



## ***GSAS Online Application 2008-09— General Instructions***

### **Apply Online**

The Graduate School prefers that applicants file the application online. Some of our departments require that you file the application online; please refer to the *GSAS Application Appendix: Programs, Requirements, and Deadlines*.

Benefits of using the online application:

- It is fast and easy to complete.
- Your application materials are sent to the department faster than with the paper application.
- The online application fee is only \$85 instead of \$95 for the paper application.
- You pay by credit card (this option is not available with the paper application).
- Your recommenders can easily submit letters of recommendation via the Web.

Admission is determined by the Graduate School and a faculty, departmental, or program committee that sets admissions standards and degree requirements for study in a particular field. Some departments require an interview and many require a writing sample. Please be sure to contact your department to confirm all application requirements. A list of most department requirements is available in the *GSAS Application Appendix: Programs, Requirements, and Deadlines*. This document is in **Step 1. Instructions** of the online application and also on the web at our Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

All official notifications of admission decisions are made in writing by the dean of the Graduate School. Statements about admission, either expressed or implied (verbally or written) from any other source, are not official and may not be honored.

Assistance in preparing your materials is available through Graduate Enrollment Services at **212-998-8050** or [gsas.admissions@nyu.edu](mailto:gsas.admissions@nyu.edu). Before you prepare your application for admission and financial aid, please read these instructions carefully. The following topics are covered:

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## Application Deadline Date

Application deadline dates are published in the *GSAS Application Appendix: Programs, Requirements, and Deadlines*. This document is in **Step 1. Instructions** of the online application and also on the web at our Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

Applications must be **received by** 5 p.m. eastern time on the published deadline dates. ***This includes all supporting materials, including those sent by mail.*** If an application deadline date falls on a Saturday, Sunday, or legal U.S. holiday, then the next business day will be the deadline date. Applicants living outside the United States, particularly those from Asia, should use an express mail service or mail their supporting materials at least six to eight weeks prior to the deadline date to ensure that their supporting materials are received on time.

We encourage you to request all necessary academic transcripts and letters of recommendation at least 10 weeks before your planned mailing date. Please allow sufficient time for official test scores to arrive at the Graduate School—schedule your test dates accordingly. Please refer to the Test Scores section below for more details.

**Financial Aid Deadline.** An application must be **received by** the published deadline date to be eligible for Graduate School and departmental fellowships and assistantships.

## Application Fee

The application fee covers the cost of processing your request for admission to the Graduate School. It must accompany your application and will not be refunded. Without the fee, your application will not be considered. The application fee is

- \$85 for the online application
- \$95 for the paper application

You must pay the online application fee by credit card. Other forms of payment are not accepted if you apply online.

If you prefer to pay by U.S. check or money order, then you must apply with the paper application (you may download a paper application at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html)).

## Test Scores

**GRE**—The Graduate School requires that all applicants submit official score reports of the general test of the Graduate Record Examination (GRE). Some departments require a subject test of the GRE as well. Refer to the application requirements in the *GSAS Application Appendix: Programs, Requirements, and Deadlines*. This document is in **Step 1. Instructions** of the online application and also 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 Graduate School will *not* waive the GRE requirement based on life experience, educational background, country of residence, or other factors.

**Applicants must arrange for the GRE program to send official test score reports to GSAS. When requesting official score reports, make sure they are sent to New York University—GSAS, code 2596.** You do not need to use a department code for the GRE.

In the test score section of the application, be sure to indicate the date you took, or expect to take, the test.

**It is important that you arrange to take the GRE and send us official test scores no later than 4-6 weeks before the application deadline for the program to which you are applying. For example, if your program's application deadline is December 18, you should take the GRE no later than November 1 so that results are**

**available for consideration by mid-December. Submitting scores after this time may delay consideration of your application.** To speed up processing, applicants may send paper copies of their GRE score reports. However, an official score report is still required.

