

Graduate Application and Admission Information

2009

PACE
UNIVERSITY

Work toward greatness.

Lubin School of Business



Dyson College of Arts and Sciences | Lienhard School of Nursing
Lubin School of Business | School of Education | School of Law
Seidenberg School of Computer Science and Information Systems

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ADMISSION INFORMATION

ELIGIBILITY

Applicants to Pace University graduate degree and certificate programs must hold a bachelor's degree from an accredited college or university if postsecondary education was completed in the United States. Applicants who are currently in their senior year at an undergraduate institution may apply for admission, but acceptance can be made only contingent upon receipt of a final transcript indicating all senior year grades and receipt of the bachelor's degree. Applicants who have attended institutions outside of the United States should review the Bridge Program description on page 4.

All information provided in the application must be accurate and complete. Any misrepresentation in or omission of facts from the application will justify a denial or revocation of admission or subsequent dismissal from the graduate program. The Office of Graduate Admission reserves the right to verify any or all information in the application and supporting documentation.

PACE UNIVERSITY GRADUATE MERIT SCHOLARSHIPS

Graduate scholarships are awarded to entering full-time and part-time matriculated students who demonstrate exceptional scholastic ability. The Scholarship Committee considers each applicant's academic record to determine the scholarship award. All students admitted to a degree program are automatically reviewed for scholarship. There is no separate application to be completed. Domestic scholarship recipients must register for a minimum of six (6) credits per fall and spring semesters. International scholarship recipients must register for nine (9) credits per fall and spring semesters.

ADMISSION CATEGORIES

Matriculant

Applicants who wish to pursue a graduate degree or certificate at Pace University should apply for matriculant status. The University has established the following criteria as the most critical in the evaluation of applications for matriculant status: scholastic achievement and a desire to excel as evidenced by previous academic work; aptitude for graduate study as indicated by scores on the Graduate Management Admission Test (GMAT); motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

Conditional Matriculant

An applicant who wishes to pursue a degree program but who has not taken a required GMAT prior to application may apply as a conditional matriculant. If an applicant is accepted as a conditional matriculant, he or she will be permitted to enroll for a maximum of two courses in the first semester. (Note: Summer I and II are considered one semester.) To continue beyond the first semester, a conditional matriculant must complete Pace graduate course work with at least a 3.0 QPA and must submit an official GMAT score report and receive written confirmation of matriculation from the Office of Graduate Admission. The matriculation decision will be based upon a student's undergraduate and graduate records, satisfactory performance on the admission test and other application information. An applicant who needs a student visa is not eligible to apply under this status.

Special Student

Graduates of accredited colleges or universities who do not wish to pursue a graduate degree program in the Lubin School of Business may apply for admission as a special student. Admission as a special student will be granted only to those applicants who meet admission standards established by the Faculty Council of the Lubin School of Business.

Individuals granted special student status may enroll for a maximum of two courses.

Auditor

Individuals holding a U.S. bachelor's degree or its equivalent may apply to audit a maximum of two graduate courses at Pace University. The objective of auditor status is to enable students seeking a renewal or extension of knowledge related to their careers to enroll in appropriate graduate courses. Auditors are granted neither grades nor credit for audited courses. An audited course will not be applied to a degree program.

Alumni Auditor

Alumni of Pace University's Lubin graduate programs are eligible to audit graduate classes subject to the approval of the instructor and space limitations. Students must have the necessary background for admission to courses; not every course is open to alumni auditors. Interested alumni should file an Alumni Auditor Application with the Office of Student Assistance during the second week of the desired semester.

Visiting Student

A student currently in good standing in a comparable graduate program at another institution may apply to take courses in a graduate program of Pace University by completing the Visiting Student Application on page 17. Registration for courses is on a space-available basis and the courses must be completed in the semester for which the visiting student applied. Applicants accepted as visiting students may take a maximum of two courses in a Pace graduate program.

SPECIAL PROGRAMS

Dual Concentration MBA

A dual concentration MBA is available for those students who wish to do advanced work in two career concentrations. In this program, the student may choose, in consultation with faculty advisers in each subject area, to combine two of the available MBA career concentration areas.

Advanced Graduate Certificate Program in Business

Applicants for this program must be qualified professionals who hold a master's degree. An MBA or other business master's is preferred. Applicants must present a record of strong academic performance and show evidence of relevant professional experience. Applicants with non-business graduate degrees such as law, engineering, etc. are evaluated on the basis of their previous academic performance and the relevance of their graduate degree and work experience.

