

APPLICATION CHECKLIST

- Bursar's Form
- Transcripts
- Letters of Recommendation (min. of 2)
- Personal Statement
- Resumé
- GRE Scores – Required for MS/Financial Engineering, PhD and all international applicants
- GMAT Scores – May be submitted instead of GRE for Management and Financial Engineering **only**
- TOEFL Scores – For international applicants **only**
- Financial Assessment Form
- Financial Certification – For international applicants **only**

APPLICATION DEADLINES

Applicants are admitted for the fall and spring semesters.

FALL ADMISSION

April 1

For international applicants

For all applicants applying for scholarships and assistantships

July 15

For domestic applicants not applying for scholarships and assistantships

SPRING ADMISSION

October 1

For international applicants

For all applicants applying for scholarships and assistantships

December 15

For domestic applicants not applying for scholarships and assistantships

Office of Graduate Admissions
Polytechnic Institute of NYU
6 MetroTech Center
Brooklyn, NY 11201
Phone: 718-260-3182
Fax: 718-260-3624

APPLICATION MATERIALS

Application Fee Bursar's Form

A \$75.00 (U.S. dollars) non-refundable fee made payable to Polytechnic Institute of NYU by check, money order or credit card is required. The Bursar's Form has been included with your application packet.

Transcripts

Official transcripts from each college/university you have attended or are currently attending must be submitted with the application. Transcripts must be originals, submitted in sealed envelopes.

Letters of Recommendation

Two letters of recommendation are required. Distribute the enclosed form to your references. You must submit letters in sealed envelope with the evaluator's signature across the envelope flap.

Personal Statement

A statement of interest is required for all graduate applicants. Please follow the instructions in the Application Form.

Curriculum Vitae/Resumé

Please follow the instructions in the Application Form.

Graduate Record Exam (GRE) or Graduate Management Admission Test (GMAT)

GMAT scores are required for all applicants to the MBA program. GRE scores are required for MS applicants for Financial Engineering, all PhD applicants, and all international applicants. You may submit GMAT scores instead of GRE scores for the MS application to the Management and Financial Engineering programs. It is strongly recommended to submit GRE scores when applying for graduate assistantships or research fellowships. GRE/GMAT scores are valid for five years from the test date. Submit your official scores to Graduate Admissions directly from the Educational Testing Service (ETS). The Polytechnic Institute of NYU code is **2668**.

Test of English as Foreign Language (TOEFL)

The TOEFL is required for international applicants who have completed a bachelor's degree from an institution in a non-English speaking country. A score of at least 550 (written version) or 213 (CBT) is required. TOEFL scores are valid for two years from the test date. Submit your official scores to the Office of Graduate Admissions, directly from the Educational Testing Service (ETS). The Polytechnic Institute of NYU code is **2668**. **NOTE:** *If your TOEFL score is between 490 and 550 you can elect to take ESL (English as a Second Language) intensive courses at NYU Poly while taking a maximum of two graduate courses per semester at the school.*

Financial Assessment

Polytechnic Institute of NYU offers a variety of scholarships and assistantships to select students pursuing graduate studies. Please complete the Financial Assessment Form enclosed. The graduate center and academic departments will use this form along with the other materials submitted for proper financial support allocation.

Financial Certification

All international students must complete and notarize a Certificate of Finance accompanied by bank statements. Please follow instruction in the Declaration and Certification of Finances Form.

WEB ADDRESS

Graduate Admissions
www.poly.edu/graduate

E-MAIL ADDRESSES

General Inquiries
gradcenter@poly.edu

Assistance with Application
app-assist@poly.edu

Application Status (please wait 5 weeks after submitting application)*
app-status@poly.edu

Assistance with Initial Attendance and Registration
gradcenter@poly.edu

TELEPHONE NUMBERS

Graduate Admissions
+1-718-260-3182
+1-718-260-3624 (fax)

All materials submitted in support of an application, whether official or unofficial, become the property of Polytechnic Institute of NYU and will not be returned to the applicant or forwarded to other schools or agencies. Since your documents will not be returned, we suggest that you keep copies of any documents you may need for your personal records.

Your application and supporting documents will be kept on file for a maximum of two years—after which time they will be securely disposed of.