**Please note that the GRE program will not send official score reports for tests taken more than five years previously. If you are applying for admission for the spring, summer, or fall 2008 semester, then we will accept GRE scores taken on or after October 1, 2002. If you took the test earlier than that date, the graduate School requires that you take the test again at the present time.**

The following programs have exceptions to the general GRE requirement:

- The master's program in the Department of Economics will accept the GMAT in place of the general GRE. You must ask the GMAT Program to send your official test scores to GSAS using school code 5TF-5G-76. (**Note:** The Ph.D. program in economics will not accept the GMAT; the general GRE is required.)
- The master's programs in the Department of Psychology will accept the GMAT in place of the general GRE. You must ask the GMAT Program to send your official test scores to GSAS using school code 5TF-5G-76. (**Note:** The Ph.D. programs in the Department of Psychology will not accept the GMAT; the general GRE is required.)
- The certificate program in post-doctoral psychotherapy and psychoanalysis does not require the general GRE.

**TOEFL**—The Graduate School expects all students to demonstrate the ability to understand and communicate in English, both orally and in written form. To evaluate proficiency, the school requires applicants whose native language is not English to take the Test of English as a Foreign Language (TOEFL). The Graduate School recommends that the applicant achieve a minimum TOEFL score of 100 on the internet-based test (equivalent to 250 on the computer-based test or 600 on the paper-based test). The Graduate School does not prohibit applicants with lower scores from applying for admission since many factors influence the admission decision. Some departments or programs in the Graduate School may set a higher TOEFL standard for admission.

The Graduate School requires applicants who are not native English speakers to submit official TOEFL score reports. The TOEFL requirement is waived for applicants who have completed or will complete a baccalaureate or master's degree at an institution where the language of instruction is English.

**Applicants must arrange for the TOEFL program to send official test score reports to GSAS. When requesting official score reports, make sure they are sent to New York University—GSAS, code 2596.** You must also use a department code. Select the code that is most appropriate for your field of study; you may also use code 99. However, **do not use code 00**—we will not receive your test scores if you report 00 as the TOEFL department code.

**It is important that you arrange to take the TOEFL and send us official test scores no later than 6-8 weeks before the application deadline for the program to which you are applying. For example, if your program's application deadline is December 18, you should take the TOEFL no later than October 15 so that results are available for consideration by mid-December. Submitting scores after this time may delay consideration of your application.** To speed up processing, applicants may include unofficial paper copies of the TOEFL score report with their application. However, an official score report is still required.

In the test score section of the application, be sure to indicate the date you took, or expect to take, the test.

**Please note that the TOEFL program will not send official score reports for tests taken more than two years previously. If you are applying for admission for the spring, summer, or fall 2008 semester, then we will accept TOEFL test scores taken on or after October 1, 2005. If you took the test earlier than that date, then the Graduate School requires that you take the test again at the present time.**

Applicants in the New York area may take the English proficiency test at the University's American Language Institute in lieu of the TOEFL. The institute is located at 48 Cooper Square. To make an appointment to take the test, call 212-998-7040.

The Graduate School does *not* accept International English Language Testing System (IELTS) scores.

## Submitting the Application Package

When you apply online, most of your application is submitted as part of the online application process. This includes the application form, statement of purpose, résumé or curriculum vitae, writing samples (if required), letters of recommendation, and the application fee. Only test scores and academic transcripts must be sent separately, although there may be other materials that you wish to send that cannot be attached as part of the online application (e.g., videotapes, musical scores). Please follow the following instructions when mailing materials to the Graduate School:

- Do **not** mail us a duplicate copy of your online application. Only supporting materials that are not included as part of your online application should be sent by mail.
- All materials sent by mail should be submitted in one large envelope. Your application will be reviewed more quickly if all of your materials are received together. If your recommender or university mails your credentials directly to the Graduate School, we will forward them to your department, but a delay may occur.
- Enclose one *Document Cover Sheet* in the envelope along with any documents you send to us by mail. This form should be printed from your online application in the section **Step 4: Supplemental Forms**.
- Write the program name and degree for which you are applying on the outside of the mailing envelope (below your return address).
- The Graduate School does *not* accept supporting materials submitted by fax, e-mail, or as attachments to e-mail.