MBA/JD

Applicants should follow the application procedures for the Pace University School of Law and the Lubin School of Business, which include payment of application fees and taking the Law School Admission Test (LSAT) and the Graduate Management Admission Test (GMAT). Admission to either the School of Law or the Lubin School of Business does not guarantee admission to the other school. Applicants must meet the independent admission requirements of each school in order to be admitted to the joint program. Students who begin in the MBA program must apply to and be accepted by the School of Law by the end of their first year

of full-time business study or by the end of their second year of part-time business study. Students who begin in the Law School must apply to and be accepted by the Lubin School of Business no later than during the fourth semester of law study (if in the three-year program), or no later than during the fifth semester of law study (if in the four-year program). Once a student in either the School of Law or the Lubin School of Business has been admitted to the other school, the student should notify the associate dean for Academic Affairs in the School of Law, and the director of Academic Advisement or the associate dean of the Lubin School of Business, of his or her intention to participate in the joint program.

BBA/MBA-CPA for Pace University Undergraduates

Admission to the Pace BBA/MBA-CPA program must originate at the undergraduate level. Candidates will be required to have a personal interview with the undergraduate program coordinator and must demonstrate maturity and their ability to present themselves in a professional manner. Candidates must submit a graduate application for admission to an Office of Graduate Admission. Admission to the MBA program will require a strong cumulative quality point average for all undergraduate work completed at Pace University and a satisfactory score on the Graduate Management Admission Test (GMAT). The final decision on admission to the graduate portion of the program will be made by the Graduate Admission Committee in accordance with guidelines established by the Faculty Council of the Lubin School of Business.

SPECIAL INSTRUCTIONS

DEFERRALS

Students who have been admitted to a graduate program at Pace University but who wish to delay their entrance for a period of time may request a deferral by writing to the Office of Graduate Admission prior to the start of the semester for which admission has been granted. The request must specify the semester the student anticipates entering the program. The graduate admission staff considers each request for deferral individually and retains the right to grant or deny admission for a future semester.

DECISION APPEAL

An applicant who is not approved for admission may appeal the decision. The appeal should be made in writing to the Office of Graduate Admission within one month of notification of denial.

INTERNATIONAL STUDENT INFORMATION

APPLICATION FEE

Applicants from outside the United States must remit the \$65 application fee by international money order or by a check drawn from a U.S. bank.

DEADLINE DATE AND STATUS

International applicants who require a student visa are advised to apply well before the priority deadline dates and must apply for full-time matriculated status.

Any international student whose undergraduate degree is equivalent to a four year baccalaureate conferred by an American college or university and who meets all other requirements, may be admitted directly into an MBA/MS program in the Lubin School of Business as a matriculant. Likewise, an international student who holds a three year baccalaureate and has completed a master's program is eligible for matriculation.

BRIDGE PROGRAM FOR INTERNATIONAL STUDENTS

A special program designed for the highly qualified international student whose undergraduate degree does not meet the U.S. equivalency criteria.

Any international student whose undergraduate degree is **not** equivalent to a four year American baccalaureate and who has not completed a master's degree may seek admission by means of the Bridge Program for International Students. The purpose of the program is to provide supplementary coursework to those students with strong academic records who are judged capable of successfully completing a graduate certificate or the MBA/MS so that they meet the four year equivalency requirement for graduate study. **The GMAT is required for Bridge Program applicants.**

Once the applicant's eligibility for the Bridge Program for International Students has been determined, a course of study of up to 30 credits designed to remedy the applicant's academic deficiencies and to prepare the applicant for the graduate program will be outlined. Up to 15 credits of post-baccalaureate course work taken by the applicant either abroad or in the U.S.A. may be applied toward the 30 credit bridge requirement as determined by the Office of Graduate Admission in conjunction with the Lubin School of Business.

If a student is admitted to the program, a Bridge Program Agreement and Bridge Program Course Outline describing the required premaster's course work will be sent with the letter of acceptance. The admitted student is required to sign and return the Bridge Program Agreement as a condition of acceptance and is bound by the requirements stipulated.

Upon completion of the Bridge Program, students with a grade point average of 3.0 will be permitted to continue on in the graduate program; those with less than a 3.0 will be dismissed without appeal.

TRANSCRIPTS

If foreign language transcripts are issued, English translations attested by the institution of origin, the student's Ministry of Education, a U.S. consular officer, or a professionally certified translator approved by Pace University must accompany the official transcripts. Please contact the Pace University Office of Graduate Admission for a list of approved translators.

All materials submitted become the confidential property of Pace University and cannot be returned or forwarded to the applicant or a third party.

TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL)

If you earned a bachelor's degree in a country where English is not the official language and English is not your first language, you must submit a Test of English as a Foreign Language (TOEFL) or International English Language Testing System (IELTS) score that is no more than two years old. A TOEFL score of 600 (paper-based version), 250 (computer-based version), 100 (Internet-based version), or an IELTS score of 7.5 is preferred to demonstrate the requisite proficiency in English for admission directly to Pace University's academic programs. However, the Admission Committee may require additional testing if, for example, as a result of materials submitted as part of your application, there are concerns about your ability to read, write, and speak English sufficiently to meet the demands of your intended curriculum. In that case, or if your TOEFL or IELTS score is below the guidelines stated above, your admission will be conditional upon your successful completion of an intensive English language program at the Pace Univer-

sity English Language Institute (ELI) or a similar program approved by Pace University's ELI.

STUDENT VISAS

To receive Form I-20 from Pace University, which is required in order to obtain an entry visa, the applicant must demonstrate that he or she has sufficient funds available to pay for tuition and living expenses for one year of study in the United States. Students must provide evidence of additional financial support of \$5,000 per year for a spouse and \$5,000 per year for each child that accompanies the student to the United States.

All applicants who will require a Pace University student visa must submit the Pace University Financial Affidavit for International Students included in this application packet.

All monies pledged on the Pace University Financial Affidavit for International Students must be verified. Monies can be verified in any one or more of the following ways:

- A. A bank letter on bank letterhead in English, which contains the applicant's or applicant's sponsor's name, account number, the amount of money in U.S. dollars, and the signature of a bank official;
- B. A letter of support from a sponsoring scholarship program, fellowship program, or grant organization.

ADDITIONAL INFORMATION

Information regarding applying for your nonimmigrant visa or transferring/ changing status if already in the U.S. will be included in your official acceptance packet. In order to assist you, it is required that your home address be provided on the application for admission.

Please note that, as specified by U.S. immigration regulations, students who have entered the U.S. on a tourist visa or on a visa waiver must be in proper status prior to enrolling in classes.

Special situations regarding immigration status should be discussed with an adviser in the Office of International Programs and Services.

APPLICATION INSTRUCTIONS

Please complete and mail your application to the appropriate Office of Graduate Admission. Be sure to sign the last page of the application and all additional papers.

Office of Graduate Admission
Pace University
One Pace Plaza
New York, NY 10038-1598 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: gradnyc@pace.edu

Office of Graduate Admission
Pace University
One Martine Avenue
White Plains, NY 10606-1932 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: gradwp@pace.edu

Please submit the following:

| | |
|---|--|
| APPLICATION APPLICATION FEE RÉSUMÉ | Applications may be printed or typed and must be accompanied by a nonrefundable application fee of \$65 in the form of a check or money order in U.S. dollars payable to Pace University. A résumé or typewritten outline, describing at least the past five years of your employment history and significant community, professional, or college extracurricular activities should be sent. Please include recognitions of achievements you have received (e.g., licenses, publications, and awards). |
| PERSONAL STATEMENT | Send a typewritten essay explaining to the members of the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may be included as a supplement. |
| LETTERS OF RECOMMENDATION | Two recommendations from individuals who can knowledgeably comment on your ability to successfully complete graduate study are required. These references may be either academic or professional and must be forwarded in envelopes sealed by the recommenders. Recommendation forms can be found in this application packet. Recommenders may write their recommendation on personal stationery or company letterhead. |
| OFFICIAL TRANSCRIPTS | Transcripts are considered official if sent directly from academic institution(s) to Pace University, or if they are submitted by the applicant, unopened, in the institution's original, sealed envelopes. Be sure to request transcripts from all institutions you have attended prior to your anticipated start date at Pace University. |
| GRADUATE MANAGEMENT ADMISSION TEST (GMAT) | A GMAT score report, no older than five years, is required of all applicants to a graduate program, with the exception of the Advanced Graduate Certificate program unless a waiver is granted by the Lubin Admission Committee (see application question 11). The ETS reporting code for Pace University New York City, 2635 or Westchester, 2644 . To obtain a GMAT application, write to: Educational Testing Service, P.O. Box 6103, Princeton, NJ 08541-6103 or visit the GMAT Web site at www.gmat.org or call (800) GMAT-NOW. |
| TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL) | If you are required to submit a TOEFL score, the ETS reporting codes for Pace University are: New York City, 2635 and Westchester, 2644 . For further information, visit the TOEFL Web site at www.toefl.org . |

Note: All documents submitted in support of an application for admission become the permanent possession of Pace University and cannot be returned to the applicant or photocopied for the applicant. For your records, please make photocopies of all materials submitted, except for transcripts and recommendation forms, which must be received unopened, in the original, sealed envelopes.

