



# DYSON COLLEGE OF ARTS AND SCIENCES

Graduate Application and  
Admission Information **2017**

Dyson  
College of Arts and Sciences



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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 Assistance.

#### 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 Assistance during the second week of the desired semester.

## ADMISSION CATEGORIES CONTD.

### 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 Elisabeth Haub School of Law at Pace University 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 Drama School 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 Drama School 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:

- sent from any NACES ([www.naces.org](http://www.naces.org)) accredited translation evaluator (preferred)
- sent and attested by the institution of origin
- the student's Ministry of Education
- a US consular officer; or
- an EducationUSA adviser ([www.educationusa.state.gov](http://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

Admitted international students will need to receive a form I-20 from Pace University, which is required to obtain an F1 visa. For more information, visit [www.pace.edu/accepted-grad](http://www.pace.edu/accepted-grad).

### 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 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](http://applicantportal.pace.edu).

Pace University  
Graduate Admission Office, W110  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
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 Drama School MFA** applicants should submit an artistic resume and headshot (for actors), or portfolio (for 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 general GRE score, no more than five years old, is required for the MEd 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 MEd and PsyD programs.

MA in Psychology—GRE score is optional.

MS in Mental Health Counseling—An interview is required.

The reporting code for Pace University NYC is **2635**, and Westchester is **2685**. For more information about the GRE, visit [www.gre.org](http://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, 2685. 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
<b>MEd/PsyD</b>	<b>Domestic</b>	<b>International</b>
Fall Entry Term (September)	January 1	November 1
<b>Homeland Security</b>		
Fall Entry Term (September)	June 1	NA

### The Actors Studio Drama School

Fall entry only; applicants must submit an application two weeks prior to audition dates listed online at [www.pace.edu/asds](http://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 February 15, 2017.

# 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.

Mr.  
 Ms. Last Name \_\_\_\_\_ First Name \_\_\_\_\_

\_\_\_\_\_ Middle Name \_\_\_\_\_ Jr., III, etc. \_\_\_\_\_ Date of Birth (MM/DD/YYYY) \_\_\_\_\_ Social Security Number\* \_\_\_\_\_

Gender  Male  Female

\*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 any records will be under another name(s), please indicate. \_\_\_\_\_

Mailing Address \_\_\_\_\_ Apt. # \_\_\_\_\_ Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Home Phone Number \_\_\_\_\_ Business Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Ethnicity (optional)** Are you Hispanic/Latino?  Yes, Hispanic or Latino (including Spain)  No If yes, please describe your background \_\_\_\_\_

If you answered No, or if you answered Yes and wish to describe yourself further, please check one or more from the list below.

American Indian or Alaska Native (including all Original Peoples of the Americas) Are you enrolled in a Tribe?  Yes  No \_\_\_\_\_  
If yes, please enter Tribal Enrollment Number

Asian (including Indian subcontinent and Philippines)  Black or African American (including Africa and Caribbean)

Native Hawaiian or Other Pacific Islander (Original Peoples)  White (including Middle Eastern)  Other \_\_\_\_\_

Is English your native language?  Yes  No Native language (if other than English) \_\_\_\_\_

Campus:  New York City  Westchester Semester:  Fall  Spring **20** \_\_\_\_\_ If accepted for graduate study, will you need campus housing?  Yes  No

Status:  Full-Time  Part-Time  Summer I  Summer II

International applicants who will require a student visa must apply for full-time study.