**Mailing Instructions.** Mail supporting materials to one of the following addresses, depending on the type of mail service you use.

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

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

**-- FedEx, DHL, UPS, or other express service (do *not* use this address for Express or priority mail sent by the U.S. Postal Service):**

New York University  
Graduate School of Arts and Science  
Graduate Enrollment Services  
One-Half Fifth Avenue  
New York, NY 10003

## Instructions for Select Items

The following are instructions for completing the online application. Please read these instructions carefully as you complete the application. Please be sure to:

- Answer all items.
- Print a copy of your complete online application for your records. However, do *not* mail the paper copy of your online application to the Graduate School. Retain it for your records. (To easily print your online application, go to **Step 6: Application Inspector**. Once there are no required items left to complete on your application, **Application Inspector** will display a button that says “*preview application*.” You can view and print your application at that time.)

The Graduate School prefers that you submit supporting materials as part of the online application. This includes letters of recommendation, the statement of purpose, writing sample (if required), and the résumé. Academic transcripts must be sent by mail (unless you are applying to one of the departments that specifies otherwise in the online application) and test scores must be sent directly to the Graduate School from the GRE or TOEFL programs. If you must mail some materials separately, be sure to follow the instructions in the section above, *Submitting the Application Package*.

*All materials sent by mail or from testing programs must be **received by the application deadline date**.*

### ***Instructions for Online Application: Step 2: Application Form (Pages 1 through 4)***

- *U.S. Social Security Number.* If you have a U.S. social security number, print it in the boxes. Otherwise, leave this item blank. Do not report Canadian social security numbers or passport numbers.
- *Other names that may appear on your records or credentials.* If you previously applied to the Graduate School under a different name, or your academic credentials (e.g., school transcripts, test score reports, or any other supporting materials) show a different name, please report it here. Please report any differences from your current name—for example, if the hyphenation is different, if you had a maiden name, if there is an alternative spelling of your name.
- *Permanent and Mailing Address.* Your permanent address is required. We will use this as your mailing address for all correspondence and admission decisions unless you provide an alternative mailing address. If you provide an alternative mailing address, you must indicate the period of time for which it is to be used.
- *Ethnicity.* Declaring your ethnicity is optional. The Graduate School provides statistical information about enrollment patterns to the University and to select outside organizations in developing research on how better to serve underrepresented populations. Although noting your ethnicity is optional, it is important information and we appreciate your willingness to indicate it where requested.
- *Record of Degrees Awarded or Expected.* Foreign and U.S. school codes for colleges and universities are required. Please use the [\*Find Your School\*](#) link to automatically list your undergraduate (bachelor's degree) school's code. If your school is not listed, you are required to enter the school's full name, city, state, and country. An unlisted international school should be coded as 9900; an unlisted U.S. school should be coded as 0000USA.

The Graduate School requires that you receive your undergraduate degree (baccalaureate or equivalent) before enrollment. Students from India, Pakistan, Sri Lanka, Myanmar, and Bangladesh must show completion of both the baccalaureate and master's examinations prior to registration in the Graduate School. The examinations for the Bachelor of Engineering and the Bachelor of Technology meet the application requirements for the Graduate School.

One (1) official academic transcript, mark sheet, or final grades sheet from each institution you attended is required as part of your application. (Please refer to the special exception paragraphs be-

low.) The baccalaureate or equivalent transcript should clearly indicate conferral of your undergraduate degree. If you are currently completing your baccalaureate, you may send a transcript showing your academic record through your most current year of study.

International students must ensure that certified English translations accompany all documents written in languages other than English. Translations must be literal and complete versions of the original records.