GENERAL REQUIREMENTS

To be eligible for admission as a graduate student, an applicant must hold a bachelor's degree from an accredited institution involving a minimum of FOUR YEARS of full-time study with a cumulative average of "B" (GPA of 3.0/4.0) in the major field. Attention will be given to the listing of schools by the Accreditation Board for Engineering and Technology (ABET), the American Chemical Society (ACS), the Computer Science Accreditation Board (CSAB), and by the various regional accrediting associations. An applicant wishing to enter a graduate field of study different from the undergraduate field in which a bachelor's degree was earned must anticipate the possibility of taking prerequisite courses for which graduate credit may not be given.

APPLICATION INSTRUCTIONS

Please print neatly in ink or type all information and retain copies of all your materials submitted. **We require applicants to submit complete self-managed application packages.** To facilitate this, you should contact registrars and evaluators and have them send transcripts and letters directly to you in sealed and signed envelopes. You should then include the UNOPENED documents in your application package.

Only if absolutely unavoidable, you may submit individual documents of the self-managed application, such as test scores or transcripts, separately as you complete your application process. However, we strongly recommend submitting all the gathered information and supporting documentation in one package. This will expedite your evaluation process for admission to graduate school at NYU Poly.

Applicants should submit completed applications to:

Office of Graduate Admissions
Polytechnic Institute of NYU
6 MetroTech Center
Brooklyn, NY 11201 USA

ONLINE APPLICATION

The application may also be completed online or downloaded as PDF at:
www.poly.edu/admissions/graduate/apply

*NOTE: Please allow 3 weeks for processing your application by the Office of Graduate Admissions and the department you are applying to. If you have not heard from the Office of Graduate Admissions within 5 weeks from the date you submitted your completed application, please send an e-mail to app-status@poly.edu.

Please note that if you have not sent in your entire application in one package, please allow at least an additional 2 weeks (i.e., at least 7 weeks) before sending an e-mail.

	Master's Brooklyn	PhD Brooklyn	Master's Long Island	Master's Westchester	Master's Manhattan	Master's Online*
Accelerated Management of Technology	<input type="checkbox"/>				<input type="checkbox"/>	
Bioinformatics	<input type="checkbox"/>					<input type="checkbox"/>
Biomedical Engineering	<input type="checkbox"/>	<input type="checkbox"/>				
Biotechnology & Entrepreneurship	<input type="checkbox"/>					
Chemical Engineering	<input type="checkbox"/>	<input type="checkbox"/>				
Chemistry	<input type="checkbox"/>					
Civil Engineering	<input type="checkbox"/>	<input type="checkbox"/>				
Computer Engineering	<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
Computer Science	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Construction Management	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
CyberSecurity	<input type="checkbox"/>					<input type="checkbox"/>
Electrical Engineering	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Electrophysics	<input type="checkbox"/>		<input type="checkbox"/>			
Environment-Behavior Studies	<input type="checkbox"/>					
Environmental Engineering and Science	<input type="checkbox"/>					
Financial Engineering					<input type="checkbox"/>	
History of Science	<input type="checkbox"/>					
Industrial Engineering	<input type="checkbox"/>					<input type="checkbox"/>
Information Management				<input type="checkbox"/>	<input type="checkbox"/>	
Information Systems Engineering				<input type="checkbox"/>		
Integrated Digital Media	<input type="checkbox"/>					
Management	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		
Management of Technology			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manufacturing Engineering	<input type="checkbox"/>					<input type="checkbox"/>
Materials Chemistry		<input type="checkbox"/>				
Mathematics	<input type="checkbox"/>	<input type="checkbox"/>				
Mechanical and Aerospace Engineering	<input type="checkbox"/>	<input type="checkbox"/>				
Organizational Behavior	<input type="checkbox"/>					<input type="checkbox"/>
Physics		<input type="checkbox"/>				
Polymer Science and Engineering	<input type="checkbox"/>					
Systems Engineering	<input type="checkbox"/>		<input type="checkbox"/>			
Systems Integration			<input type="checkbox"/>			
Technology Management		<input type="checkbox"/>				
Telecommunication Networks	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Transportation Management	<input type="checkbox"/>					
Transportation Planning and Engineering	<input type="checkbox"/>	<input type="checkbox"/>				
Urban Systems Engineering and Management	<input type="checkbox"/>					
Master of Engineering–Wireless Innovation**			<input type="checkbox"/>			<input type="checkbox"/>

* Individual online courses available in several programs. For an updated list, please visit to epoly.poly.edu

** Wireless Innovation is a Master of Engineering (ME) degree program. All other master's degrees are master of science degrees.

