



## *Frequently Asked Questions: Preparing Your Application for Admission*

Complete instructions for applying, including deadline dates and program-specific requirements, are readily available when you log-in to the online application. Complete information about applying is also available on the web at our Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

The following frequently asked questions are included in this document:

1. What must be included in my application?
2. What is the deadline for applying for admission?
3. I do not have all required documents ready and the deadline is here, what should I do?
4. Can you answer my questions about the GRE and TOEFL?
5. Can you answer my questions about submitting letters of recommendation?
6. Can you answer my questions about academic transcripts?
7. Do you accept recommendations or other documents from a credentials service or a career services office (e.g., Interfolio or my undergraduate institution)?
8. Do I really need to calculate my GPA if it is not shown on my transcripts?
9. What is the length of the statement of purpose?
10. I can't afford the application fee. Can it be waived or deferred?
11. Do I have to use the "Document Cover Sheet" when mailing supplemental materials such as my transcripts?
12. Where do I mail application materials?
13. I am submitting my application online and I have questions or problems. What do I do?
14. I have very specific questions about my department and would like to speak with a department representative. What should I do?
15. How can I go on a tour of the campus?
16. May I apply to more than one department?
17. How do I apply for fellowships from the Graduate School?
18. I am an international applicant. Are there special things I need to know?
19. I only want to take a few courses in GSAS. How do I apply for non-degree/non-matriculation status?
20. How do I know if you've received materials sent in support of my application?

### **1. What must be included in my application?**

Please refer to our *NYU GSAS Application Guide* at <http://gsas.nyu.edu/object/grad.application.questions>.

### **2. What is the deadline for applying for admission?**

Program-specific application deadlines are provided in the *Application Requirements and Deadlines* link in the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

Complete applications must be received by 5 p.m. eastern time on the published deadline date.

### **3. I do not have all required documents ready and the deadline is here, what should I do?**

Submit what you have ready so that it is received by the deadline date. All application materials should be received by the deadline. If for some unforeseen reason it is not possible for you to do so, then it is especially important that you submit the application document and application fee by the deadline date even if some supporting materials are late. However, other materials should be submitted as quickly as possible so that your file is complete. The Graduate School will forward your application to the department for consideration. However, we cannot guarantee that your file will receive full consideration by a department if required documents are missing or received late. Admission is very competitive.

### **4. Can you answer my questions about the GRE and TOEFL?**

Please refer to the separate FAQ document that focuses exclusively on testing. It is available in the *Frequently Asked Questions* link in the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

### **5. Can you answer my questions about submitting letters of recommendation?**

Please refer to the separate FAQ document that focuses exclusively on submitting letters of recommendation. It is located in the Instructions section of your online application (**Step 1: Instructions**). It is also available in the *Frequently Asked Questions* link in the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

### **6. Can you answer my questions about academic transcripts?**

Please refer to the separate FAQ document that focuses exclusively on academic transcripts. It is available in the *Frequently Asked Questions* link in the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

### **7. Do you accept recommendations or other documents from a credentials service (e.g., Interfolio)?**

Although we accept letters of recommendation via Interfolio and other credentials services, it is not our preferred method. We strongly urge you to ask your recommenders to use the online application system to submit their letters. It is easy for the recommender, greatly facilitates the processing of your application, and insures the department receives all materials together at the same time. If Interfolio or another service sends the letters of recommendation, we know that they may not include the official Letter of Recommendation form along with the letters. That is fine.

We do not accept any other documents through Interfolio and other services. The personal statement should be included in your online application and not sent through them. Transcripts and translations should be uploaded to your online application, as well.

### **8. Do I really need to calculate my GPA if it is not shown on my transcripts?**

Yes, if your school is in the U.S. If your school is outside of the U.S., you do not need to calculate your GPA.

### **9. What is the length of the statement of purpose?**

Your statement of purpose should be concisely written and be no longer than one to two double-spaced pages in length.

### **10. I can't afford the application fee. Can it be waived or deferred?**

In almost all cases GSAS does not waive or defer the admissions application fee.

GSAS does offer a waiver for the admissions application fee under certain limited conditions. Fee waivers are granted to applicants who participate in certain programs and who meet particular criteria. Applicants who participate in the following programs will be considered for a fee waiver:

1. The McNair Scholars Program
2. The Leadership Alliance
3. Project 1000
4. Institute for the Recruitment of Teachers (IRT)
5. Peace Corps
6. U.S. military

In addition, if you participate in one of those programs, then **you must also meet the following criteria** to be considered for an application fee waiver:

1. You must be applying to a master's or doctoral program of study.
2. You must have a cumulative GPA of 3.0 or higher.
3. You must apply for the fee waiver BEFORE submitting your application for admission. We are not able to refund the application fee if you choose to pay the fee before a waiver is approved. Apply for the fee waiver as early as possible, but no later than December 1.

If you meet all of the conditions above, then please contact [gsas.admissions@nyu.edu](mailto:gsas.admissions@nyu.edu) for instructions on how to apply for the fee waiver. Please note that we do not offer application fee waivers for other circumstances.