Priority deadline dates for applications are as follows:

| | <u>Domestic</u> | <u>International</u> |
|--|-------------------|----------------------|
| Fall term (September) | August 1 | June 1 |
| Spring term (January) | December 1 | October 1 |
| Summer I (June) and II (July) terms | May 1 | March 1 |

If applicable, please indicate when the Graduate Management Admission Test (GMAT) was or will be taken:

Note: applicants to the Advanced Graduate Certificate program should submit the GMAT score if available.

GMAT Date (MM/DD/YYYY)

If you are an MBA applicant who holds another master's or doctoral degree or are an MS tax applicant and are a CPA, CMA or have been admitted to the bar and are requesting waiver of the GMAT please check here:

Please submit a separate statement of explanation.

If applicable, please indicate when the Test of English as a Foreign Language (TOEFL) was or will be taken:

TOEFL Date (MM/DD/YYYY)

Are you or an immediate family member an employee of Pace University? Yes No

If yes, please explain:

Please provide the information below:

Current employer

Current employer

City State Country

Does your employer provide tuition reimbursement? Yes No

Are you a citizen of the United States? Yes No Are you a permanent resident of the United States? Yes No

If you are not a U.S. citizen or permanent resident, please complete the following:

If accepted for admission to Pace University, will you need a Certificate of Eligibility (I-20) for a student visa? Yes No

If no, please indicate visa status you hold or will hold: Visa

If yes, please provide the information below: Occupation in your home country

City of birth Country of birth Country of citizenship

Are you now in the USA? Yes No If yes, please indicate your present visa status below and provide your home country address:

Visa status College / Organization / Employer City State

Home Country Address:

Please explain here if this visa status expires prior to your anticipated Pace University enrollment date: (Please note: If you do not provide this information we cannot process your I-20.)

Will dependents accompany you in the U.S.? Yes No

If yes, please provide information below: (Please attach information regarding additional dependents who will accompany you.)

Last Name First Name Middle Name Date of Birth City of birth Country of birth Relationship to student

Which of the following was the most significant factor which prompted your application to Pace University?

Please check one (optional survey):

- Attended a college or professional fair
Attended a GRE or GMAT forum
Attended a Pace information session
Visited a Pace Graduate Admissions Office
Other
Telephoned a Pace Graduate Admissions Office
Pace student recommendation
Pace graduate school alumnus recommendation
Employer recommendation
Received a Pace graduate school publication
Pace faculty member recommendation
Internet

Please list in chronological order all colleges or universities attended since your high school graduation. Be sure to include all institutions at which you were, are, or will be enrolled prior to your anticipated Pace University graduate program entry term, not only those institutions from which you received a degree. An official transcript from each institution must be received by the Pace University Office of Graduate Admission to which you are sending this application. All documents not issued in English must be supplemented by professionally certified English translations (please see International Student Information).

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| Institution Attended | Start Date (MM/YY) | End Date (MM/YY) | Date or Expected Date of Degree (MM/YY) | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| City | State | Country | | |

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| Institution Attended | Start Date (MM/YY) | End Date (MM/YY) | Date or Expected Date of Degree (MM/YY) | |
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| City | State | Country | | |

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| Institution Attended | Start Date (MM/YY) | End Date (MM/YY) | Date or Expected Date of Degree (MM/YY) | |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| City | State | Country | | |

Have you ever been placed on academic or disciplinary probation or been dismissed from any institution? Yes No
If yes, please attach your statement of the circumstances.

A personal statement, résumé, and recommendation are required. Please refer to page 5 of this booklet.

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

I acknowledge that the application fee I have paid or will pay in the future is not refundable.

I acknowledge that I am bound by the policies, practices, and procedures of Pace University, whether published or unpublished, and I agree to comply with them.

Applicant's Signature _____
Date (MM/DD/YYYY)

Please print name

Non-Discrimination Statement

Pace University prohibits and will not tolerate discrimination or harassment in any of its programs or activities on the basis of sex, race, color, national origin, religion, creed, age, disability, citizenship, marital status, sexual orientation, genetic predisposition or carrier status, veteran status, or any other characteristic protected by law. Pace University's Affirmative Action Officer has been designated to handle inquiries regarding the University's non-discrimination and harassment policy and may be contacted at 156 William Street, New York, New York 10038, (212) 346-1310, or at Costello House, 861 Bedford Road, Pleasantville, New York 10570 (914) 773-3856.