+Attendance at Brooklyn campus may be required to complete the degree program.

NOTE: International applicants must choose full-time programs at the Brooklyn or Manhattan campus, Information Systems Engineering at the Westchester campus or Systems Integration at the Long Island campus.

CERTIFICATE PROGRAMS	Certificate Brooklyn	Certificate Manhattan	Certificate Long Island	Certificate Westchester	Certificate Online
Achieving World Class Quality	<input type="checkbox"/>				
Bioinformatics	<input type="checkbox"/>				<input type="checkbox"/>
Bioinstrumentation	<input type="checkbox"/>				
Biomedical Materials	<input type="checkbox"/>				
Computer Engineering	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Construction Management	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
Construction Management (Exec 21)	<input type="checkbox"/>				<input type="checkbox"/>
Cyber Security	<input type="checkbox"/>				<input type="checkbox"/>
Electronic Business Management	<input type="checkbox"/>		<input type="checkbox"/>		
Entrepreneurship	<input type="checkbox"/>		<input type="checkbox"/>		
Environment-Behavior Studies	<input type="checkbox"/>				
Financial Engineering	<input type="checkbox"/>	<input type="checkbox"/>			
Financial Technology Management	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Hazardous Waste Management	<input type="checkbox"/>				
Human Resource Management					
Image Processing	<input type="checkbox"/>				
Industrial Engineering	<input type="checkbox"/>				
Information Security Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Integrated Digital Media	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manufacturing Engineering and Production Science	<input type="checkbox"/>				
Manufacturing Excellence by Design: Holistic Approach	<input type="checkbox"/>				
Operations Management	<input type="checkbox"/>		<input type="checkbox"/>		
Organizational Behavior	<input type="checkbox"/>				<input type="checkbox"/>
Power Electronics & Systems	<input type="checkbox"/>				<input type="checkbox"/>
Power Systems Management	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Risk Management	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>
Software Engineering	<input type="checkbox"/>				
Supply Chain Operations	<input type="checkbox"/>				
Target Costing	<input type="checkbox"/>				
Technology Management	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Telecommunication Network	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
Telecommunications Management	<input type="checkbox"/>		<input type="checkbox"/>		
Traffic Engineering	<input type="checkbox"/>				
Transportation Management and Economics	<input type="checkbox"/>				
Transportation Planning	<input type="checkbox"/>				
Wireless Communications	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>

Note: Graduate certificates are awarded after completion of 4-6 courses as specified in the catalog by individual programs. All certificates are registered by the State of New York.

TO THE APPLICANT

Please complete the information below and send this form and the transcript envelope provided to the registrar of the college that awarded or will award your undergraduate/graduate degree. If you attended more than three undergraduate or graduate schools, please photocopy this form, complete the data below and send copies to all schools attended. Be sure to enclose a self-addressed, stamped envelope and ask the registrar to sign across the seal before returning the transcript to you. When you receive the form and transcript in the sealed envelope, include it with the materials you submit with your application. **DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE REGISTRAR.**

Part I – To be Completed by the Applicant

Last First Middle

Current Street Address

City State Postal Code Country

Social Security Number (U.S. citizens and current residents) Date of Birth (month/day/year)

Name of College or University from which you are requesting a transcript

School Attended within University

Dates of Enrollment (from/to) Degree, Major and Year

If you have attended under a different name from above, please give other name

Signature of Applicant Date

TO THE REGISTRAR

The above-named person is applying for admission to the graduate program at Polytechnic Institute of NYU. The admissions committee appreciates your cooperation in the self-managed application process in which the applicant is responsible for submitting official copies of transcripts. Please attach an official copy of his/her transcript to this form and complete the remainder of the form as indicated below.

PLEASE RETURN THE SEALED ENVELOPE TO THE APPLICANT who will submit it unopened along with his/her application. **We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality.** Thank you for your assistance.

Part II – To be Completed by the Registrar

Applicant's Cumulative Grade Point Average (or cumulative total score) / Out of Applicant's Rank in Class / Out of

Please describe your grading system (for example, A=4, B=3, etc.) or attach such descriptive material, if available.

