PACE UNIVERSITY

SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Graduate Application and Admission Information

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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 post-secondary 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 should review the Bridge Program on page 3.

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, motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

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 elect to register or are advised to register for course work 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). Students may register for a maximum of 12 credits in non-degree status. However, students who wish to become fully-matriculated in the Seidenberg School of Computer Science and Information Systems graduate program, should apply to the Office of Graduate Admission for matriculation prior to enrolling in a third course.

The Application for Non-Degree Status can be found on page 15.

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 CSIS 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 14. 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.

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.

DPS IN COMPUTING

Pace University and the Seidenberg School of Computer Science and Information Systems offer a doctoral program in computing leading to the DPS degree. This unique program is designed for the experienced computing professional and consistent with that mission, the goal of the DPS admission process is to identify and admit those individuals who have the capabilities to succeed in this program. The online application may be accessed at www.pace.edu/seidenberg/DPS.

PHD IN COMPUTER SCIENCE

The PhD program at the Seidenberg School of Computer Science and Information Systems is designed to produce productive research scholars who will typically assume academic positions in their chosen fields. The degree requirements for the PhD focus on acquiring research skills to conduct rigorous research.

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.

INTERNATIONAL STUDENTS WITH THREE-YEAR BACHELOR'S DEGREES

Please visit **www.pace.edu/bridgeprogram** for more information.

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) accredited translation evaluator (preferred)
- Sent and attested by the institution of origin
- The student's Ministry of Education
- A US consular officer
- An EducationUSA adviser (www.educationusa.state.gov)

To help expedite the process and review of an application, it is suggested that an academic evaluation by a NACES accredited evaluator 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 minimum TOEFL score of 78 (Internet version), an IELTS score of 6.5, or a Pearson PTE score of 52 is preferred to demonstrate the requisite proficiency in English for admission to Pace University. If a TOEFL, IELTS, or Pearson PTE score is below the minimums stated above, or if it is determined 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. For more information, visit **www.pace.edu/English**.

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**.

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

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**.

Pace University
Office of Graduate Admission
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 a non-refundable application fee of $70 in the form of a check or money order in US 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 achievement you have received (e.g., licenses, publications, and awards).

DPS applicants should include a substantive description of their current position.

PhD Computer Science applicants must hold a master's degree in computer science or a closely related field. Applicants will be required to make a research presentation, in-person or online, to an admission committee comprising professors for admission to the PhD Computer Science program.

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 also be included as a supplement.

DPS applicants should address their most significant professional contributions to date and the impact of that work.

LETTERS OF RECOMENDATION

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. **DPS applicants** should submit one of the reccomendations from a current supervisor.

Letters may be sent by your recommenders electronically, or forwarded in sealed envelopes. Letters sent electronically to **graduateadmission@pace.edu** must meet the following requirements:

- Letters must be sent directly from recommender
- Letters sent directly from applicants will not be accepted
- Letters must be on official letterhead and must include the recommender's signature

Visit the Forms and Brochures page for access to printable Recommendation Forms.

OFFICIAL TRANSCRIPTS

Transcripts from every accredited college or university attended (not just the degree granting institution) must be sent either to Pace University, directly from the academic institution electronically or by mail, or forwarded by the applicant in sealed envelopes from the academic institution.

Academic records issued in a language other than English are required to be translated and attested to by the institution of origin or a Pace-approved translation agency accredited through NACES. Transcripts are considered official only if they are sent directly to Pace University from the educational institution of origin, or forwarded by:

- Any NACES-accredited translation evaluator preferred
- The student's Ministry of Education
- A US consular officer
- An EducationUSA adviser
- The Institute of Foreign Credential Services: www.ifcsevals.com

Applicants may send unofficial copies of all transcripts to **graduateadmission@pace.edu** for the initial processing and review of your application. Please include your name and program of interest. If you are admitted, your offer is contingent upon the receipt and verification of all official printed transcripts.

Applicants who have earned a degree or completed coursework at Pace University will not be required to submit a transcript from Pace University and are required to indicate on the application that they have attended Pace. Transcripts from all other institutions attended are required and must be submitted to be considered for admission.

ADMISSION CRITERIA

The GRE general test, no older than five years, is required only for those applicants applying for the DPS, PhD, and the Bridge Program for International Students, or a graduate assistantship. The reporting code for the Pace University NYC Campus is **2635**, the Westchester Campus is **2644**. For more information about the GRE, visit www.gre.org.

PhD in Computer Science:

- Applicants must have earned a master's degree in computer science or a closely related field.
- Applicants are required to make a research presentation, in-person or online, to an admission committee composed of professors for admission to the PhD Computer Science program.
- Applicant's GPA should be 3.5 or better (on a scale of 4.0).

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 PTE score. The ETS reporting codes for Pace University are: New York City, **2635**, and Westchester, **2644**. Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived.

Note: All documents submitted in support of an application for admission become the permanent possession of Pace University and cannot be returned to the applicant or photocopied for the applicant. For your records, please make photocopies of all materials submitted, except for transcripts and recommendation forms, which must be received unopened in the original sealed envelopes. (Please note: The Admission Committee may request an interview and/or supplemental application information.)

Priority deadline dates for master's applicants are as follows:

	Domestic	International	DPS Domestic Deadline (Domestic students only)
Fall Entry Term (September)	**August 1**	**June 1**	**June 1**
Spring Entry Term (January)	**December 1**	**October 1**	
Summer I (June) and II (July) Entry Term	**May 1**	**March 1**	

Pace University Application for Graduate Admission

Seidenberg School of Computer Science and Information Systems

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

○ Mr.
○ Ms.
○ Mx.