Reasonable Accommodations

Pace University prohibits discrimination on the basis of disability and is committed to ensuring equal access to the application process for applicants with disabilities. An applicant who may require a reasonable accommodation in order to complete the application process should contact the Director of Disability Services on either the New York City (212) 346-1526 or Pleasantville campus (914) 773-3710.

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| FOR OFFICE USE ONLY | <input type="text"/> / <input type="text"/> / <input type="text"/> | <input type="text"/> / <input type="text"/> / <input type="text"/> |
| | APP REC DATE (MM/DD/YYYY) | FEE REC DATE (MM/DD/YYYY) |



The Admission Committee would appreciate your candid appraisal of the applicant.

| | Outstanding (Top 2%) | Superior (Top 10%) | Good (Top Third) | Fair (Middle Third) | Poor (Bottom Third) | No basis for judgement |
|----------------------------------|-------------------------|-----------------------|---------------------|------------------------|------------------------|---------------------------|
| Intellectual Ability | | | | | | |
| Ability to Work with Others | | | | | | |
| Ability in Written Expression | | | | | | |
| Ability in Oral Expression | | | | | | |
| Maturity | | | | | | |
| Initiative/Independence | | | | | | |
| Creativity/Originality | | | | | | |
| Potential for Career Advancement | | | | | | |

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments which demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



The Admission Committee would appreciate your candid appraisal of the applicant.

| | Outstanding (Top 2%) | Superior (Top 10%) | Good (Top Third) | Fair (Middle Third) | Poor (Bottom Third) | No basis for judgement |
|----------------------------------|-------------------------|-----------------------|---------------------|------------------------|------------------------|---------------------------|
| Intellectual Ability | | | | | | |
| Ability to Work with Others | | | | | | |
| Ability in Written Expression | | | | | | |
| Ability in Oral Expression | | | | | | |
| Maturity | | | | | | |
| Initiative/Independence | | | | | | |
| Creativity/Originality | | | | | | |
| Potential for Career Advancement | | | | | | |

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments which demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



GRADUATE ASSISTANTSHIP APPLICATION

Please attach a copy of your résumé and forward this assistantship application to:

**Germaine Hodges, Assistant Dean
Pace University, Lubin School of Business
One Pace Plaza
New York, NY 10038-1598 USA**

Please do not submit this form to the Office of Graduate Admission.

Please print or type clearly.

Name Ms. Mr. _____
Last First

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Please indicate your anticipated entry term: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Please indicate your intended location: New York City Westchester

Please indicate whether you are interested in a full-time or part-time assistantship: Full-time Part-time

Please indicate the Pace University degree program to which you are applying: _____

Undergraduate Institution _____

Undergraduate Major _____ Undergraduate Grade Point Average _____

Previous graduate institution, major, graduate grade point average (if applicable) _____

GMAT score Verbal _____ Quantitative _____ Total _____ Writing _____ Date _____ / _____ / _____
Month Day Year

TOEFL score and date (if applicable) _____

On a scale from 1 to 5 (where 5 is excellent and 1 is poor), rate yourself on each of the following skills:

| | | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|--|
| Programming PC Quantitative Skills Writing Skills | <table border="1" style="width: 100px; height: 100px;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table> | | | | | Typing Library Research Administrative Ability | <table border="1" style="width: 100px; height: 100px;"> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> <tr><td style="width: 50px; height: 20px;"></td></tr> </table> | | | |
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I understand and agree that my admission, if granted, my registration and continuance on the rolls and graduation are subject to all policies, rules, regulations, and procedures set forth in the current bulletins, catalogs, and other publications and notices of Pace University and as they may be amended, including but not limited with respect to scholarship, discipline, attendance, and payment or abatement of fees.

Signature _____ Date _____ / _____ / _____
Month Day Year

APPLICANT: DO NOT WRITE BELOW THIS LINE.

Applicant Approved: _____ Not Approved _____
Signature/Date Signature/Date

Assigned to: _____

Period of Assistantship: _____ Full Half

**NEW YORK CITY CAMPUS
OFFICE OF GRADUATE ADMISSION**

One Pace Plaza
New York, NY 10038-1598
(212) 346-1531
gradnyc@pace.edu

**WESTCHESTER CAMPUS
OFFICE OF GRADUATE ADMISSION**

One Martine Avenue
White Plains, NY 10606-1932
(914) 422-4283
gradwp@pace.edu



Work toward greatness.

www.pace.edu