

# DYSON COLLEGE OF ARTS AND SCIENCES

Graduate Application and Admission Information **2016** 





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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 is 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 must hold a degree equivalent to a US bachelor's degree.

All information provided in an 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

Merit-based scholarships are awarded to entering full-time and part-time matriculated graduate 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 an admission test (if required), motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

An interview will be required for psychology and counseling applicants; this excludes MA applicants.

#### **Conditional Matriculant**

An applicant who wishes to pursue a degree program but who has not taken a required admission test 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 coursework with at least a 3.0 GPA and submit an official admission test 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. Psychology applicants, excluding MA in Psychology applicants, are ineligible for this status.

#### Non-Degree Status (NDS)\*

The objective of the non-degree status is to enable students who qualify by virtue of previous education or experience to enroll in appropriate graduate courses on a space-available basis.

Students who want to register for coursework under this status must return the Application for Non-Degree Status with a \$70 application fee to the Office of Graduate Admission after obtaining written approval from the chairperson of the department offering the course(s). At most, two courses taken in non-degree status may be applied to a graduate program if the student is later accepted by the Graduate Admission Committees. The application for non-degree status can be found on page 21.

#### **Auditor\***

Individuals holding a US 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.

Applications for auditor status are available from the Office of Student Accounts and Registrar Services.

#### **Alumni Auditor**

Alumni of Pace University's Dyson 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 Accounts and Registrar Services 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 19. Applicants accepted as visiting students may take a maximum of two courses in a Pace graduate program. Registration for courses is on a space-available basis and the courses must be completed in the semester for which the visiting student applied. An applicant who needs a student visa is not eligible to apply under this status.

#### **SPECIAL PROGRAMS**

#### MPA/JD

Written approval of both the Dean of the Law School and the chairperson of the Department of Public Administration are prerequisites to admission to the MPA/ JD program. The applicant must apply to the Pace University School of Law and the Dyson College of Arts and Sciences and meet the admission requirements of each school before admission to the joint degree program is approved. The student may, however, apply for admission to the joint program during the first year of study at either school. For admission to the Dyson College of Arts and Sciences, a formal application to the Office of Graduate Admission, accompanied by a \$70 nonrefundable fee, is required.

#### THE ACTORS STUDIO DRAMA SCHOOL MASTER OF FINE ARTS (MFA) PROGRAM

The Actors Studio MFA is a full-time program open to qualified candidates who have earned a bachelor's degree or the international equivalent from an accredited college or university. Guided by the methodology in the system set forth by Constantin Stanislavski in his three groundbreaking books, *An Actor Prepares*, *Building a Character*, and *Creating a Role*, The Actors Studio MFA involves three years of intensive study in the dramatic arts.

#### 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 or in the case of psychology, the Director of Graduate Programs, 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 \$70 application fee by international money order or by a check drawn from a US 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.

#### **TRANSCRIPTS**

If foreign language transcripts are issued, English translations must accompany the **original** transcript. Pace will accept translations and evaluations in the following manner: 1) sent from any NACES (www.naces.org) accredited translation evaluator (preferred) 2) sent and attested by the institution of origin 3) the student's Ministry of Education 4) a US consular officer or 5) an EducationUSA adviser (www.educationusa.state.gov).

To help expedite the process and review of an application, it is suggested that an academic evaluation of foreign course work be submitted with all translations.

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

## ENGLISH LANGUAGE PROFICIENCY TESTS

Students who earned a bachelor's degree in a country where English is not the official language and English is not their first language must submit a Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson Test of English

(PTE) score that is no more than two years old.

A TOEFL score of 88 (Internet version). an IELTS score of 7.0, or a Pearson PTE score of 60 is preferred to demonstrate the requisite proficiency in English for admission to Pace University, except for the MA in Media and Communication Arts when the preferred scores for admission are a TOEFL score of 100 (Internet version), an IELTS score of 7.5, or a Pearson PTE score of 68 to demonstrate the requisite proficiency in English for admission to Pace University. If the TOEFL, IELTS, or Pearson PTE score is below the minimums stated above, or if Admissions determines that an applicant needs additional English language preparation to become a fully matriculated student, he or she may be a candidate for the Pace University Global Pathways program. Once a student submits an application, the Admission Committee will advise about being admitted into this program.

Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived.

#### **STUDENT VISAS**

To receive Form I-20 from Pace University which is required 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 the applicant's sponsor's name, account number, the amount of money in US 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 a non-immigrant visa or transferring/ changing status if already in the US will be included in the official acceptance packet. In order to assist students, it is required that a home country address be provided on the application for admission.

Please note that, as specified by US immigration regulations, students who have entered the US 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.

Students should please submit a copy of the first page (data information) and last page (current address) of a current passport. This should be submitted with the other documentation required for Pace University to issue the form I-20.



