## Table of Contents

Admission Information .......................................................................................................................................................... 2
  Eligibility
  Pace University Graduate Merit Scholarships
  Admission Categories

Special Programs ........................................................................................................................................................................ 3

Deferrals and Decision Appeals............................................................................................................................................. 3

Graduate Assistantships .......................................................................................................................................................... 3

International Student Information ........................................................................................................................................ 4

Application Instructions ........................................................................................................................................................ 5
  Priority Deadline Dates

Admission Application ............................................................................................................................................................. 7

Recommendation Forms.......................................................................................................................................................... 11

Graduate Assistantship Application .................................................................................................................................... 15

Visiting Student Application ................................................................................................................................................ 17

Financial Affidavit for International Students ....................................................................................................................... 19

Sponsor Affidavit of Support.................................................................................................................................................. 20
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

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 the Graduate Management Admission Test (GMAT) and Graduate Record Exam (GRE); 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 or GRE 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 or GRE 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
Current MBA and MS students may pursue these certificates to build their resume while taking classes at Pace. 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), the Graduate Management Admission Test (GMAT), or the Graduate Record Exam (GRE). 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, BBA-ACC/MS-FM, BBA-ACC/MS-Taxation 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.

MERIT-BASED GRADUATE ASSISTANTSHIPS
A limited number of merit-based graduate assistantships are offered to highly-qualified full-time students. Criteria are as follows:

- **GMAT**–Minimum score: 550; 550 (Verbal); 650 (Quantitative); 4.5 (Analytical Writing). Current score scaling deemed equivalent to 550 GMAT score by the Graduate Admission Committee.
- **UG cQPA**–Minimum score: 3.5
- **TOEFL**–Preferred score: 100 (Internet-based); 600 (paper-based)
- **IELTS**–Preferred score: 7.5
- **Managerial work experience**–Students may be required to interview in-person for an assistantship position, at which point the applicant’s managerial experience is reviewed and evaluated.

Eligible students may apply for one 10-hour contract, which qualifies for 6 credits and includes a small stipend. Some students may also apply for two contracts (20 hours).
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 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 U.S. 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 coursework taken by the applicant either abroad or in the U.S. 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 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 U.S. 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.

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), 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 600 (paper-based version), 100 (Internet-based version), an IELTS score of 7.5, or a Pearson Test of English (PTE) score of 68 is preferred to demonstrate the requisite proficiency in English for admission directly to Pace University’s academic programs. If your TOEFL or IELTS scores are below the minimums stated above or Admission determines that you need additional English language preparation to be a fully matriculated student, you could be a candidate for the Pace University Global Pathways program. Once you submit your application, the Admission Committee will advise you about being admitted into this program.

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.

Please submit a copy of the first page (data information) and last page (current address) of your current passport. This should be submitted with the other documentation required for us 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.

Please submit the following:

APPLICATION FEE

Applications may be printed or typed and must be accompanied by a nonrefundable application fee of $70 in the form of a check or money order in U.S. dollars payable to Pace University.

RESUME

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 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.

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, you are required to submit a TOEFL score, the ETS reporting codes for Pace University are: New York City, 2635 and Westchester, 2644. For more information about the GMAT visit www.gmat.org. For more information about the GRE visit www.gre.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:

<table>
<thead>
<tr>
<th>Entry Term</th>
<th>Domestic</th>
<th>International</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall Term (September)</td>
<td>August 1</td>
<td>June 1</td>
</tr>
<tr>
<td>Spring Term (January)</td>
<td>December 1</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer I (June) and II (July)</td>
<td>May 1</td>
<td>March 1</td>
</tr>
</tbody>
</table>
Pace University Application for Graduate Admission

LUBIN SCHOOL OF BUSINESS

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

Please indicate your degree or certificate objective:

- MBA
  - Accounting: CPA Preparation
  - Finance
    - Financial Management
    - Investment Management (New York City only)
  - Management
    - Change Management
    - Entrepreneurial Studies
    - Human Resources Management
    - Strategic Management
  - Taxation (New York City only)
  - Marketing: Marketing Management
  - Information Systems
  - International Business
  - International Economics (New York City only)

- MS
  - Accounting: CPA Preparation
  - Finance
    - Financial Management
    - Financial Risk Management
    - Investment Management (New York City only)
  - MBA (Dual concentration)
    - Specialization
  - MBA/JD
    - Specialization
  - Advanced Graduate Certificate
    - Specialization

*Please be advised that your Social Security Number is required in order for your Free Application for Federal Student Aid (FAFSA) to be processed. Your SSN will not be used for identification purposes at Pace University.
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.