Registrar's Signature Date

Official Seal



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

GRADUATE SCHOOL

TRANSCRIPT REQUEST FORM

TO THE APPLICANT

Please complete the information below and send this form and the transcript envelope provided to the registrar of the college that awarded or will award your undergraduate/graduate degree. If you attended more than three undergraduate or graduate schools, please photocopy this form, complete the data below and send copies to all schools attended. Be sure to enclose a self-addressed, stamped envelope and ask the registrar to sign across the seal before returning the transcript to you. When you receive the form and transcript in the sealed envelope, include it with the materials you submit with your application. **DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE REGISTRAR.**

Part I – To be Completed by the Applicant

Last First Middle

Current Street Address

City State Postal Code Country

Social Security Number (U.S. citizens and current residents) Date of Birth (month/day/year)

Name of College or University from which you are requesting a transcript

School Attended within University

Dates of Enrollment (from/to) Degree, Major and Year

If you have attended under a different name from above, please give other name

Signature of Applicant Date

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The above-named person is applying for admission to the graduate program at Polytechnic Institute of NYU. The admissions committee appreciates your cooperation in the self-managed application process in which the applicant is responsible for submitting official copies of transcripts. Please attach an official copy of his/her transcript to this form and complete the remainder of the form as indicated below.

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Please describe your grading system (for example, A=4, B=3, etc.) or attach such descriptive material, if available.

Registrar's Signature Date

Official Seal

REFERENCES

A minimum of two letters of recommendation are required— at least one from a person at the college(s) listed in the educational information section of the application. A letter from your current employment supervisor is desirable and may be substituted for one of the above, if practical. Any academic recommendation must be from a faculty member with whom the applicant had at least one course or did research. These letters are particularly important in selecting fellowship recipients. **Letters of recommendation should be signed, sealed and returned directly to the applicant.**

PART I: TO BE COMPLETED BY APPLICANT

Please provide the information requested in the space below and send this form and the evaluation envelope provided to someone who is in a position to comment on your qualifications for graduate study and research. Neatly print or type your name and return address on the envelope and, when it has been returned to you, include the evaluation with your application materials. Applicants using downloaded forms should provide the evaluator with a self-addressed, stamped envelope and ask the evaluator to sign across the seal before returning the envelope to you. The evaluator must seal and sign the back flap of the envelope. **DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE EVALUATOR.**

Applicant's Name:

Last First Middle Date of Birth (month/day/year)

Current Street Address

City State Postal Code Country

Degree/Program Term

In order to allow the evaluator to provide an objective evaluation, please check one of the below confidentiality agreements.

- I waive my right to examine this letter.
- I do not waive my right to examine this letter.

Signature Date

TO THE EVALUATOR

The person named above is requesting that you supply a letter of recommendation to Polytechnic Institute of NYU. The admissions committee appreciates your cooperation in the self-managed application process in which the applicant is responsible for submitting official letters of recommendation. Please complete the reverse side of this form and enclose it and any additional sheets in the envelope provided.

PLEASE RETURN THE SEALED ENVELOPE TO THE APPLICANT who will submit it unopened along with his/her application. **We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality.** Thank you for your assistance.

An evaluator, at their discretion, may choose to submit the evaluation directly to the school by mailing to:
Polytechnic Institute of NYU
Office of Graduate Admissions
6 MetroTech Center, Brooklyn, NY 11201 USA

(Over)

PART II: TO BE COMPLETED BY THE EVALUATOR

Please complete this form and enclose it and any additional sheets in the envelope provided. **We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality.** Return the envelope to the applicant who is gathering all the supporting documentation.

How long have you known the applicant?

In what capacity do you know the applicant?

Please comment on your impression of the applicant's capacity for graduate work and his or her potential for successful career in research. Please use additional sheets, if necessary.

Evaluation Matrix

Please rank the applicant indicated above in the following areas. Feel free to indicate "uncertain" if you cannot comment.