#### **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. To check the status of your application, visit **applicantportal.pace.edu.** 

Office of Graduate Admission (New York City)
Pace University

One Pace Plaza

New York, NY 10038-1598 USA Phone: (212) 346-1531 Fax: (212) 346-1585

E-mail: graduateadmission@pace.edu

Office of Graduate Admission (Westchester)

Pace University

861 Bedford Road, The Vineyard Building

Pleasantville, NY 10570 USA Phone: (914) 422-4283 Fax: (914) 422-4287

E-mail: graduateadmission@pace.edu

Please submit the following:

APPLICATION FEE Applications may be printed or typed, and must be accompanied by the non-refundable application fee of \$70 in

the form of a check or money order in US dollars payable to Pace University.

RESUME/CURRICULUM VITAE A resume 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 achievement you have received (e.g. licenses, publications, awards).

The Actors Studio MFA applicants should submit an artistic resume and headshot (for actors), or portfolio (for

 ${\it directors), or writing samples (for playwrights).}$ 

**Doctor of Philosophy in Mental Health Counseling** applicants must submit a CV that outlines your clinical

field experience (internship and practica if applicable) and work history.

PERSONAL STATEMENT

Send an 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 also be included as a supplement.

Candidates for the **MS** in Environmental Studies and **MA** in Environmental Policy should use this opportunity to discuss their particular areas of interest in the environmental science and environmental policy arenas. **MA** in Media and Communication Arts applicants must submit a writing sample or a portfolio in addition to the personal statement.

**MA in Management for Public Safety and Homeland Security** applicants must submit two separate essays from the following topics: a. Personal statement on a current political or economic issue; b. Experiences and accomplishments essay about a new problem in your current environment and how you would solve it; and c. Self assessment essay about your background and your reasons for applying to this graduate program.

**Doctor of Philosophy in Mental Health Counseling** applicants must submit a 750-word essay displaying to the members of the Graduate Admission Committee your exceptional conceptual skills and goals for completing the PhD in Mental Health Counseling, i.e. a narrative of your academic, research, and professional experiences that also includes your research and professional goals and aspirations. It should be submitted in Arial or Times New Roman, 12-point font size, with one-inch margins, double-spaced. Please include the applicant's name and the title of her/his statement.

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 and may be reproduced. Recommenders may write their recommendation on personal stationery or company/university letterhead.

**MSEd and PsyD** applicants must submit three letters of recommendation.

The Actors Studio Drama School MFA applicants must submit one academic and one professional recommendation.

**Doctor of Philosophy in Mental Health Counseling** applicants must submit three letters of recommendation, two of which must be academic in nature, indicating your potential for achievement in doctoral study and potential to complete doctoral work and/or counseling skills. The letters of recommendation should address your intellectual ability, written and communication skills, maturity, initiative/independence, and creativity/originality.

**OFFICIAL TRANSCRIPTS** 

Please arrange for an official transcript from each academic institution you have attended to be sent directly to the Office of Graduate Admission. Transcripts are considered official if they are sent directly from the academic institution(s) to Pace University, or if you submit them unopened and in the institution's original sealed envelope.



#### **ADMISSION CRITERIA**

A GRE score for the MA in Psychology is optional.

A general GRE score, no more than five years old, is required for the MSEd in School Psychology, PsyD in School/Clinical Child Psychology, and the PhD in Mental Health Counseling. While not mandated for initial admission, the Psychology subject exam may later be required of candidates in the MSEd and PsyD programs.

The reporting code for Pace University NYC is **2635**, and Westchester is **2644**. For more information about the GRE, visit www.gre.org.

#### **Doctor of Philosophy in Mental Health Counseling** must have earned:

- A master's degree in mental health counseling with a curriculum equivalent to that of the Pace University graduate program in mental health counseling
- A graduate-level GPA of 3.6 or higher
- Applicants must meet one of the following requirements:
  - -Be eligible for New York State limited permit in mental health counseling in New York State
  - -Have obtained a limited permit in New York State
  - -Be licensed in mental health counseling in New York State
  - -Be licensed in mental health counseling in another state
- Applicants must submit official test scores no more than five years old for the GRE general. The Psychology subject exam may later be required.

### ENGLISH LANGUAGE PROFICIENCY

If you earned a bachelor's degree in a country where English is not the official language, you are required to submit a TOEFL, IELTS, or Pearson PTE score. The ETS reporting codes for Pace University are: New York City, 2635; Westchester, 2644. Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived.

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 deadlines for ALL graduate programs are as follows:

	Domestic	International	
Fall Entry Term (September)	August 1	June 1	
Spring Entry Term (January)	December 1	October 1	
Summer I (June) and II (July) Entry Terms	May 1	March 1	
MSEd/PsyD	Domestic	International	
MSEd/PsyD Fall Entry Term (September)	Domestic January 15	International November 15	
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#### **ASDS**

Fall entry only; applicants must submit an application two weeks prior to audition dates listed online at **www.pace.edu/asds.** 

#### **Doctor of Philosophy in Mental Health Counseling**

Admission to the PhD program is highly competitive. All applications must be completed and submitted by January 1, 2016.

#### PACE UNIVERSITY APPLICATION FOR GRADUATE ADMISSION

#### **Dyson College of Arts and Sciences**

Complete and return the application along with the \$70 non-refundable application fee. Please print neatly using blue or black ink or type.

