

ADMISSION REQUIREMENTS AND PROCEDURES

Graduate Admissions Advising

Be sure to check out our events page for upcoming [events](#). We offer Graduate Admissions Workshops periodically to answer any ad hoc questions you may have about our application process or requirements. Program specific information sessions and apply now events can be found on our [events page](#). You may also schedule an online [admissions advisement meeting](#).

The Application Process

You can check the status of your application by logging into the applicant portal. Updates will be sent via email. Decision letters will be in your applicant portal. Be sure to add "@newpaltz.edu" email addresses to your email address book or contact list and do not forget to check your spam/junk folder for important notifications.

Departments vary in the process of reviewing applications, we know you are eager for a decision. We will try to review your application as soon as possible. It may take a few weeks for a decision to be made. Some of our competitive programs only start the review process when the application deadline has passed. Your portal will show in which stage of the review process your application is.

Certifications

Initial Certification for Teachers: Documentation of pending status through a scanned copy of your certificate or screenshot of your TEACH Account showing your name, upcoming testing documentation or if pending status, upload a word document stating you are currently in process applying for initial NY State Teacher Certification through your undergraduate program. Once you receive certification, provide the copy to your academic advisor and the Office of Graduate, Professional & Interdisciplinary Studies for your file.

Professional certification: A copy of your certificate or license is sufficient. If you are conditionally admitted based on evidence of certification, submit the copy to your academic advisor and the Office of Graduate, Professional & Interdisciplinary Studies by mid-point in your first semester, if possible or by the time you meet degree requirements for graduation.

FERPA Rights

Choosing to waive your right to see the report allows your recommender to give their most honest opinion about you without worrying that you will see what they said. Choosing not to waive your right to view the report could sway how your recommender talks about you and could potentially compromise their recommendation.

Requesting Letters of Recommendation

Choose professors, supervisors, managers that know you well and can attest to your intellect, abilities, and strengths. Personal recommendations will not be considered. Through our Graduate Application portal, you can request letters of recommendation:

After submitting your application, your checklist will list the references that are required. The hyperlinks in the checklist will bring you to the recommendations page where you will enter contact information for your recommenders. Each recommender will be sent an email with

instructions for submitting your recommendation. You can re-send reminder emails from the recommendation page of your portal if necessary.

Standardized Tests

Some graduate programs require satisfactory test scores as part of the admissions process.

We accept electronic submissions of official test scores directly from the vendor. Check your online application portal to see which test scores are required, if applicable. It may take a few weeks for the testing agency to process your order and deliver your scores to SUNY New Paltz. International students submitting IELTS scores: Please provide a TRF number to help expedite the process of locating your IELTS score to your application. This can be sent to gradadmissions@newpaltz.edu.

Standardized Test	School Request Code
GRE	Use institution code 2541
GMAT	Select State University of New York (SUNY New Paltz)
TOEFL	Use institution code 2541
IELTS	Select State University of New York (SUNY New Paltz)
PTE Academic	Select State University of New York (SUNY New Paltz)
Duolingo	Select State University of New York (SUNY New Paltz)

QUESTIONS

Please contact us with questions via email g (gradstudies@newpaltz.edu) radadmissions@newpaltz.edu (gradadmissions@newpaltz.edu) or via phone (845) 257-3285.

Step 1: Choose your Program of Interest

Review our program offerings through our webpage, <https://www.newpaltz.edu/graduate/>. Click on the program details for an overview of the program and departmental contact information. Select your program. Keep in mind the degree, title and major code, requirements and any deadlines to make sure you are applying to the correct program.

Step 2: Start your application

You will need to create an account using an email address and password. Once you create an account, you may apply to as many programs of interest using this log in. You will also need it to access your applicant portal once you submit your application.

Step 3: Complete and submit your application

Application requirements and deadlines vary by program. Review our [Graduate Catalog](#) or Program Details link on the department site for this information. It is important to click the submit box at the end of your application for the system to create your application portal and checklist items required according to your selected program. You will be able to upload checklist items and request recommendations in your applicant portal, not your application.

