i>						
PREVIOUS APPLICATIONS : Have you previously applied for graduate study at SUNY New Paltz?			TEST SCORES: Indicate scores and/or the date the test was or will be taken. <u>OFFICIAL SCORE REPORTS ARE STILL REQUIRED. THIS SECTION IS INFORMATIONAL ONLY.</u>			
<input type="checkbox"/> No previous application <input type="checkbox"/> Yes. Last application/attendance : Semester _____ Year _____ Program _____			Test		Score	Date
			GRE Verbal			
			GRE Quantitative			
			GRE Writing			
			GRE Subject			
			MAT			
			GMAT			
			TOEFL <small>(required of all international applicants)</small>			
<p style="text-align: center;">PLEASE RESPOND TO THE FOLLOWING TWO QUESTIONS</p> HAVE YOU BEEN: Convicted of a felony? <input type="checkbox"/> Yes <input type="checkbox"/> No Dismissed from college for disciplinary reasons? <input type="checkbox"/> Yes <input type="checkbox"/> 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.			<p style="text-align: center;">GRADUATE ADMISSIONS ESSAY</p> 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.			
<p style="text-align: center;">PROPERTY RIGHTS</p> 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.			
Signature: _____			Date: _____			

FOREIGN STUDENT FINANCIAL STATEMENT

All foreign 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). 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 amount of support and containing the same information as for "Scholarship" described above.
Loans	Official letter from 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.

FOREIGN 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 ___/___/_____
 mo day year
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)

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

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) and (C) below
Family/Relative/Sponsor Name _____ Name _____ Name _____	\$	\$	\$	\$	1. Bank Statement 2. Complete (A), (B), and (C) below
Scholarship/Loan Awarded by _____ _____	\$	\$	\$	\$	1. Official award letter. See instructions on reverse side 2. Loan approval letter. See instructions on reverse side 3. Complete (C) below Account Holder
Government/Employer/Other Name of sponsor _____ Other (specify source and type of support) _____	\$	\$	\$	\$	1. Official letter of support. See instructions on reverse side. 2. Bank statements, affidavits, or sworn statements 3. Complete (C) below
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 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 _____

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

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.

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 MEd (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

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 _____

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: _____

Cardholder's Phone: _____

Return the entire application to:

**SUNY New Paltz
The Graduate School, HAB 804
1 Hawk Drive
New Paltz, NY 12561-2443**

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

MANY DEPARTMENTS HAVE SPECIFIED DEADLINES FOR ADMISSION OR MAY ONLY ACCEPT STUDENTS ONCE PER YEAR. 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.

THE GRADUATE SCHOOL *APPLICATION INSTRUCTIONS*

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. 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 [Graduate School's mailing address](#). However, clearly note in your application packet which transcript is being sent directly to the Graduate School. **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 Graduate School **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)
 - ↳ 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

Submit your portfolio **directly** to the Art Department, FAB 225, 1 Hawk Dr., New Paltz, NY 12561-2443

Contact the department directly at (845) 257-3830 to arrange for the required portfolio review.

REQUIRED TEST SCORES

* Satisfactory GRE or MAT scores are required for the MST in Early Childhood or Childhood and the MEd in School Leadership programs. The GRE is required for the MA in Biology and Psychology, MS in Communication Disorders, Electrical Engineering, Computer Science (for international applicants only), Mental Health Counseling, School Counseling and may be required for Nursing. 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.**

NYS TEACHING CERTIFICATION REQUIREMENT

**A valid NYS teaching certificate is required for the MEd in Childhood, Early Childhood, Adolescence, Literacy, Special Ed., 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

Your userID, PIN and web address will be e-mailed to you once your application has been processed.

550001

THE GRADUATE SCHOOL

State University of New York at New Paltz

1 Hawk Drive

New Paltz, NY 12561-2443