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Are you or an immediate family member an employee of Pace Uni	niversity? Yes No If yes, please explain:
Please provide the information below:	
Current Employer	
City State	ce Country
Does your employer provide tuition reimbursement?	Yes O No
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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 US citizen or permanent resident, please complet	te the following:
If accepted for admission to Pace University, will you	u need a Certificate of Eligibility (I-20) for a student visa?
If no, please indicate visa status you hold or will hold	
in no, preude indicate visu status you note of with note	
If yes, please provide the information below:	Visa
	Occupation in Your Home Country
City of Birth	Country of Birth Country of Citizenship
Are you now in the USA? Yes No If yes, pl	lease indicate your present visa status below and provide your home country address:
Visa Status College / Organization / Employer	City State
	City
Visa Status College / Organization / Employer  Home Country Address:	City
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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	City
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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 US?  If yes, please provide information below: (Please attach information regarding additional dependents who we will be accepted by the following was the biggest influence in your decision of the following was the biggest influence in	No  will accompany you.)  Last Name  Date of Birth (MM/DD/YYYY)  Atry of Birth  Relationship to Student  on to apply to Pace University? (Fill in the appropriate circle):  Financial Aid/Scholarship Offerings  Recommendation from Current Pace Student  Information on Pace Website  Recommendation from Pace Alumni  Online Chat with Department/Admissions  Recommendation from Pace Faculty/Staff Member

If applicable, please indicate when the Graduate Record Exam (GRE) was or will be taken:

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 (see International Student Information).

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#### A personal statement, resume/CV, 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 I 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 Marks Hall, Room 20, 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 Westchester Campus (914) 773-3710.

FOR OFFICE USE ONLY

APP REC DATE (MM/DD/YYYY)

FEE REC DATE (MM/DD/YYYY)



#### **RECOMMENDATION FORM**

To the Applicant—Please	complete the section b	pelow. Indicate the loc	ation to which the reco	mmender should forw	ard this form.
	Office of Graduate Adm	nission (New York City)		Admission (Westcheste	er)
	Pace University		Pace University	TI 10 15 11 11	
	One Pace Plaza New York, NY 10038-15	00 1104		The Vineyard Building	
	Phone: (212) 346-1531		Pleasantville, NY 10 Phone: (914) 422-2		
	Fax: (212) 346-1585		Fax: (914) 422-		
	E-mail: graduateadmis			idmission@pace.edu	
	-	·		·	
Applicant Name					
	First		Middle	Last	
Applicant Address					
Applicant Day Telephone	()		Evening Telephone	() Area Code / Number	
	Area Code / Number			Area Code / Number	
Fax ()_ Area Code / Number		E-mail		_	
Location	y				
Applicant Entry Term	☐ Fall Year	☐ Spring Year	Summer IYear	_ Summer II Year	
confidentiality Statement you have the right to review recommendation if you chadmission. Please checks	ew your educational reconose. Your decision to the appropriate box an	cords if you attend Pac waive or not to waive d sign your name belo	e University. You may v your right of access v w:	waive your right of acce will have no effect on y	ess to this specific rour application for
To the Recommender—Pl	or a different format, p	lease feel free to do so	. Thank you for your a	assistance.	dicated above.
Name of Recommender (F	Please print)				
Signature of Recommend	er			/ / Month	//
Position or Title		School or Fir	m		
Address					
Number and Str	reet	City		State Zi	p Code
Telephone () Area Code / Nu	mber				
In what capacity have you	u known the applicant?	<u> </u>			
What is your overall recor	mmendation?				
☐ Strongly recom	nmend $\square$ Recomm	end 🗆 Recomme	nd with some reservat	tion 🗆 Do not reco	mmend



 $\label{thm:committee} The \ Admission \ Committee \ would \ appreciate \ your \ candid \ appraisal \ of \ the \ applicant.$ 

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgment
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 stre demonstrate them. Describe the applic						
demonstrate them. Describe the applic	wing areas:	nment and spec	ial responsibilit	ies, if applicable.		
Please assess the applicant in the follo	wing areas:	nment and spec	ial responsibilit	ies, if applicable.		
Please assess the applicant in the follo  a. Area of specialization (technical l  b. Potential for achievement in grad	wing areas: knowledge, analytic	nment and spec	ial responsibilit	ies, if applicable.		
Please assess the applicant in the follo	wing areas: knowledge, analytic	nment and spec	ial responsibilit	ies, if applicable.		
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Please assess the applicant in the follo  a. Area of specialization (technical l  b. Potential for achievement in grad	wing areas: knowledge, analytic	nment and spec	ial responsibilit	ies, if applicable.		
Please assess the applicant in the follo  a. Area of specialization (technical l  b. Potential for achievement in grad	wing areas: knowledge, analytic	nment and spec	ial responsibilit	ies, if applicable.		