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:

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

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

Are you an immediate family member an employee of Pace University?  
Yes  
No  
If yes, please explain:

Please provide the information below:

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

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

City of birth

Country of birth

Relationship to student

Which of the following was the biggest influence in your decision to apply to Pace University?  (Fill in the appropriate circle):

- Accelerated Admission Day Event
- Attended a Pace Information Session
- Campus Location
- Career Services and Internship Program
- College or Professional Fair
- Course Offerings
- Financial Aid/Scholarship Offerings
- Information on Pace website
- Online Chat with Department/Admissions
- Phone or in-person meeting with Pace Admission Counselor
- School Publication received in the mail
- Recommendation from current Pace Student
- Recommendation from Pace Alumni
- Recommendation from Pace Faculty/Staff Member
- Recommendation from Employer
- Tour of Pace University campus
- Attended Special Event with chosen program
A personal statement, resume, 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)

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 Pleasantville campus (914) 773-3710.
RECOMMENDATION FORM

To the Applicant—Please complete the section below. Indicate the location to which the recommender should forward this form.

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

To the Recommender—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above. If you wish to use a letter or different format, please feel free to do so. Thank you for your assistance.

Applicant Name __________________________________________________________________________________________________
First Middle Last

Applicant Address __________________________________________________________________________________________________
_________________________________________________________________________________________________

Applicant Day Telephone (________) ________________________    Evening Telephone (________) _________________________
Area Code / Number       Area Code / Number

Fax (________)__________________________        E-mail  ________________________________
Area Code / Number

Location ☐ New York City ☐ Westchester

Applicant Entry Term ☐ Fall _______    ☐ Spring _______    ☐ Summer I _______    ☐ Summer II _______
Year       Year    Year    Year

Name of Recommender (please print) ________________________________________________________________________________

Signature of Recommender _________________________________  _______________________   ________/________/________
Month    Day    Year

Position or Title _________________________________  School or Firm ____________________________________________________

Address _________________________________________________________________________________________________________
Number and Street                                                                City                                                                    State                        Zip Code

Telephone (________)__________________________
Area Code / Number

In what capacity have you known the applicant? ____________________________________________

What is your overall recommendation?
☐ Strongly recommend    ☐ Recommend    ☐ Recommend with some reservation    ☐ Do not recommend
The Admission Committee would appreciate your candid appraisal of the applicant.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding (Top 2%)</th>
<th>Superior (Top 10%)</th>
<th>Good (Top Third)</th>
<th>Fair (Middle Third)</th>
<th>Poor (Bottom Third)</th>
<th>No basis for judgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Work with Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability in Written Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability in Oral Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative/Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Originality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for Career Advancement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments that 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

________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________


RECOMMENDATION FORM

To the Applicant—Please complete the section below. Indicate the location to which the recommender should forward this form.

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: gradny@pace.edu

Applicant Name __________________________________________________________________________________________
First Middle Last
Applicant Address _________________________________________________________________________________________
_________________________________________________________________________________________________
Applicant Day Telephone (________) ________________________   Evening Telephone (________) _________________________
Area Code / Number  Area Code / Number
Fax (________)__________________________        E-mail  ________________________________
Area Code / Number

Location  ☐ New York City  ☐ Westchester
Applicant Entry Term  ☐ Fall _______  ☐ Spring _______  ☐ Summer I _______  ☐ Summer II _______
Year Year Year Year

To the Recommender—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above.
If you wish to use a letter or different format, please feel free to do so. Thank you for your assistance.

Name of Recommender (please print) _________________________________________________________________________
Signature of Recommender _________________________________ _ _ _ _________________________          ________/________/________
Month Day Year
Position or Title _________________________________  School or Firm ____________________________________________________
Address _______________________________________________________________________________________________________
Number and Street  City  State  Zip Code
Telephone (________) ________________________________
Area Code / Number
In what capacity have you known the applicant? ____________________________________________
What is your overall recommendation?
☐ Strongly recommend   ☐ Recommend   ☐ Recommend with some reservation   ☐ Do not recommend
The Admission Committee would appreciate your candid appraisal of the applicant.

<table>
<thead>
<tr>
<th></th>
<th>Outstanding (Top 2%)</th>
<th>Superior (Top 10%)</th>
<th>Good (Top Third)</th>
<th>Fair (Middle Third)</th>
<th>Poor (Bottom Third)</th>
<th>No basis for judgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intellectual Ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability to Work with Others</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability in Written Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ability in Oral Expression</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maturity</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Initiative/Independence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creativity/Originality</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Potential for Career Advancement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What are the applicant’s primary strengths and weaknesses? If possible, please describe specific instances or accomplishments that 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 resume and forward this assistantship application to:

Melissa Grant
Assistant Dean for Graduate Advisement Development
Lubin School of Business
Pace University
One Pace Plaza
New York, NY 10038

Name Ms. Mr. _______________________________________________ _______________________________________________________
Last                                       First                                                                         U Number
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:

Programmed Specialized Software (Please List) Typing
Quantitative Skills Library Research
Communication/Writing Skills Administrative Ability
Internet Research

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
VISITING STUDENT APPLICATION

Please submit this application with a $70 nonrefundable 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.