Are you a spouse of a veteran using their benefits?  Yes  No Are you a dependent of a veteran using their benefits?  Yes  No

Have you previously applied to or enrolled in any school or program of Pace University?  Yes  No

If yes, please explain (include school, program, and entry term date): \_\_\_\_\_

Please indicate degree or certificate objective:

<input type="radio"/> The Actors Studio Drama School MFA (New York City only) <input type="radio"/> Acting <input type="radio"/> Directing <input type="radio"/> Playwriting	<input type="radio"/> MS in Publishing (Midtown and online)	<input type="radio"/> Certificate in Digital Publishing (Midtown and online)
<input type="radio"/> MA in Environmental Policy (Westchester only)	<input type="radio"/> MEd in School Psychology (New York City only)	<input type="radio"/> Certificate in Magazine Publishing (Midtown and online)
<input type="radio"/> MA in Management for Public Safety and Homeland Security (Fall entry, Westchester only)	<input type="radio"/> Bilingual School Psychology Option (New York City only)	
<input type="radio"/> MA in Media and Communication Arts (Westchester only)	<input type="radio"/> PhD Doctor of Philosophy in Mental Health Counseling (Fall entry, Westchester only)	<b>For Pace University undergraduate students only:</b>
<input type="radio"/> MA in Psychology (New York City only)	<input type="radio"/> PsyD in School-Clinical Child Psychology (New York City only)	<input type="radio"/> BA in Applied Psychology and Human Relations/ MS in Counseling (36 credits)
<input type="radio"/> MPA <input type="radio"/> Government <input type="radio"/> Health Care Administration <input type="radio"/> Not-for-Profit Management	<b>Certificates:</b>	<input type="radio"/> BA in Applied Psychology and Human Relations/ MS in Mental Health Counseling (60 credits)
<input type="radio"/> MPA/JD (Westchester only)	<input type="radio"/> Certificate in Health Care Policy and Management (Westchester only)	<input type="radio"/> BA in Communications/MA in Media and Communication Arts (35 credits)
<input type="radio"/> MS in Biochemistry and Molecular Biology	<input type="radio"/> Certificate in Long Term Care Management and Practice (Westchester only)	<input type="radio"/> BA in Psychology/MS in Counseling (36 credits)
<input type="radio"/> MS in Counseling (Westchester only) <input type="radio"/> General <input type="radio"/> Loss and Grief <input type="radio"/> Substance Abuse	<input type="radio"/> Certificate in Not-for-Profit Management (Westchester only)	<input type="radio"/> BA in Psychology/MS in Mental Health Counseling (60 credits)
<input type="radio"/> MS in Environmental Science (Westchester only)	<input type="radio"/> Certificate in Book Publishing (Midtown and online)	<input type="radio"/> BA/BS/MS in Publishing (36 credits) (New York City only)
<input type="radio"/> MS in Forensic Science (New York City only)	<input type="radio"/> Online Certificate in the Business Aspects of Publishing (Midtown and online)	
<input type="radio"/> MS in Mental Health Counseling (Westchester only) <input type="radio"/> General <input type="radio"/> Loss and Grief <input type="radio"/> Substance Abuse		

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

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
GRE Date (MM/DD/YYYY)

If applicable, please indicate when the TOEFL, IELTS, or Pearson PTE test was or will be taken:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
Test Date (MM/DD/YYYY)

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

Please provide the information below:

Current Employer

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 US citizen or permanent resident, please complete the following:

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

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

\_\_\_\_\_  
Visa

If yes, please provide the information below:

\_\_\_\_\_  
Occupation in Your Home Country

City of Birth Country of Birth Country of Citizenship

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

Visa Status College / Organization / Employer City State

Home Country Address: \_\_\_\_\_

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

Will dependents accompany you in the US?  Yes  No

If yes, please provide information below:

(Please attach information regarding additional dependents who will accompany you.)

\_\_\_\_\_  
Last Name

First Name Middle Name Date of Birth (MM/DD/YYYY)

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

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).