#### **RECOMMENDATION FORM**

<b>To the Applicant</b> —Please	e complete the section below.	Indicate the locatio	n to which the reco	ommender should fo	rward this form.
	Office of Graduate Admission	The second secon		Admission (Westche	ster)
	Pace University		Pace University	The More and De 11-11	
	One Pace Plaza New York, NY 10038-1598 USA		861 Bedford Road, Pleasantville, NY 1	The Vineyard Buildir	ıg
	Phone: (212) 346-1531		Phone: (914) 422-		
	Fax: (212) 346-1585		Fax: (914) 422-		
	E-mail: graduateadmission@			admission@pace.edu	ı
Applicant Name	First		Middle	l :	ast
Applicant Address			Middle		131
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Fax ()Area Code / Number	E-mail			_	
Location	ty				
Applicant Entry Term	☐ Fall ☐ Sp	ring	Summer I Year	_ Summer II Year	
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	Please complete both sides of or a different format, please f				indicated above.
Name of Recommender (	(Please print)				
Signature of Recommend	der			Mont	th Day Year
Position or Title		School or Firm _			
Address					
Number and S	treet	City		State	Zip Code
Telephone ()_Area Code / N	umber				
In what capacity have yo	u known the applicant?				
What is your overall reco	mmendation?				
☐ Strongly recor	mmend $\square$ Recommend	☐ Recommend v	vith some reserva	tion 🗌 Do not re	ecommend



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 judgment
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						
Please assess the applicant in the following	g areas:					
a. Area of specialization (technical know		ity, attention to de	etail, etc.)			
b. Potential for achievement in graduate						
c. Potential for professional achievemen	nt					



#### **RECOMMENDATION FORM**

<b>To the Applicant</b> —Please	e complete the section below.	Indicate the locatio	n to which the reco	ommender should fo	rward this form.
	Office of Graduate Admission	The second secon		Admission (Westche	ster)
	Pace University		Pace University	The More and De 11-11	
	One Pace Plaza New York, NY 10038-1598 USA		861 Bedford Road, Pleasantville, NY 1	The Vineyard Buildir	ıg
	Phone: (212) 346-1531		Phone: (914) 422-		
	Fax: (212) 346-1585		Fax: (914) 422-		
	E-mail: graduateadmission@			admission@pace.edu	ı
Applicant Name	First		Middle	l :	ast
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Applicant Entry Term	☐ Fall ☐ Sp	ring	Summer I Year	_ Summer II Year	
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Position or Title		School or Firm _			
Address					
Number and S	treet	City		State	Zip Code
Telephone ()_Area Code / N	umber				
In what capacity have yo	u known the applicant?				
What is your overall reco	mmendation?				
☐ Strongly recor	mmend $\square$ Recommend	☐ Recommend v	vith some reserva	tion 🗌 Do not re	ecommend



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 judgment			
Intellectual Ability	(10p 270)	(100 1070)	(TOP TIME)	(wildate Tillia)	(Bottom Tima)	juagment			
Ability to Work with Others									
Ability in Written Expression									
Ability in Oral Expression									
Maturity									
Initiative/Independence									
Creativity/Originality									
Potential for Career Advancement									
	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 indicate your anticipated entry term:

Please attach a copy of your resume and forward this assistantship application to the appropriate program director:

PsvD in School-Clinical Program Director **Public Administration** Program Director **Child Psychology Graduate Psychology Programs** Graduate Programs in Pace University **Public Administration** Pace University One Pace Plaza 861 Bedford Road New York, NY 10038-1598 USA Pleasantville, NY 10570 USA **Publishing Program Director** Graduate Program in Publishing Pace University One Pace Plaza New York, NY 10038-1598 USA Please do not submit this form to the Office of Graduate Admission. Name  $\square$  Ms.  $\square$  Mr.\_ First **U** Number Present Address Street Citv State Zip Code Permanent Address City Zip Code Applicant Day Telephone (\_ Evening Telephone (\_ Area Code / Number Area Code / Number E-mail

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 graduate 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)

GRE Score\* Verbal Quantitative Analytical Date Month Day Year

\*Not required for the Publishing Program

TOEFL, IELTS, or Pearson PTE score and date (if applicable)

Please indicate any specific skills that you have that would enable you to perform well as a graduate assistant:

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.



#### **VISITING STUDENT APPLICATION**

Please submit this application with a \$70 non-refundable application fee to the appropriate Office of Graduate Admission, accompanied by a sealed envelope containing an original statement from the graduate school in which you are currently enrolled that includes the following:

- 1. The graduate degree program in which you are matriculated;
- 2. Verification that you are a graduate student in good standing; and
- 3. An official university seal or signature.