Name _____________________________________________________________ ________________________________________________
First                                                                    Middle                                                                    Last
Present Address ____________________________________________________________________________________________________
Street                                            City                                                                    State                                    Zip
Home Telephone (________) _________________________________    Business Telephone (________) _______________________________
Area Code / Number                                                                                                                    Area Code / Number
Fax (________) _________________________________        E-mail  ________________________________
Area Code / Number
Institution Currently Attending _______________________________________________________________________________________________________
Name                                                                                              Location
Semester in which you wish to enroll: [ ] Fall _______ [ ] Spring _______ [ ] Summer I _______  [ ] Summer II _______
Year Year Year Year
Campus: [ ] New York City     [ ] White Plains
Graduate program you wish to attend:

DYSON COLLEGE OF ARTS AND SCIENCES
[ ] Counseling
[ ] Environmental Science
[ ] Media and Communication Arts
[ ] Forensic Science
[ ] Psychology
[ ] Publishing
[ ] Public Administration

LUBIN SCHOOL OF BUSINESS

SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

SCHOOL OF EDUCATION

You may register for a maximum of TWO COURSES on a space-available basis. Courses must be completed in the semester indicated above.

__________________________________________  _______________________________________________
Course Number                               Title

__________________________________________  _______________________________________________
Course Number                               Title

Have you ever applied to or enrolled in any graduate program at Pace University? [ ] Yes [ ] No
If yes, please indicate: Semester _________ Year _________ Program ________________

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 certify 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.

Date _________ / _________ / _________       ________________________________________________________________________
Month    Day   Year                     Signature of Applicant
FINANCIAL AFFIDAVIT FOR INTERNATIONAL STUDENTS

An international applicant accepted for admission to a graduate program at Pace University who requires a Certificate of Eligibility for a student visa must submit the International Applicant Financial Affidavit below. The completed affidavit must be submitted with a letter from a bank indicating the availability of sufficient funds in U.S. dollars available for one year of study. Applicants are advised to obtain two sets of bank documentation in order to have one set for the embassy use.

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 ___________________ U.S. dollars available to me for the following expenses of my graduate education at Pace University.

(insert amount from below)

I have indicated the source of my financial support below and have attached original bank documentation in U.S. 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.

LUBIN SCHOOL OF BUSINESS
2014-2015 Total Estimated Expenses for the Fall and Spring Terms*

<table>
<thead>
<tr>
<th>Source of Support</th>
<th>U.S. Dollars</th>
<th>Source of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>(self or sponsor**)</td>
<td>$ 21,777.00</td>
<td>(self or sponsor**)</td>
</tr>
<tr>
<td>Living Expenses (room and board)</td>
<td>$ 15,730.00</td>
<td></td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$ 700.00</td>
<td></td>
</tr>
<tr>
<td>Other (books, personal expenses, and transportation)</td>
<td>$ 2,780.00</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$ 40,987.00</td>
<td></td>
</tr>
</tbody>
</table>

Estimated Expenses for the Optional Summer I and Summer II Terms*

<table>
<thead>
<tr>
<th>Source of Support</th>
<th>U.S. Dollars</th>
<th>Source of Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>(self or sponsor**)</td>
<td>$ 6,976.00</td>
<td>(self or sponsor**)</td>
</tr>
<tr>
<td>Living Expenses (room and board)</td>
<td>$ 7,236.00</td>
<td></td>
</tr>
<tr>
<td>Other (books, personal expenses, and transportation)</td>
<td>$ 651.00</td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>$ 14,863.00</td>
<td></td>
</tr>
</tbody>
</table>

Grand Total: $ 55,850.00

____________________________________________     _______/_______/_______     _________________________________________
Signature                                                                                         Month           Day             Year            Print Name

_________________________________________________________________________________________________________________
Print Address

__________________________________      __________________________________      _______________________________________  
Telephone Number  Fax    E-mail

* Subject to change
** Each sponsor must complete an affidavit of support (see reverse side) and submit official bank documentation verifying availability of funds.
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 ____________________ U.S. dollars for her/his graduate tuition and living expenses while attending
Pace University. I have attached original bank documentation in U.S. dollars dated and signed by a bank official no more than six
months before the student’s enrollment at Pace 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

SPONSOR 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 ____________________ U.S. dollars for her/his graduate tuition and living expenses while attending
Pace University. I have attached original bank documentation in U.S. dollars dated and signed by a bank official no more than six
months before the student’s enrollment at Pace 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

SPONSOR AFFIDAVIT 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 ____________________ U.S. dollars for her/his graduate tuition and living expenses while attending
Pace University. I have attached original bank documentation in U.S. dollars dated and signed by a bank official no more than six
months before the student’s enrollment at Pace 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