ADMISSIONS OVERVIEW

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.

Applying to a graduate program

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 Form1040, 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. See the Standardized Test page for school request code information.

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.