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.

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Admission Period</th>
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<tbody>
<tr>
<td>December 1 - May 15</td>
<td>Fall/Summer Admission</td>
</tr>
<tr>
<td>August 1 - November 15</td>
<td>Spring Admission</td>
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