Institution Attended	____/____/____ Start Date (MM/YY)	____/____/____ End Date (MM/YY)	____/____/____ Date or Expected Date of Degree (MM/YY)	Degree Received: <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country		

Institution Attended	____/____/____ Start Date (MM/YY)	____/____/____ End Date (MM/YY)	____/____/____ Date or Expected Date of Degree (MM/YY)	Degree Received: <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country		

Institution Attended	____/____/____ Start Date (MM/YY)	____/____/____ End Date (MM/YY)	____/____/____ Date or Expected Date of Degree (MM/YY)	Degree Received: <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country		

Institution Attended	____/____/____ Start Date (MM/YY)	____/____/____ End Date (MM/YY)	____/____/____ Date or Expected Date of Degree (MM/YY)	Degree Received: <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Masters <input type="radio"/> None
City	State	Country		

Institution Attended	____/____/____ Start Date (MM/YY)	____/____/____ End Date (MM/YY)	____/____/____ Date or Expected Date of Degree (MM/YY)	Degree Received: <input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country		

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

Have you ever been convicted of or plead guilty to a misdemeanor or felony?  Yes  No  
*If yes, please explain on a separate piece of paper (response required).*

Note: Answering yes to either of the two questions above does not automatically bar you from admission to Pace University  
 .....  
 .....

**LICENSURE INFORMATION**

If you are applying to the PhD program, please complete the following section:

In which state(s) are you currently licensed as a mental health counselor or licensed professional counselor (LPC)?

State	License Number	State	License Number
-------	----------------	-------	----------------

State	License Number	
Do you hold a limited permit to practice in New York State? <input type="radio"/> Yes <input type="radio"/> No		
Are you eligible for a limited permit in New York State? <input type="radio"/> Yes <input type="radio"/> No		

If "No," please explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**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 if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.*

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

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

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Date (MM/DD/YYYY)**

\_\_\_\_\_  
**Please print name**

**Non-Discrimination Statement**

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

Pace University  
Graduate Admission Office, W110  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
graduateadmission@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

**CONFIDENTIALITY STATEMENT**—Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you attend Pace University. You may waive your right of access to this specific recommendation if you choose. Your decision to waive or not to waive your right of access will have no effect on your application for admission. Please check the appropriate box and sign your name below:

I hereby waive my right of access to this recommendation.  I do not waive my right of access to this recommendation.

**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 a 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.

	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 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.

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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

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## RECOMMENDATION FORM

**To the Applicant**—Please complete the section below.

Pace University  
Graduate Admission Office, W110  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
graduateadmission@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

**CONFIDENTIALITY STATEMENT**—Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you attend Pace University. You may waive your right of access to this specific recommendation if you choose. Your decision to waive or not to waive your right of access will have no effect on your application for admission. Please check the appropriate box and sign your name below:

I hereby waive my right of access to this recommendation.  I do not waive my right of access to this recommendation.

**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 a 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.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgment
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Ability to Work with Others						
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Creativity/Originality						
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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

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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 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.

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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

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## GRADUATE ASSISTANTSHIP APPLICATION

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

**PsyD in School-Clinical  
Child Psychology**

Program Director  
Graduate Psychology Programs  
Pace University  
One Pace Plaza  
New York, NY 10038-1598 USA

**Public Administration**

Program Director  
Graduate Programs in  
Public Administration  
Pace University  
861 Bedford Road  
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  Ms.  Mr. \_\_\_\_\_  
Last First U Number

Present Address \_\_\_\_\_  
Street City State Zip Code

Permanent Address \_\_\_\_\_  
Street City State Zip Code

Applicant 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 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.

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year



## VISITING STUDENT APPLICATION

Please submit this application with a \$70 non-refundable application fee to the 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

Are you a US citizen or permanent resident?  Yes  No

International students who require an F1 visa are not eligible to enroll as a visiting student.

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  Westchester

Graduate program you wish to attend:

- DYSON COLLEGE OF ARTS AND SCIENCES
  - Biochemistry and Molecular Biology
  - Counseling
  - Environmental Policy
  - Environmental Science
  - Forensic Science
  - Media and Communication Arts
  - Psychology
  - Public Administration
  - Publishing

- LUBIN SCHOOL OF BUSINESS
- SCHOOL OF EDUCATION
- SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

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 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.*

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Signature of Applicant \_\_\_\_\_  
Month
Day
Year