Month

Name				
First	Middle	Last		
Present Address	Street	City	State	Zip
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Area Code / N			Area Code / Number	
Fax () Area Code / Number		E-mail		
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Institution Currently Attending	Name		Location	
			_	По "
Semester in which you wish to	Year	Spring Year	Summer I Year	☐ Summer II Year
Campus: New York City	☐ Westchester			
Graduate program you wish to	attend:			
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Co	urse Number		Title	
Have you ever applied to or en	rolled in any graduate p	rogram at Pace University	√? ☐ Yes ☐ No	
If yes, please indicate: Se	mester	Year	Program	
I certify that all of the information I am obligated to supplement my behalf is inaccurate or incomplete. work. I acknowledge that Pace Univ. I omit relevant information or provi work, or if I fail to supplement my sion, impose disciplinary sanctions. I acknowledge that the application	application as soon as I km I also certify that the perso versity may, at its sole discre de inaccurate information o application as required, Pa against me, dismiss me froi	ow or reasonably should kno onal statement submitted in s stion, verify any information so r information that is misleadin ce University may, at its sole m Pace University, and/or resc	w if the information I have provic support of my application for adm submitted in conjunction with my a ng, submit a personal statement t discretion, deny my application fo	ded or that was provided on my nission is solely my own origina. pplication. I acknowledge that ij hat is not solely my own origina. or admission, rescind my admis
I acknowledge that I am bound by th	. , , , , ,	•	nether published or unpublished. a	nd I aaree to comply with them.
Date /	1		- Farmer of any action of any	and a second sec

2016

Signature of Applicant

#### **APPLICATION FOR GRADUATE NON-DEGREE STATUS**



To apply and register as a Non-Degree student, you must:

Contact the academic department listed below in order to schedule an advisement session and to obtain approval. (You will need to provide a copy of your undergraduate and/or graduate transcripts.)

College of Health Professions	(212) 346-1531						
Dyson College of Arts and Sciences Biochemistry and Molecular Biology Counseling	(212) 346-1853 (914) 773-3309	Luhin Scho	ool of Business	New York (212) 346-	•		
Environmental Policy	(914) 422-4283	School of E		(212) 346			
Environmental Science Forensic Science Media and Communication Arts Psychology Public Administration Publishing	(914) 773-3655 (212) 346-1967 (914) 773-3790 (212) 346-1506 (914) 422-4299 (212) 346-1431	Seidenber	g School of Computer Scie nation Systems				
Submit the department-approved app Office of Graduate Admission.		rm with a non-refu	ndable \$70 check or mon	ey order to the ap	propriate		
Office of Graduat Pace University One Pace Plaza New York, NY 100 Phone: (212) 346 Fax: (212) 346 E-mail: graduate	Pace U 861 Be Pleasa Phone: Fax:	Office of Graduate Admission (Westchester) Pace University 861 Bedford Road, The Vineyard Building Pleasantville, NY 10570 USA Phone: (914) 422-4283 Fax: (914) 422-4287 E-mail: graduateadmission@pace.edu					
1. Name							
Last		First	Mi	ddle			
2. Female Male (Optional	1)						
3. Current Mailing Address							
4. Day Telephone ()		5. Evenir	ng Telephone (	)			
Area Code / Nur  6. Fax (  Area Code / Number		ail	Area Code				
8. Please indicate the entry term							
	☐ Spring		☐ Summer	II			
Year	Year	ouo <u>-</u>	Year	Year			
9. At which campus location do you no. Have you previously applied to					ain:		
_ 11. Please list in chronological ord	der all institutions attenc	ded since your hi	gh school graduation.				
Undergraduate/Graduate Institution Attended	Location	Dates Attended	Major	Degree Awarded	Date or Expected Date of Degree		
If I enroll in the Dyson College of Arts and Sci in which I register. If I enroll in the College of Education, I confirm that I hold a US bachelo attend graduate classes at Pace University. I graduate program of Pace University. I furthe degree student may be applied to a program. I certify that all of the information provided b supplement my application as soon as I known also certify that the personal statement subresole discretion, verify any information submin information that is misleading, submit a personal its sole discretion, deny my application for certificates awarded to me by Pace University. I acknowledge that the application fee I have I acknowledge that I am bound by the policies Signature	f Health Professions, Seidenber's degree or its equivalent. My understand that I may enroll for understand that if I am accept y me or on my behalf in suppor y or reasonably should know in ited in support of my applicated in conjunction with my aponal statement that is not sole admission, rescind my admission of will pay in the future is a sole and or will pay in the future is a sole and is sole admission, rescind my admission.	erg School of Compu signature below fur or a maximum of 12 co oted to a degree pro- ort of my application if the information I had attion for admission is pplication. I acknowl ly my own original w ion, impose disciplin not refundable.	ter Science and Information Sther confirms that I do not required its as a non-degree studengram, generally, credit for only for admission is complete anawe provided or that was provised gown original workedge that if I omit relevant in ork, or if I fail to supplement nary sanctions, dismiss me from published or unpublished, and	Systems, Lubin Scho puire a student visa it and that I am not y two courses succe I accurate. I acknow ided on my behalf is. I acknowledge tha information or provic my application as re in Pace University, an	nol of Business, or School of or exchange visitor's visa to guaranteed acceptance to a essfully completed as a non-vieledge that I am obligated to sinaccurate or incomplete. I at Pace University may, at its de inaccurate information or equired, Pace University may, and/or rescind any degrees or		
		DV					
FOR OFFICE USE ONLY FEE RE	/	BY	DATA ENTRY DATE (r	<b>/</b>	BY		



