



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 and are printed in our downloadable paper application. Complete information about applying is also available on the web at our Application Resource Center at 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 (e.g., Interfolio)?
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 and assistantships?
18. I am an international applicant. Are there special things I need to know?
19. Although I wasn't accepted previously, I'd like to apply again. What do I do?
20. I only want to take a few courses in GSAS. How do I apply for non-degree/non-matriculation status?
21. How do I know if you've received materials sent in support of my application?

1. What must be included in my application?

The following documents are required to apply for admission to the Graduate School:

- Application form (online application strongly preferred; paper application also accepted)
- Application fee
- Statement of purpose
- Résumé or curriculum vitae
- Letters of recommendation (three)
- Academic transcripts (one from each school you have attended; Creative Writing requires two copies of each transcript)
- Official test scores for the Graduate Record Examination (GRE) general test. Program-specific GRE requirements, such as requiring the subject test of the GRE, are provided in the *Application Requirements and Deadlines* link in the Application Resource Center at gsas.nyu.edu/page/grad.admissionsapplication.html.
- Official test scores for the Test of English as a Foreign Language (TOEFL), if the applicant is not a native English speaker.
- Writing sample or other documents may be required by certain departments. Program-specific requirements, such as writing samples, are provided in the *Application Requirements and Deadlines* link in the Application Resource Center at gsas.nyu.edu/page/grad.admissionsapplication.html.

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.

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. Admissions are 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.

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.

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.

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

Yes.

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

Yes.

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 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 admissions application fees. Applicants are urged to apply using the online application, which at \$85 costs less than applying via the paper application, which is \$95.

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 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 such as my transcripts?

We prefer that you include the Document Cover Sheet when mailing us any supplemental materials (except letters of recommendation). This will make it easier for us to match your materials with your application. However, we know that many schools will send us your transcripts directly, and may not include the cover sheet in the envelope. That is okay. If you apply online, the Document Cover Sheet should 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. If you apply by mail, it is available in your application packet or on the web in the *Forms* section of the Application Resource Center at 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.

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.

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.

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>.

The Graduate School does not offer campus tours. If you are visiting campus, you will find a map and directions in the “See Also” box on that same web page.

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.

17. How do I apply for fellowships and assistantships?

You do not need to complete a separate financial aid application form to be considered for fellowships and assistantships. 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. Although I wasn't accepted previously, I'd like to apply again. What do I do?

You can apply to the Graduate School up to three times. 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 2007, we will retain your application materials until January 31, 2008.
- If you applied for admission for summer 2007, we will retain your application materials until June 30, 2008.

After you reapply, we strongly suggest you use SMTS to confirm the application documents we have on file. (Refer to item 21 below.)

20. 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 special 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. **You may not use the online application to apply for non-degree study; only the paper application is accepted.** It is available for download in the Application Resource Center at <http://gsas.nyu.edu/page/grad.admissionsapplication>.

21. 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.

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.