	Uncertain	Poor Below 50%	Average Top 50%	Good Top 20%	Outstanding Top 10%	Exceptional Top 5%
Overall intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend this applicant for admission as follows:

- not recommend
 recommend with reservation
 recommend
 strongly recommend

Name _____ Title _____

University or Company _____

Phone _____ E-mail _____

Street Address _____

Signature _____ Date _____

City _____ State _____ Postal Code _____ Country _____

REFERENCES

A minimum of two letters of recommendation are required— at least one from a person at the college(s) listed in the educational information section of the application. A letter from your current employment supervisor is desirable and may be substituted for one of the above, if practical. Any academic recommendation must be from a faculty member with whom the applicant had at least one course or did research. These letters are particularly important in selecting fellowship recipients. **Letters of recommendation should be signed, sealed and returned directly to the applicant.**

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Applicant's Name:

Last First Middle Date of Birth (month/day/year)

Current Street Address

City State Postal Code Country

Degree/Program Term

In order to allow the evaluator to provide an objective evaluation, please check one of the below confidentiality agreements.

- I waive my right to examine this letter.
- I do not waive my right to examine this letter.

Signature Date

TO THE EVALUATOR

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Polytechnic Institute of NYU
Office of Graduate Admissions
6 MetroTech Center, Brooklyn, NY 11201 USA

(Over)

PART II: TO BE COMPLETED BY THE EVALUATOR

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How long have you known the applicant?

In what capacity do you know the applicant?

Please comment on your impression of the applicant's capacity for graduate work and his or her potential for successful career in research. Please use additional sheets, if necessary.

Evaluation Matrix

Please rank the applicant indicated above in the following areas. Feel free to indicate "uncertain" if you cannot comment.

	Uncertain	Poor Below 50%	Average Top 50%	Good Top 20%	Outstanding Top 10%	Exceptional Top 5%
Overall intellectual ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work independently	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to work with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Research potential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Motivation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

I recommend this applicant for admission as follows:

- not recommend
 recommend with reservation
 recommend
 strongly recommend

Name _____ Title _____

University or Company _____

Phone _____ E-mail _____

Street Address _____

Signature _____ Date _____

City _____ State _____ Postal Code _____ Country _____



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

GRADUATE SCHOOL PERSONAL DATA FORM A

APPLICANT'S LEGAL NAME

Last First Middle

Social Security ID Date of Birth (month/day/year) Gender: Male Female

Primary E-mail Address Alternate E-mail Address(es)

Citizenship: USA Other Country _____ USA PERMANENT RESIDENT: Yes No

TYPE OF VISA (Currently Hold Will Request): F-1 Student J-1 Exchange Other _____

Are you a Veteran? (*US Citizens Only) Yes No

Ethnic Background: American Indian Asian Black Hispanic White

PERMANENT ADDRESS

Street Address

City State Postal Code Country

Phone(s)

CURRENT ADDRESS

Street Address Valid until (month/year)

City State Postal Code Country

Phone(s)

APPLICATION PROGRAM DATA

Is this your first application to an NYU Poly Graduate Program? Yes No

If not, please specify: I last applied _____ or, I last attended _____

Admit Term: Fall Spring Year _____

Campus Preference: Brooklyn Long Island Westchester Manhattan ePoly Online Program

Academic Load: Part-time Full-time (3 courses or more per semester. **Note:** All international applicants must remain in full-time program at Brooklyn campus.)

Degree Desired: PhD MS Certificate _____

(Write Certificate Title)

NYU-Poly's Graduate Programs (MS/PhD): Check-off desired program [Offered in campus as listed: Brooklyn (B); Long Island (LI); Westchester (W); Manhattan (M)]

- Bioinformatics (B)
- Biomedical Engineering* (B)
- Biotechnology & Entrepreneurship (B)
- Chemical Engineering* (B)
- Chemistry (B)
- Civil Engineering* (B)
- Computer Engineering (B, LI)
- Computer Science* (B, LI, W)
- Construction Management (B, W, LI)
- Cyber Security (B)
- Electrical Engineering* (B, LI, W)
- Electrophysics (B, LI)
- Environment-Behavior Studies (B)
- Environmental Engineering & Science (B)
- Financial Engineering (B, M)
- History of Science (B)
- Industrial Engineering (B)
- Information Management (M, W)
- Information Systems Engineering (W)
- Integrated Digital Media (B)
- Management (B, LI, W)
- Management of Technology (M, W, LI)
- Manufacturing & Industrial Engineering (B)
- Materials Chemistry* (B)
- Mathematics* (B)
- Mechanical & Aerospace Engineering* (B)
- Organizational Behavior (B)
- Physics* (B)
- Systems Engineering (B, LI)
- Systems Integration (LI)
- Technology Management* (B)
- Telecommunication Networks (B, LI, W)
- Transportation Management (B)
- Transportation Planning & Engineering (B, LI)
- Urban Systems Engineering & Management (B)
- Wireless Innovation (LI)

*PhD Program available at Brooklyn campus.