Your department may begin considering your application if you provide a photocopy, facsimile, scan or a transcript identified as “issued to student” or “unofficial.” However, these are considered unofficial copies. An official transcript is an original document that includes the registrar’s stamp or signature. If you send an unofficial copy, you should immediately arrange for the registrar to send an official transcript to Graduate Enrollment Services (do not send it to your department). Please note: the Graduate School does not accept transcripts sent by email.

You may use the Supporting Materials Tracking System (SMTS) to see if we have received an official transcript for an institution you attended. Unofficial transcripts are not reported in SMTS. If you do not see a transcript listed for an institution you attended, then we have not yet received an official transcript. (Please refer to the section below, *Checking the Status of Your Application*, for information on SMTS.)

If you are offered admission and enroll, one (1) copy of a final transcript showing conferral of your undergraduate degree (baccalaureate or equivalent) must be sent to Graduate Enrollment Services and be received prior to your first term of registration. This must be an official transcript with the Registrar’s stamp or signature. It will become part of your official University record. If a final and official transcript was not included as part of your application materials, then you must send one as soon as possible after conferral of your undergraduate degree.

***Special transcript exception for work done in a study abroad program, summer session or other transfer credit.*** Some transcripts also report coursework from a different institution. If the course names and grades appear on another transcript you are submitting, then it is not necessary for you to also submit a separate transcript from your study abroad, transfer or summer session school. However, the transcript must include the course names and grades for work done at the other institution; if it does not, then we require that you submit a separate transcript.

***Special transcript exception for Creative Writing.*** Applicants to the Creative Writing Program must provide two (2) official academic transcripts, mark sheets, or final grades sheets.

- ***Grade Point Average (GPA).*** This item should be completed for U.S. institutions only. If you attended an institution outside the U.S., please leave this item blank.

If your institution does not provide you with a cumulative GPA, calculate it by multiplying the grade received in each course by the number of credits for the course. The following scale should be used:

A+	4.00	C	2.00
A-	3.67	C+	2.33
A	4.00	C-	1.67
B+	3.33	D+	1.33
B	3.00	D	1.00
B-	2.67	D-	0.67
		F	0.00

For example, if you received an A- for a 3-credit biology course, you would multiply 3.67 x 3. This gives you the number of points for the course. Calculate the points for each graded course counted toward your degree and then sum the points. Finally, divide the total points by the total number of credits counted toward your degree to determine your cumulative GPA.

**Instructions for Online Application: Step 3—Essays (Statement of Purpose, Résumé, Writing Sample [if required] and Additional Information**

The Graduate School prefers that all supplemental materials, including the statement of purpose, writing sample (if required) and résumé, be submitted with your online application rather than being mailed separately. Please see the *Troubleshooting Guide for Uploading Documents* (later in these instructions) if you have any questions about how to add these documents to your online application.

- *Statement of Purpose.* The statement of purpose is a major part of your application and should detail your past achievements, present research interests, educational objectives, career plans, and reasons for choosing your field of study. The statement should be concisely written and should not exceed one to two pages in length.
- *Résumé.* A current copy of your résumé or curriculum vitae should be provided.
- *Writing Sample.* Some (but not all) of our departments and programs require a writing sample. A list of the department requirements is available in the *GSAS Application Appendix: Programs, Requirements, and Deadlines*. This document is in **Step 1. Instructions** of the online application and also on the web at our Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

If your program indicates that it requires a writing sample, you must provide one. If your department does not require a writing sample, there is no need to submit one and you can move on to the next section of the online application.

Most programs require only one writing sample, and that is all you should submit. The online application provides the opportunity to submit as many as three writing samples in order to accommodate applicants to those programs that require more than one. You may combine different writing samples into one document and upload it once, or you may keep them separate and upload them as individual documents.

- *Additional Information.* This section is optional. If there is any additional information you would like to provide that was not captured within your application, please use these pages to upload the documents. If you feel that you have already provided us with sufficient information about yourself, you need not add anything here.