### **11. Do I have to use the "Document Cover Sheet" when mailing supplemental materials?**

We prefer that you include all documents as part of your online application, using the various document upload pages. If you do need to mail us something separately, we ask that you include the Document Cover Sheet (except letters of recommendation). This will make it easier for us to match your materials with your application.

When you apply online, the Document Cover Sheet can be printed from your online application in the section **Step 4: Supplemental Forms**. By printing it from there, it is personalized and preprinted with important information. It is also available on the web in the *Forms* section of the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

## **12. Where do I mail application materials?**

*U.S. Postal Service (including express and priority mail):*

Graduate School of Arts and Science  
Graduate Enrollment Services  
P.O. Box 907  
New York, N.Y. 10276-0907

*FedEx, DHL, UPS, or other express mail service (do not use for U.S. Postal Service express or priority mail):*

Graduate School of Arts and Science  
Graduate Enrollment Services  
One-half Fifth Avenue  
New York, N.Y. 10003

If the mail service requires a telephone number, it is (212) 998-8050. Our fax number is (212) 995-4557.

Please note—all application materials should be sent to the Graduate School at one of the addresses shown here. **Do not mail materials to the department or program to which you are applying.**

## **13. I am submitting my application online and I have questions or problems. What do I do?**

Please refer to our FAQ on the online application. It is available in the *Frequently Asked Questions* link in the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

## **14. I have very specific questions about my department and would like to speak with a department representative or visit campus. What should I do?**

You should contact your department directly. You can link to all of our programs at <http://gsas.nyu.edu/page/grad.scholarlyprograms.deptsprograms>.

You can also easily find department email addresses in the *Frequently Asked Questions* section of the Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

Program representatives will answer your questions, often by email. If you want to visit, they will let you know if someone will be available to meet with you.

## **15. How can I go on a tour of the campus?**

You can take an on-line tour of the NYU Campus by going to <http://gsas.nyu.edu/page/grad.admissions.visit>.

If you are visiting campus, you will find a map and directions in the “See Also” box on that same web page.

During the academic year, NYU's Office of Graduate Student Life schedules weekly guided tours of the Washington Square campus for prospective and newly admitted graduate students. Please go to <http://gsas.nyu.edu/page/grad.admissions.visit> to learn more and to RSVP.

## **16. May I apply to more than one department?**

No. You must choose only one department and field of study in the Graduate School. You may submit only one application for consideration in a given term.

Applicants are permitted to submit admissions applications to two (or more) programs if they are within different schools at NYU. For example, you may apply to a program in the Graduate School of Arts and Science and to a different program in Steinhardt. However, you may not apply to both Computer Science and Economics because both are within the Graduate School of Arts and Science. If you choose to apply to programs that are in different schools, it will be necessary to complete and submit separate applications and pay each school a separate application fee. Tisch and Sackler are considered different schools at NYU. In addition, other graduate schools at NYU that are different from GSAS are Steinhardt, Wagner, Social Work and Gallatin.

## **17. How do I apply for fellowships from the Graduate School?**

You do not need to complete a separate financial aid application form to be considered for fellowships from the Graduate School. Just be sure your admission application is received before the application deadline. You are then automatically considered for financial aid, if it is offered by the program to which you are applying.

To learn more about the types of financial aid available, see the financial aid section of our web site at <http://gsas.nyu.edu/page/grad.financialaid>.

## **18. I am an international applicant. Are there special things I need to know?**

Please refer to our web page for international applicants at <http://gsas.nyu.edu/page/grad.admissions.international>.

## **19. I only want to take a few courses in GSAS. How do I apply for non-degree/non-matriculation status?**

First, please contact your program of interest to see if they accept non-degree or visiting students and to learn if they require any additional application materials. If they agree that you may apply, then you will need to submit the application for admission, the application fee, and undergraduate transcripts showing proof of a bachelor's degree.

Only applicants who are U.S. citizens and applying for the non-degree program in General Biology, Computer Science or General Psychology may use the online application.

All other non-degree and visiting student applicants must complete the paper non-degree application. After speaking with the department to confirm they consider applications from non-degree or visiting students, e-mail [gsas.admissions@nyu.edu](mailto:gsas.admissions@nyu.edu) and request a copy of the non-degree application.

## **20. How do I know if you've received materials sent in support of my application?**

After you submit your application, you may check which application materials the Graduate School has received on your behalf by visiting the Supporting Materials Tracking System (SMTS) on our web site at [www.nyu.edu/gsas/request/smts.html](http://www.nyu.edu/gsas/request/smts.html).

In order to use SMTS, you need to have your NYU ID number (UID). You will receive your UID in the acknowledgement that the Graduate School sends you after it processes your application. Please be aware that we process almost 11,000 applications in the order in which they are received. If you have not received your acknowledgement and at least three weeks have passed since you submitted your online application, then you may also use SMTS to obtain your UID.