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

GRADUATE SCHOOL

PERSONAL DATA FORM A

EDUCATIONAL/ACADEMIC BACKGROUND

Submit official transcripts with this application packet for each school listed below. List most recent first.

Degree	Year	Major	College/University	Location	GPA/Percentage

TEST SCORE Please submit official test scores. GRE is required for Financial Engineering, PhD and all international applicants. You may submit GMAT scores instead of GRE scores for the MS application to the Management and Financial Engineering programs. GRE/GMAT is highly recommended for scholarship/assistantship applicants.

GRE

Test Date: / /

	Score	Percentile
Verbal		
Quantitative		
Analytical		

GRE Subject _____

Test Date: / /

	Score	Percentile
Total		
Subscore		
Subscore		

GMAT

Test Date: / /

	Score	Percentile
Verbal		
Quantitative		
Analytical		

Papers published in journals and conferences. Please list and attach copies, add additional pages if needed.

1. _____

2. _____

Title(s) of dissertation, theses and projects (please list):

1. _____

2. _____

EMPLOYMENT INFORMATION (List most recent first.)

Position/Title _____

Dates _____

Firm, Address _____

Position/Title _____

Dates _____

Firm, Address _____

Letters of Recommendation

Please include below, the names of at least two individuals who will be providing letters of recommendation. Letters should be in signed, sealed envelopes, and included in this application packet.

NYU Poly undergraduates and alumni: You may elect to not have written references submitted to the Office of Graduate Admissions if using current NYU Poly faculty members as references. However, the names of these references must be provided and listed below.

Name	Title	Company	Phone
1.			
2.			
3.			

Personal Statement

Describe how your professional and academic background has prepared you to pursue an advanced degree at Polytechnic Institute of NYU and why you chose a particular topic for the degree. Outline your reasons for undertaking graduate studies and your future plans. Use this opportunity to provide information not available elsewhere in your application (for example, that you are a concert pianist, an accomplished inventor, or why your grades do not reflect your true potential, etc.). Please use a separate sheet of paper and be concise.

Curriculum Vitae/Resumé

On a separate sheet of paper, please outline clearly your employment and academic achievements. Make sure you include all your research activities, academic honors, publications, projects and extracurricular activities.

INTERNATIONAL APPLICANTS

Students taking the TOEFL exam whose score is below 550/213CBT may elect to enroll in the English as a Second Language (ESL) program to improve their English skills. If the TOEFL score is between 490-550 or 163-213(CBT), the students are eligible to take ESL intensive courses at NYU Poly while taking a maximum of 2 graduate courses per semester. The benefit of NYU Poly's ESL program is that it allows students to enroll in graduate courses and take the ESL class at the same time. Otherwise, the students would have to take the ESL program somewhere else, complete it, and then enroll in classes at Polytechnic Institute of NYU in a subsequent semester.

TOEFL SCORE _____ Minimum score required for admission: 550/213(CBT)

TOEFL Waiver – You do not have to take the TOEFL if one of the following apply (please check if applicable):

- (1) English speaking country
- (2) Attended U.S. school

I will enroll in English as a Second Language at NYU Poly if score is between 490-550 or 163-213(CBT). YES NO

CERTIFICATION

I certify that the information given by me on this application, including all supplemental pages, is complete and accurate and that I am the sole author, with the exception of the letters of evaluation, of all the items enclosed. Failure to provide truthful answers or to inform the Office of Graduate Admissions of any changes to your answers may result in revocation of admission or disciplinary action.

To be considered for a scholarship or assistantship, you must submit your application by the appropriate deadline— **April 1** for fall admission, and **October 1** for spring admission. Applications submitted after these dates may not be considered for graduate assistantships and scholarships.

Applicant's Name:

 Last First Middle

Department: _____ **Entering Term:** Fall Spring Year _____

Degree: PhD MS Certificate **Program:** _____

Please indicate how you are planning to finance your graduate education at Polytechnic Institute of NYU.

