APPLICATION INSTRUCTIONS

The Application Process

- You can check the status of your application by logging into the applicant portal. Updates will be sent via email. Decision letters will be in your applicant portal. Be sure to add @newpaltz.edu email addresses to your email address book or contact list and do not forget to check your spam/junk folder for important notifications.

- Departments vary in the process of reviewing applications, we know you are eager for a decision. We will try to review your application as soon as possible. It may take a few weeks for a decision to be made. Some of our competitive programs only start the review process when the application deadline has passed. Your portal will show in which stage of the review process your application is.

Certifications

Initial Certification for Teachers: Documentation of pending status through a scanned copy of your certificate or screenshot of your TEACH Account showing your name, upcoming testing documentation or if pending status, upload a word document stating you are currently in process applying for initial NY State Teacher Certification through your undergraduate program. Once you receive certification, provide the copy to your academic advisor and the Office of Graduate, Professional & Interdisciplinary Studies for your file.

Professional certification: A copy of your certificate or license is sufficient. If you are conditionally admitted based on evidence of certification, submit the copy to your academic advisor and the Office of Graduate, Professional & Interdisciplinary Studies by mid-point in your first semester, if possible or by the time you meet degree requirements for graduation.

FERPA Rights

Choosing to waive your right to see the report allows your recommender to give their most honest opinion about you without worrying that you will see what they said. Choosing not to waive your right to view the report could sway how your recommender talks about you and could potentially compromise their recommendation.

Requesting Letters of Recommendation

Choose professors, supervisors, managers that know you well and can attest to your intellect, abilities, and strengths. Personal recommendations will not be considered. Through our Graduate Application portal, you can request letters of recommendation:

After submitting your application, your checklist will list the references that are required. The hyperlinks in the checklist will bring you to the recommendations page where you will enter contact information for your recommenders. Each recommender will be sent an email with instructions for submitting your recommendation. You can re-send reminder emails from the recommendation page of your portal if necessary.

International Student Acceptance

Once you have been accepted your application will be reviewed by our Center for International Programs. We cannot issue your Certificate of Visa Eligibility until this review is complete. Official transcripts/evaluation is required for your application file after your visa is approved.

To be eligible for an I-20 or DS-2019 you will need to provide the following items in addition to the academic documents. These should be uploaded electronically along with your other application materials:

Financial form. Download the financial form for your program of study and follow the instructions carefully. You and the person(s) who will be paying your tuition should sign this form. **Bank statement**. To apply for your student visa, you need to provide bank statements showing you and your sponsor(s) have enough money to pay your first year's total costs. Learn more about cost of attendance for international students. **Current U.S. immigration documents**. If you are already in the United States on a visa, we will need copies of your current immigration documents. These may include:

- Your current I-20.
- Your current visa.
- Receipt/approval notice from United States Citizenship and Immigration Services (USCIS).
- Any legal documents pertaining to your immigration status.

QUESTIONS

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