Step 4: Pay your \$60 application fee

A non-refundable \$60 application fee is required for each application you submit.

In general, we do not grant application fee waivers. If you have a financial hardship, we may review your request for the fee waiver if you qualify under the following circumstances:

You must be a U.S. citizen or current permanent resident to be eligible for the graduate admissions application fee waiver. There are two ways in which you may qualify for an application fee waiver:

1. You can demonstrate financial need.
2. You are a current participant in certain programs that qualify for a fee waiver.

Financial Need

Financial need is determined by the Estimated Family Contribution (EFC) number listed on your Student Aid Report (SAR), or by the Adjusted Gross Income (AGI) on your tax return; annual family income cannot exceed the maximum AGI listed in the [Family Income Guidelines chart](#).

Required Documentation to Demonstrate Financial Need

- A statement of need from a financial aid officer at the college or university that you are currently attending. This statement must include your Estimated Family Contribution (EFC), the financial aid officer's signature, and your signature verifying that the information reported is correct.
- Photocopy of your current Student Aid Report (SAR). The SAR is generated from the information that you provide on your Free Application for Federal Student Aid (FAFSA) form and includes your EFC. Do not submit a copy of your FAFSA.
- A copy of your most recent Federal Income Tax return. Provide either your Form 1040, if listed as an independent, or a copy of your parent's or guardian's current Federal Tax Return, if listed as a dependent.
- All documents must be submitted with your request for an application fee waiver to the Director of Graduate Admission by email at gradadmissions@newpaltz.edu.

Step 5: Upload checklist items to your applicant portal (EXCEPT transcripts--see note below).

Be sure to upload all additional materials to your online application before the submission deadline. Applications that are missing materials are considered incomplete. Please apply as early as possible to be sure you are considered for scholarships, assistantships and fellowships available.

- **Transcripts:** Applicants are required to submit all transcripts from every college and university attended. Enter each school in the Academic History section of your application to populate in the checklist. A delay in processing your application will occur if courses are listed on your bachelor's transcript from another institution you have not provided a transcript for. Admitted students are required to send official transcripts. Official transcripts are defined as transcripts received directly from the institution electronically or by sealed envelope through the mail. Official transcripts must be received by mid semester of the start term. **IMPORTANT NOTE: Applicant can only upload their unofficial transcripts before submitting the application.** Official transcripts are required once your applicant portal is created.
- **International Students:** Some departments may require you to obtain a transcript evaluation from a third-party company. If your checklist requires a NACES evaluation, you will need to request a course-by-course evaluation with GPA/Degree equivalency. We accept all www.NACES.org member evaluations. Review our international admissions requirements and deadlines, [international](#)

[admissions requirements](#). Indian applicants will need to provide official transcripts and Provisional Certificate or Degree Certificate by the start of the semester.

Transcripts can be mailed or emailed to:

Mailed to: SUNY New Paltz, Office of Graduate Admissions, 100 Hawk Drive, Hopfer Admissions Center, New Paltz, NY 12561

Emailed to: admissions@newpaltz.edu

Note: SUNY New Paltz students and alumni do not need to submit an official transcript from New Paltz, Graduate Admissions will upload it for you.

Official Test Scores

We accept electronic submissions of official test scores directly from the vendor. Check your online application portal to see which test scores are required, if applicable. It may take a few weeks for the testing agency to process your order and deliver your scores to SUNY New Paltz. Standardized Test school code information may be found on the Overview tab.

International students submitting IELTS scores: Please provide a TRF number to help expedite the process of locating your IELTS score to your application. This can be sent to gradadmissions@newpaltz.edu.

Step 6: Admission Decision

You must have a completed application for your application to move forward for review. You may log into your portal for application updates and status at any time. Once a decision is released, you will be notified by email to log into your portal for information about your admission status. You will receive next step emails thereafter.