- I do not need any assistantship or scholarship.
 - My company pays for my graduate education.
 - I have an external scholarship/sponsorship: _____
 - I have sufficient personal/family funds.
 - I have other sources of funds: _____

STOP. DO NOT COMPLETE THE FOLLOWING SECTION IF ANY OF THE ABOVE ARE CHECKED.

Check all that apply. This assessment has no impact on your admission evaluation. This form serves **ONLY** to assess financial support allocation.

- My company pays partially for graduate education.
 - I am attaching a description of my company's tuition reimbursement plan.
 - I have/will have an undergraduate degree from Polytechnic Institute of NYU.
 - I am only interested in Tuition Scholarships.
 - I am going to attend Polytechnic Institute of NYU part time.
 - I am going to attend Polytechnic Institute of NYU in an online program.
 - I want to be considered for the following awards.
 - Alumni Tuition Scholarships (up to 10%).
 - Tuition Scholarships, my undergraduate GPA is _____ / 4.0 (5%-50%).
 - Graduate Assistantships (salary only).
 - Tuition Scholarships for School Teachers and College Faculty (50%).
 - (Please attach a signed letter on official stationary from your school principal or human resources department indicating that you are a full time employee, the date you started working, your exact title and expected employment end date if you are a temporary employee.)
 - Teaching Fellowship (stipend plus full tuition).*
 - Research Fellowship (stipend plus full tuition).*
 - Other scholarships (from the list available from NYU Poly's graduate website www.poly.edu/graduate):
 - Name of Award(s): _____
 - _____
- (Please attach a separate sheet indicating why you believe you qualify for each award stated above.)

- If I do not get full support (stipend and full tuition) from Polytechnic Institute of NYU I will not be able to attend.
- I will withdraw my application if I am not fully supported.

* Research and teaching fellowships are funded by academic departments. Please contact the individual academic department to inquire about the specific procedure and application.



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

GRADUATE SCHOOL

DECLARATION & CERTIFICATION OF FINANCES (For International Students Only)

To Be Completed By Applicant

You are required to certify that you will have adequate financial support to cover your tuition and other education related costs and living expenses for the entire period of study at Polytechnic Institute of NYU. A Certificate of Eligibility (Form I-20 or Form DS2019) for obtaining a student visa will not be issued until you have completed this form satisfactorily and returned it with the official documents which verify your assets.

Be sure to keep copies of all documents submitted, including this certificate, because you will need this information when you apply to the United States Citizenship and Immigration Services (<http://uscis.gov>) for a visa.

APPLICANT'S LEGAL NAME

Last First Middle Date of Birth (month/day/year)

Current Address

Country of Citizenship

Degree/Program

City and Country of Birth

You are required to show proof of financial support in the amount of \$33,882 (U.S. dollars).

Will you be accompanied by dependents (spouse/children)? _____ If yes, you are required to show additional support in the amount of \$4,000 per dependent. Please attach the names and dates of birth for each dependent accompanying you, so that they can be included on your Certificate of Eligibility.

Will you be able to meet the estimated minimal expenses? Yes No

SOURCES OF SUPPORT

Please indicate source of support and amount of funding available for each year of study, including summers, at NYU Poly.

Savings — Personal and/or Family	1st Year	2nd Year	3rd Year	4th Year
Name of Bank				
Address (A bank statement signed by a bank official must be enclosed with this form.)				
Parent or Sponsor				
Name				
Relationship (The Affidavit of Support and a bank statement signed by a bank official must be enclosed with this form.)				
Your Government or University, Employer, Private Agency or Other				
Name				
Address (An original letter of commitment from sponsoring agency must be enclosed with this form.)				
Total				

(Each total should equal estimate of expenses for one year. Also note that costs are expected to rise approximately 3% – 5% each year.)



POLYTECHNIC INSTITUTE OF NEW YORK UNIVERSITY

GRADUATE SCHOOL

DECLARATION & CERTIFICATION OF FINANCES (For International Students)

CERTIFICATION

Make certain that all official documents requested are duly signed, certified and enclosed with this form. If they are to follow, please indicate. An I-20 or DS2019 will not be issued until these requirements are met.

By signing my name to this form, I certify that the information supplied is an accurate statement of my arrangements for financing my studies at Polytechnic Institute of NYU.