# 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.)

**Dyson College of Arts and Sciences**

Biochemistry and Molecular Biology	(212) 346-1853		
Counseling	(914) 773-3309	New York City	Westchester
Environmental Policy	(914) 422-4283		
Environmental Science	(914) 773-3655	School of Education	(212) 346-1338 (914) 773-3829
Forensic Science	(212) 346-1967		
Media and Communication Arts	(914) 773-3790	Seidenberg School of Computer Science and Information Systems	(212) 346-1005 (914) 422-4191
Psychology	(212) 346-1506		
Public Administration	(914) 422-4299		
Publishing	(212) 346-1431		

Submit the department-approved application and registration form with a non-refundable \$70 check or money order to:

Pace University  
Graduate Admission Office, W110  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
graduateadmission@pace.edu

1. Name \_\_\_\_\_  
Last
First
Middle

2.  Female  Male (Optional)

3. Current Mailing Address \_\_\_\_\_

4. Day Telephone (\_\_\_\_\_) \_\_\_\_\_ 5. Evening Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code / Number
Area Code / Number

6. Fax (\_\_\_\_\_) \_\_\_\_\_ 7. E-mail \_\_\_\_\_  
Area Code / Number

8. Please indicate the entry term for which you are applying:  
 Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer I \_\_\_\_\_  Summer II \_\_\_\_\_  
Year
Year
Year
Year

9. At which campus location do you plan to attend classes?  New York City  Westchester

10. Have you previously applied to any graduate program of Pace University?  Yes  No If yes, please explain: \_\_\_\_\_

11. Please list in chronological order all institutions attended since your high 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 Sciences as a non-degree student, I confirm that I have the appropriate undergraduate course work or its equivalent for the courses in which I register. If I enroll in the College of Health Professions, Seidenberg School of Computer Science and Information Systems, Lubin School of Business, or School of Education, I confirm that I hold a US bachelor's degree or its equivalent. My signature below further confirms that I do not require a student visa or exchange visitor's visa to attend graduate classes at Pace University. I understand that I may enroll for a maximum of 12 credits as a non-degree student and that I am not guaranteed acceptance to a graduate program of Pace University. I further understand that if I am accepted to a degree program, generally, credit for only two courses successfully completed as a non-degree student may be applied to a 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 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, 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, rules, and regulations of Pace University, whether published or unpublished, and I agree to comply with them.*

Signature \_\_\_\_\_ Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month
Day
Year

<b>FOR OFFICE USE ONLY</b>	_____/_____/_____ FEE REC DATE (MM/DD/YYYY)	BY _____	_____/_____/_____ DATA ENTRY DATE (MM/DD/YYYY)
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## REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS

\_\_\_\_\_ U Number \_\_\_\_\_ Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Fall \_\_\_\_\_  Spring \_\_\_\_\_  Summer I \_\_\_\_\_  Summer II \_\_\_\_\_  
Year Year Year Year

### (Course Selection)

CAMPUS		SUBJECT	COURSE	DAY	COURSE	CRS
NY/MT/WT/GC/PL/BR/OC						
N	Y	X Y Z	100A	M	99999	3

### (Department Approval)

CHAIR		GAS/GCS
SIGNATURE	DATE	GDN/GED

Please provide information below. (Optional)

DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_

#### ETHNICITY (OPTIONAL):

- African-American, non-Hispanic     
  Asian or Pacific Islander     
  Hispanic  
 American Indian or Alaskan Native     
  Caucasian, non-Hispanic     
  Other \_\_\_\_\_  
 (please specify)

EMERGENCY NAME: \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_  
Last First

EMERGENCY ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

EMERGENCY TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

*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, immunization requirements, and payment or abatement of fees.*

Signature \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_  
Month Day Year

FOR OFFICE USE ONLY

REG. OPERATOR'S SIGNATURE

DATE (MM/DD/YYYY)

**Dyson**  
College of Arts and Sciences



Work toward greatness.

**Office of Graduate Admission**  
[graduateadmission@pace.edu](mailto:graduateadmission@pace.edu)

New York City Campus  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531

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



@PaceAdmissions