#### **REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS**

U Number			Last Name			First	Middle		
☐ Fall	Year	☐ Spring Year	Summer	l Year	☐ Sur	mmer II _ Ye	ar		
		(Course Selec	tion)				(Department A	pproval)	
CAMPUS NY/MT/WT/GC/PL/BR/OC	SUBJECT X Y Z	course 100A	DAY R=THUR U=SUN	course reference	NO.	crs 3	CHAIR SIGNATURE	DATE	GAS/GCS GDN/GED
		Plea	ase provide inform	nation belo	w. (Opt	ional)			
DATE OF BIRTH/									
ETHNICITY (OPTIONAL)				D :C 11					
1. African-Am	nerican, non-	Hispanic	2. Asian or	Pacific Isla	naer	□	HISPANIC Othor		
☐ 4. American	indian of Ala	iskali native	□ 5. Caucasia	n, non-nis	panic	□ 6.0	Other(please sp	ecify)	
EMERGENCY NAME: _				irst		RELATIC	NSHIP		
		Last	F	irst					
EMERGENCY ADDRESS	S:								
EMERGENCY TELEPHO	NE. (	)							
EMERGENCY TELEFITO	IVE: (			_					
rules, regulations, and	procedures s	set forth in the cu	rrent bulletins, cat	alogs, and	other p	ublicatio	alls and graduation are suns, and notices of Pace Un immunization requiremen	iversity a	nd as they
Signature							DATE/	/_	
							Month Day	/	Year
FOR OFFICE USE ONLY									



#### FINANCIAL AFFIDAVIT FOR INTERNATIONAL STUDENTS

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If any financial support is to be provided by one or more sponsors, the Sponsor(s) Affidavit(s) of Support must also be submitted and the sponsor(s) must provide the required bank documentation. (Note: The Sponsor Affidavit of Support which follows this page may be reproduced.)

I certify that I have \_\_\_\_\_\_ US dollars available to me for the following expenses of my graduate (insert amount from below) education at Pace University.

#### Office of Graduate Admission

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E-mail: graduateadmission@pace.edu

(Westchester)
The Vineyard Building
861 Bedford Road
Pleasantville, NY 10570 USA
Phone: (914) 422-4283

Fax: (914) 422-4287

Source of Support

E-mail: graduateadmission@pace.edu

I have indicated the source of my financial support below and have attached original bank documentation in US dollars. The information I have provided on this affidavit is correct and complete. I know that giving false information on this affidavit or in support documentation may result in the cancellation of my admission to Pace University. I also understand that the entire tuition and general institution fee is due at the time of registration for each term, that the insurance cost is an annual fee, and that costs may rise in succeeding terms. I also understand that if I am required to enroll for English language coursework, additional costs will ensue.

#### **DYSON COLLEGE OF ARTS AND SCIENCES**

#### 2016-2017 TOTAL ESTIMATED EXPENSES FOR THE FALL AND SPRING TERMS

(Excluding Actors Studio, Publishing, Homeland Security, MPA)

**US Dollars** 

Subject to change			
elephone	Fax		E-mail
int Address			
gnature	Month Day	Year	Print Name
		/	Daint Manage
	Grand Total (12 months):	\$ 58,728.00	
	Total:	\$ 13,600.00	
	Other (books, personal expenses, and transportation		
	Housing	\$ 3,680.00	
	Tuition and Fees (6 credits)	(self or sponsor**) \$ 7,140.00	(self, sponsor**, or scholarship)
		US Dollars	Source of Support
	ESTIMATED EXPENSES FOR THE OPTIONAL	SUMMER I AND SI	UMMER II TERMS*
	If you plan on enrolling in summer 2016, then you	must include the follo	owing as well:
			Total: \$
	If you have been awarded a merit scholarship, you	may deduct the amo	
	Total:	\$ 45,128.00	
	Other (books, personal expenses, and transportation	on) \$ 2,780.00	
	Health Insurance	\$ 19,000.00	
	Fees Housing	\$ 990.00 \$ 19,000.00	
	Tuition (18 credits)	\$ 21,420.00	
	- W ( - W )	(self or sponsor**)	(self, sponsor**, or scholarship)



#### **SPONSOR AFFIDAVIT OF SUPPORT**

#### TO BE COMPLETED BY SPONSOR 1

I certify that I am willing and able to sponsor							
	(insert student name)						
with the minimum amount of(insert amou	US dollars for her/his graduate tuition and living expenses while attending (insert amount)						
Pace University. I have attached original ban	k documentation in US dollars dated and signed by a bank official no more than size University indicating savings account funds sufficient to sponsor the student.						
Signature	Month Day Year Relationship to Student						
Print Name	Sponsor Citizenship						
Print Address	Telephone Number						
Fax Number E-mail							
SPO	NSOR AFFIDAVIT OF SUPPORT						
TO BE COMPLETED BY SPONSOR 2							
I certify that I am willing and able to sponsor							
	(insert student name)						
with the minimum amount of	US dollars for her/his graduate tuition and living expenses while attending						
Pace University. I have attached original ban	k documentation in US dollars dated and signed by a bank official no more than six ace University indicating savings account funds sufficient to sponsor the student.						
	//						
Signature	Month Day Year Relationship to Student						
Print Name	Sponsor Citizenship						
Print Address	Telephone Number						
Fax Number E-mail							
	NSOR AFFIDAVIT OF SUPPORT						
TO BE COMPLETED BY SPONSOR 3							
I certify that I am willing and able to sponsor							
Tooling that I am many and able to openior	(insert student name)						
with the minimum amount of(insert amou	US dollars for her/his graduate tuition and living expenses while attending						
Pace University. I have attached original ban	k documentation in US dollars dated and signed by a bank official no more than size University indicating savings account funds sufficient to sponsor the student.						
Signature	Month Day Year Relationship to Student						
Print Name	Sponsor Citizenship						
Print Address	Telephone Number						
Fax Number E-mail							