Signature _____

Date _____

AFFIDAVIT OF SUPPORT

I hereby certify that I am able, willing and do promise to provide _____
(Relationship to Student)

_____ with the minimum
(Name of Student)

amount of \$_____ (U.S. dollars) for his/her tuition, fees and living expenses during the year he/she follows a program of study at Polytechnic University. Evidence of my financial resources accompanies this affidavit.

(IF YOUR COUNTRY RESTRICTS FUNDS SENT ABROAD, IT WILL BE NECESSARY FOR YOU TO ENCLOSE CENTRAL BANK APPROVAL OF CURRENCY EXCHANGE AND TRANSFER FUNDS TO POLYTECHNIC INSTITUTE OF NYU.)

Date _____

Signature of Sponsor _____

Print Name of Sponsor _____

Address of Sponsor _____

Sworn to and subscribed before me this _____ day of _____, 20_____
(month)

Signature and seal of Notary Public or legal official: _____

This information is provided to give you a sense of the current cost of attending Polytechnic Institute of NYU. Please use this information to determine the funds you will need to show when completing the Declaration and Certification of Finances.

Note: The figures provided are based on costs for 2009-2010 year. You may anticipate an annual increase of 3-5% in these costs, each year.

ESTIMATED COSTS FOR ONE ACADEMIC YEAR

Estimated Graduate Costs

(based on 9 credits per semester)

Tuition	\$20,376.00
Institute Fees	1,056.00
Room and Board*	8,500.00
Books and Supplies	750.00
Health Insurance Fees	700.00
Personal Expenses	<u>2,500.00</u>
Minimum Estimated Costs	\$33,882.00

Estimated Summer Costs

Graduate tuition = \$1,132.00 per credit.

Institute Fees	\$ 352.00
Room and Board*	3,250.00
Books	150.00
Personal Expenses	600.00

*Room costs are based on a double-room occupancy. For a single room, expect costs to be higher.

Insurance

There is no nationalized health care system in the United States. As a result, the cost of medical care can be expensive. Each international student is required to subscribe to an approved health insurance plan. You may choose your own or subscribe to an NYU Poly sponsored program which costs approximately \$700.00 for 12 months of coverage. This cost is not included in the estimate presented above.

Room and Board

Room and board costs are those expenses you will incur for housing and meals. The figures used here reflect the cost of housing and meal plan options offered through NYU Poly sponsored residence programs. Costs may be greater for non-university sponsored facilities.

Note: You are required to show proof that you can pay for living expenses even if you plan on living with a relative or friend.

Dependents

(Spouse and/or Children)

If you will be accompanied by your spouse and/or children during your studies at NYU Poly, add an additional \$4,000 for each dependent to your total costs. For example, if you are a graduate student who will be accompanied by your spouse and one child, both your Declaration Certification of Finances and your bank statement should show minimum funds of \$41,882.00 based on 9 credits.

Summer Expenses

Summer study is not required but may be advisable if you must satisfy prerequisites or insufficiencies in your required program of study.

Note: There are additional costs for summer study. You will need to add the cost of summer tuition/fees, room/board, books and personal expenses to your budget.

ABOUT POLYTECHNIC INSTITUTE OF NYU

Polytechnic Institute of NYU, an affiliate of New York University, is the most comprehensive school of engineering, applied sciences and technology in the New York area. Formerly Polytechnic University, NYU-Poly is rooted in Polytechnic's 154-year tradition of innovation, invention and entrepreneurship. It is classified as a Doctoral/Research University-Intensive by the Carnegie Foundation for the Advancement of Teaching.

LOCATIONS

Brooklyn Campus

6 MetroTech Center

Brooklyn, NY 11201

Tel: 718-260-3600

Graduate Admission Tel: 718-260-3182

Graduate Admission Fax: 718-260-3624

Email: gradinfo@poly.edu

Long Island Graduate Center

105 Maxess Road, Suite N201

Melville, NY 11747

Tel: 631-755-4300

Fax: 631-755-4404

Email: ligc@poly.edu

Westchester Graduate Center

40 Saw Mill River Road, Rt. 9A

Hawthorne, NY 10532

Tel: 914-323-2000

Fax: 914-323-2010

Email: westinfo@west.poly.edu

Manhattan Graduate Center

55 Broad Street, Suite 13B

New York, NY 10004

Tel: 212-547-7030

Fax: 212-547-7029

Email: mot-im@poly.edu