

APPLICATION INSTRUCTIONS

Our online application system allows students to manage their application process. Review the steps below for a quick overview of the process.

1. PREPARE ADMISSION CHECKLIST ITEMS

To expedite a faculty review of an application, students may upload the following items:

- Admission Essay
- Student copies of transcripts* from every college/university attended
- Student copies of standardized test scores*
- Request letters of recommendation—after submitting the application, students will need to provide their recommender's name and email address in order to complete the request process.
- Evidence of NYS teaching certification (if appropriate)
- Art portfolio (if appropriate)
- International student documentation
- Resume/CV (if appropriate)
- Program specific forms (e.g., Com Dis pre-req form, etc.)

* Full admission **REQUIRES** the submission of official transcripts and test scores.

2. CREATE AN ACCOUNT

- a. **SUNY New Paltz** students, alumni, faculty and staff must log into the application system using their New Paltz credentials (NPCUID).
- b. **NEW** students may create an account by selecting the New User option and verifying their email address.
- c. **RETURNING** users may access the application system using their email address and password that was included when creating their account.

3. SUBMIT YOUR APPLICATION

- Once you have logged into the system, select the term that you would like to begin your program.

NOTE: Certain programs restrict admission to a specific term. Please email gradstudies@newpaltz.edu (gradschool@newpaltz.edu) if you do not see the program that you would like to pursue.

4. CHECK YOUR APPLICATION STATUS

- Log in as a Returning User (<https://www3.newpaltz.edu/admissions/account/log-in>) to modify your application or monitor its status.

5. Order OFFICIAL transcripts and test scores be sent to:

- SUNY New Paltz
Graduate & Extended Learning
800 Hawk Drive
New Paltz, NY 12561-2442

Ready to Apply?

ONLINE APPLICATION CALENDAR

Online applications will be accepted according to the following schedule below.

December 1 - May 15	Fall/Summer Admission
August 1 - November 15	Spring Admission

PAYMENT

The online application requires a *non-refundable* payment of the \$60 application fee by VISA, MasterCard or electronic check. An application review will not be conducted without the submission of the application fee.

QUESTIONS

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