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## DYSON COLLEGE OF ARTS AND SCIENCES ACTORS STUDIO DRAMA SCHOOL—MFA PROGRAM

#### 2016-2017 TOTAL ESTIMATED EXPENSES FOR THE FALL AND SPRING TERMS

Fees Hous Healt		US Dollars (self or sponsor**) \$ 41,350.00 \$ 990.00 \$ 19,000.00 \$ 938.00 \$ 2,780.00	Source of Support (self, sponsor**, or scholarship)
Total	l:	\$ 65,058.00	
Signature	/	Year	Print Name
Print Address			
Print Telephone Number	Fax		E-mail

<sup>\*</sup> Subject to change

<sup>\*\*</sup>Each sponsor must complete an affidavit of support (see reverse side) and submit official bank documentation verifying availability of funds.



## THE ACTORS STUDIO DRAMA SCHOOL MASTER OF FINE ARTS PROGRAM SPONSOR AFFIDAVIT OF SUPPORT

#### TO BE COMPLETED BY SPONSOR 1

I certify that I am willing and able to spor	150r			
				(insert student name)
with the minimum amount of	US do	ollars for	her/his g	raduate tuition and living expenses while attending
				dated and signed by a bank official no more than si account funds sufficient to sponsor the student.
Signature	/_ 	Dav	_/ Year	Relationship to Student
Signature	Month	Duy	rear	Relationship to Stadent
Print Name		Sponsor	Citizenship	
Print Address				Telephone Number
Fax Number E	-mail			
S	PONSOR AF	FIDAV	IT OF S	SUPPORT
TO BE COMPLETED BY SPONSOR 2				
I certify that I am willing and able to spor	150r			
				(insert student name)
with the minimum amount of	US do	ollars for	her/his g	raduate tuition and living expenses while attending
				dated and signed by a bank official no more than si
				s account funds sufficient to sponsor the student.
	1		1	
Signature	Month	Day	Year	Relationship to Student
Drink Name		<u></u>	Citi	
Print Name		Sponsor	Citizenship	)
Print Address				Telephone Number
Fax Number E	-mail			
	PONSOR AF	FIDAV	IT OF S	SUPPORT
TO BE COMPLETED BY SPONSOR 3				
I certify that I am willing and able to spor	1501			(insert student name)
with the minimum amount of	US do	ollars for		raduate tuition and living expenses while attending
(insert	amount)			
				dated and signed by a bank official no more than si account funds sufficient to sponsor the student.
Signature	/_ 	Day	_/ Year	Relationship to Student
Print Name		Sponsor	Citizenship	
Print Address				Telephone Number
Fax Number E	-mail			



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## DYSON COLLEGE OF ARTS AND SCIENCES MS IN PUBLISHING PROGRAM

#### 2016-2017 TOTAL ESTIMATED EXPENSES FOR THE FALL AND SPRING TERMS\*

**US Dollars** 

**Source of Support** 

* Subject to chang	e		
Telephone	Fax		E-mail
Print Address			
Signature	Month Day	Year	Print Name
	Grand Total (12 months):	\$ 57,288.00	
	Total:	\$ 13,240.00	
	Other (books, personal expenses, and transportation)	\$ 2,780.00	
	Tuition and Fees (6 credits) Housing	\$ 6,780.00 \$ 3,680.00	
	Tuttion and Force (Complite)	(self or sponsor**)	(self, sponsor**, or scholarship
		US Dollars	Source of Support
	ESTIMATED EXPENSES FOR THE OPTIONAL S		_
	If you plan on enrolling in summer 2016, then you mu	st include the follo	owing as well:
			Total: \$
	If you have been awarded a merit scholarship, you ma	y deduct the amo	unt here: \$
	Total:	\$ 44,048.00	
	Other (books, personal expenses, and transportation)	\$ 2,780.00	
	Health Insurance	\$ 938.00	
	Housing	\$ 19,000.00	
	Fees	\$ 20,340.00	
	Tuition (18 credits)	\$ 20,340.00	(Sett, Spotisor , or Scholarship