**Instructions for Online Application: Steps 4 and 5—Recommendations**

Letters of recommendation from persons who know your academic qualifications are required. Recommenders should be chosen from people most familiar with your former studies, research interests, or work, including at least one instructor in the institution you last attended. The Graduate School prefers recommendations from instructors familiar with your work in the field in which you expect to study. If you have been out of school for some time, a letter from an employer or supervisor should be provided.

It is your responsibility to ensure that the Graduate School receives all of your credentials by the application deadline date. We encourage you to periodically check with those writing letters for you and remind them of the application deadline.

Please refer to the separate document “*Letters of Recommendation—Instructions for Using the Online Application & Frequently Asked Questions*” for advice about submitting letters of recommendation. It is available in **Step 1. Instructions** of the online application and also on the web at our Application Resource Center at [gsas.nyu.edu/page/grad.admissionsapplication.html](http://gsas.nyu.edu/page/grad.admissionsapplication.html).

## Checking the Status of Your Application

After you submit your application, you may check which application materials the Graduate School has received on your behalf by visiting the GSAS 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 an acknowledgement letter that the Graduate School sends you by mail after it processes your application.

Please be aware that we process almost 11,000 applications in the order in which they are received. Therefore, it can take us approximately three weeks to process your application and mail you the acknowledgement letter with your UID.

If you have not received your acknowledgement letter and at least three weeks have passed since you submitted your online application (or four weeks if you mailed us your application), then you may also use SMTS to obtain your UID.

## General Policies

**Multiple Applications.** You must choose only one department and field of study and may submit only one application for consideration in a given term. Graduate School policy permits no more than three applications for admission over several academic years.

If you reapply for admission for a term that begins within one year of the term applied for in your previous application, you do not need to provide all new supporting documents. However, you must submit (1) a new application for admission form (using the online application is preferred) and (2) the application fee. To bolster your re-application, you should submit new supporting credentials relevant to your application. For example, you may provide another letter of recommendation, an updated transcript showing grades for recently-completed classes, or improved test scores.

Again, we retain your application materials for one year (starting from the term of your original application). The following schedule can help you plan:

- If you applied for admission for fall 2007, we will retain your application materials until September 30, 2008.
- If you applied for admission for spring 2008, we will retain your application materials until January 31, 2009.
- If you applied for admission for summer 2008, we will retain your application materials until June 30, 2009.

After you reapply, we strongly suggest you use SMTS to confirm the application documents we have on file.

**Joint and Dual Degree Programs.** Applications to joint degree programs are reviewed separately by both departments. Admission to a joint degree program is contingent upon acceptance by both departments. If one department does not accept your application for admission to the joint program, the other department, at its discretion, may consider you for admission to the individual department.

Applicants to dual degree programs (programs that are offered by different schools at New York University) must apply to each school separately. Applicants must complete the application requirements of each school. Application materials are not shared between schools. Admission to a dual degree program is contingent upon acceptance by both schools.

**Special Students.** Occasionally an applicant will demonstrate a particular need to study at the Graduate School without entering a degree program. A few special students are permitted to register each year. Applicants should contact the department before applying, to confirm that special students are accepted into the program.

**Note:** Special student applicants must complete the paper application. The online application is not accepted.

*Applicants Previously Enrolled in GSAS Degree Programs.* Applicants who were previously enrolled in a GSAS degree program at NYU and who did not complete that degree must reapply for admission. If admitted, applicants may be required to remit maintenance of matriculation and registration and services fees for the semesters intervening between the last semester of enrollment in the original program and the first semester of renewed enrollment. If the applicant is applying for readmission to the graduate program in which they were originally enrolled, they will be responsible for fees from only those unenrolled semesters that would have been within the time-to-degree limit for the original program. If the current application is to a different graduate program than the original, then no maintenance of matriculation or registration and services fees will be assessed for the intervening semesters.