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How do I apply?

Our online application system allows students the ability to manage their application process. Review our Graduate Admissions Overview to apply to a graduate program or [schedule an appointment](#).

Where do I find application deadlines?

Online applications may be submitted until [Dec. 1](#) for Spring admission, until [May 1](#) for Summer admission, and until [July 15](#) for Fall admission. Many departments have specified deadlines for admission or may only accept students once per year. Review the [Programs](#) page for your program's specific application deadline.

Does SUNY New Paltz require standardized test scores for admission?

Certain programs require satisfactory scores on the MAT, GRE, or GMAT exam for admission. Refer to the [Programs](#) page for your program's specific exam requirements. Standardized Test school code information may be found on the Overview tab.

Additionally, international students are required to submit satisfactory TOEFL, IELTS, or PTE Academic exam scores for full admission. Refer to the [International Graduate Student](#) page for more information.

I have completed the online application and uploaded all of my admission checklist items. Am I done?

No. Full admission requires applicants to submit OFFICIAL transcripts and test scores to:

Office of Graduate Admission
100 Hawk Drive
Hopfer Admissions Center
New Paltz, NY 12561

How do I check the status of my application?

After submitting your application, login into your [applicant portal](#) to upload and manage your checklist items.

NOTE: It may take up to 60 minutes before your program checklist is viewable within your application portal.

My application is under review by the faculty. When will I receive a decision?

Once the faculty render a decision regarding your application, the staff in Graduate Admissions will update your status online. Admission decision letters are emailed to applicants daily at 5:30 pm (EST).

Make sure your email client accepts emails from gradadmissions@newpaltz.edu.

Links to Tutorials and Other FAQs

- [Events & Information Sessions](#)
- [Talk with an Advisor](#)
- [Graduate Application Tutorial](#)
- [International Student Admission](#)
- [Tuition & Funding](#)

Official Transcripts

International students should be prepared to submit a translation and evaluation of their transcript. We accept translations and evaluations by members of the National Association of Credential Evaluation Services (www.naces.org), including, but not limited to, the World Education Services or Educational Credential Evaluators, Inc. Indian applicants are required to submit individual mark sheets of their academic course work. We do **not** accept consolidated reports.

English Language Proficiency Requirements

Prospective international students for whom English is not the native language, and any applicant whose undergraduate degree is from a country outside of the United States, are required to demonstrate English Language Proficiency. Review the chart below for methods of demonstrating language proficiency. **NOTE:** Students earning degrees outside of the United States may apply for an English Language Proficiency (ELP) waiver if their entire degree program was conducted in English.

Demonstrating Language Proficiency

Contact the Center for International Programs via e-mail (international@newpaltz.edu (international@newpaltz.edu)) for information financial documentation, the I-20 process, international student orientation, housing, advisement, and registration. You may also visit our website at <https://www.newpaltz.edu/admissions/international/>.

International Student Acceptance

If you are offered admission, your application will be reviewed by our Center for International Programs. We cannot issue your Certificate of Visa Eligibility until this review is complete. Official transcripts/evaluation is required for your application file after your visa is approved.

To be eligible for an I-20 or DS-2019 you will need to provide the following items in addition to the academic documents. These should be uploaded electronically along with your other application materials:

Financial form. Download the [financial form](#) for your program of study and follow the instructions carefully. You and the person(s) who will be paying your tuition should sign this form.

Bank statement. To apply for your student visa, you need to provide bank statements showing you and your sponsor(s) have enough money to pay your first year's total costs. [Learn more about cost of attendance for international students.](#)

Current U.S. immigration documents. If you are already in the United States on a visa, we will need copies of your current immigration documents. These may include:

- Your current I-20.
- Your current visa.
- Receipt/approval notice from United States Citizenship and Immigration Services (USCIS).
- Any legal documents pertaining to your immigration status.