## MS IN PUBLISHING PROGRAM SPONSOR AFFIDAVIT OF SUPPORT

#### TO BE COMPLETED BY SPONSOR 1

I certify that I am willing and able to spor	1sor			
				(insert student name)
		ollars for	her/his g	raduate tuition and living expenses while attending
Pace University. I have attached origina				dated and signed by a bank official no more than six account funds sufficient to sponsor the student.
Circultura	/.	D	_/	Relationship to Student
Signature	Month	Day	Year	Relationship to Student
Print Name		Sponsor	· Citizenship	0
Print Address				Telephone Number
Fax Number E	-mail			
S	PONSOR AF	FIDAN	/IT OF	SUPPORT
TO BE COMPLETED BY SPONSOR 2				
I certify that I am willing and able to spor	150r			
				(insert student name)
with the minimum amount of	US do	ollars for	her/his g	raduate tuition and living expenses while attending
				dated and signed by a bank official no more than six
				s account funds sufficient to sponsor the student.
months before the student's emotiment	act acc omversity	marcath	,	s decount runds sumetent to sponsor the student.
Signature	/_ /_ Month	Day	_/ Year	Relationship to Student
		,		·
Print Name		Sponsor	Citizenship	0
Print Address				Telephone Number
Fax Number E	-mail			
S	<b>PONSOR AF</b>	FIDAN	/IT OF	SUPPORT
TO BE COMPLETED BY SPONSOR 3				
I certify that I am willing and able to spor	acor.			
receiting that rain witting and able to spoi	1501			(insert student name)
with the minimum amount of	IIS do	ollars for		raduate tuition and living expenses while attending
	amount)	J. (13 101	1101/1113 5	raduate taition and tiving expenses winte attending
				dated and signed by a bank official no more than six account funds sufficient to sponsor the student.
months service the student's emotiment	act acc omversity	marcath	,	s decount runds sumetent to sponsor the student.
Signature	/_ Month	Day	_/ Year	Relationship to Student
Print Name		Sponsor	Citizenship	0
Print Address				Telephone Number
Time/adicos				reteptione number
Fax Number E	-mail			



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29

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## DYSON COLLEGE OF ARTS AND SCIENCES MPA PROGRAM

#### 2016-2017 TOTAL ESTIMATED EXPENSES FOR THE FALL AND SPRING TERMS

		US Dollars (self or sponsor**)	Source of Support (self, sponsor**, or scholarship)
	Tuition (18 credits) Fees Housing Health Insurance Other (books, personal expenses, and transportation)	\$ 17,964.00 \$ 990.00 \$ 19,000.00 \$ 938.00	
	Total:	\$41,672.00	
	If you have been awarded a merit scholarship, you m	ay deduct the amo	unt here: \$
			Total: \$
	If you plan on enrolling in summer 2016, then you mu  ESTIMATED EXPENSES FOR THE OPTIONAL		
	Tuition and Fees (6 credits) Housing Other (books, personal expenses, and transportation)	US Dollars (self or sponsor**) \$ 5,988.00 \$ 3,680.00 \$ 2,780.00	Source of Support (self, sponsor**, or scholarship)
	Total:	\$ 12,448.00	
	Grand Total (12 months):	\$ 54,160.00	
	/ /		
Signature	Month Day	Year	Print Name
Print Address			
Telephone	Fax		E-mail
* Subject to chang **Each sponsor me	e ust complete an affidavit of support (see reverse side) and submit officia	ıl bank documentation v	erifying availability of funds.



## MPA PROGRAM SPONSOR AFFIDAVIT OF SUPPORT

#### TO BE COMPLETED BY SPONSOR 1

I certify that I am willing and able to sponsor				
				(insert student name)
with the minimum amount of	US do	llars fo	r her/his ខ្	graduate tuition and living expenses while attending
· · · · · · · · · · · · · · · · · · ·				dated and signed by a bank official no more than six account funds sufficient to sponsor the student.
	/_		_/	
Signature	Month	Day	Year	Relationship to Student
Print Name		Sponso	r Citizenshi	р
Print Address				Telephone Number
Fax Number E-mail			-	
SPONS	OR AF	FIDA	VIT OF	SUPPORT
TO BE COMPLETED BY SPONSOR 2				
I certify that I am willing and able to sponsor				
				(insert student name)
with the minimum amount of	US do	llars fo	r her/his ខ្	graduate tuition and living expenses while attending
				dated and signed by a bank official no more than si
				s account funds sufficient to sponsor the student.
	,		1	•
Signature	Month	Day	/Year	Relationship to Student
Drink Name		Change	. Citi-analai	
Print Name		Sponso	r Citizenshi	p
Print Address				Telephone Number
Fax Number E-mail			-	
	OR AF	FIDA	/IT OF	SUPPORT
TO BE COMPLETED BY SPONSOR 3				
I certify that I am willing and able to sponsor				
				(insert student name)
with the minimum amount of	US do	llars fo	r her/his g	graduate tuition and living expenses while attending
(insert amount)				
· · · · · · · · · · · · · · · · · · ·				dated and signed by a bank official no more than size account funds sufficient to sponsor the student.
Signature	/_ Month	Day	/Year	Relationship to Student
Print Name		Sponso	r Citizenshi	p
Print Address				Telephone Number
Fax Number E-mail			-	





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graduateadmission@pace.edu

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