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 (_____) _____ - _____

Email 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

Status: ○ Full-Time ○ Part-Time ○ Summer I ○ Summer II 20____

If accepted for graduate study, will you need campus housing? ○ Yes ○ No

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 your degree or certificate objective:

- ○ MS in Computer Science
- ○ MS in Enterprise Analytics
- ○ MS in Information Systems
  - ○ Security and Information Assurance
  - ○ Telecommunications Management and Technologies
  - ○ Database Management and Technologies
- ○ MS in Internet Technology
  - ○ Security and Information Assurance
  - ○ Network Administration
- ○ MS in Software Development and Engineering *(New York City only, BS in Computer Science or experience in the field is required)*
- ○ MS in Telecommunications Systems and Networks
- ○ PhD in Computer Science
- ○ DPS in Computing for Computing and IT Professionals *(Westchester only)*
- ○ Advanced Certificate in Chief Information Security Management Officer
- ○ Advanced Certificate in Information and Communication Technology (ICT) Strategy and Innovation
- ○ Advanced Certificate in Information Systems
- ○ Advanced Certificate in Security and Information Assurance
- ○ Advanced Certificate in Software Development and Engineering *(New York City only)*
- ○ Advanced Certificate in Telecommunications Systems and Networks *(Also offered online)*

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 tests 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/Admission
- ○ 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

7

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

Institution Attended _____ **Start Date** (MM/YY) ____/____ **End Date** (MM/YY) ____/____ **Date or Expected Date of Degree** (MM/YY) ____/____

City _____ **State** _____ **Country** _____

Degree Received: ○ Associate ○ Bachelor's ○ Master's ○ None

Institution Attended _____ **Start Date** (MM/YY) ____/____ **End Date** (MM/YY) ____/____ **Date or Expected Date of Degree** (MM/YY) ____/____

City _____ **State** _____ **Country** _____

Degree Received: ○ Associate ○ Bachelor's ○ Master's ○ None

Institution Attended _____ **Start Date** (MM/YY) ____/____ **End Date** (MM/YY) ____/____ **Date or Expected Date of Degree** (MM/YY) ____/____

City _____ **State** _____ **Country** _____

Degree Received: ○ Associate ○ Bachelor's ○ Master's ○ None

Institution Attended _____ **Start Date** (MM/YY) ____/____ **End Date** (MM/YY) ____/____ **Date or Expected Date of Degree** (MM/YY) ____/____

City _____ **State** _____ **Country** _____

Degree Received: ○ Associate ○ Bachelor's ○ Master's ○ None

Institution Attended _____ **Start Date** (MM/YY) ____/____ **End Date** (MM/YY) ____/____ **Date or Expected Date of Degree** (MM/YY) ____/____

City _____ **State** _____ **Country** _____

Degree Received: ○ Associate ○ Bachelor's ○ Master's ○ None

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.

A personal statement, resume, and recommendations are required. Please refer to page 4 of this booklet for further detail.

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)

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

PACE UNIVERSITY RECOMMENDATION FORM

To the Applicant—Please complete the section below.

Pace University
Office of Graduate Admission
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 (_____)_____ Email _____
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 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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

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.

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

PACE UNIVERSITY RECOMMENDATION FORM

To the Applicant—Please complete the section below.

Pace University
Office of Graduate Admission
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 (_____)_____ Email _____
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 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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

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.

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

GRADUATE ASSISTANTSHIP APPLICATION

Please attach a copy of your resume and forward this assistantship application to the dean indicated below:

Jonathan Hill, DPS
Seidenberg School of Computer Science and Information Systems
Pace University
163 William Street, 2nd Floor
New York, NY 10038

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

Name ☐ Ms. ☐ Mr. ☐ Mx. _____ _____
Last First

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

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

Fax (_____)_____
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) _____

GRE Score (Required) Verbal_____ Quantitative_____ Analytical Writing_____ Date _____/_____/_____
Month Day Year

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 Pace University Office of Graduate Admission, Graduate Application Processing Center, One Pace Plaza, New York, NY 10038 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 (_____) _____
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 _____/_____/_____ _____
Month Day Year Signature of Applicant

** Please be advised that your Social Security Number (SSN) is required for federal aid application processing. Your SSN will not be used for identification purposes at Pace University.*

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.

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

Dyson College of Arts and Sciences

Biochemistry and Molecular Biology	(212) 346-1853
Counseling	(914) 773-3309
Environmental Policy	(914) 422-4283
Environmental Science	(914) 773-3655
Forensic Science	(212) 346-1967
Media and Communication Arts	(914) 773-3790
Psychology	(212) 346-1506
Public Administration	(914) 422-4299
Publishing	(212) 346-1431

	New York City	Westchester
School of Education	(212) 346-1338	(914) 773-3829
Seidenberg School of Computer Science and Information Systems	(212) 346-1005	(914) 422-4191

Submit the department-approved application and registration form with a non-refundable $70 check or money order to the appropriate Office of Graduate Admission.

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

Name _____
Last First Middle

☐ Female ☐ Male (Optional)

Current Mailing Address _____

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

Fax (_____)_____
Area Code / Number

Please indicate the entry term for which you are applying:

☐ Fall _____ ☐ Spring _____ ☐ Summer I _____ ☐ Summer II _____
Year Year Year Year

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

Have you previously applied to any graduate program of Pace University? ☐ Yes ☐ No If yes, please explain:_____

_____

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 Seidenberg School of Computer Science and Information Systems as a non-degree student, I confirm that I have the appropriate undergraduate coursework or its equivalent for the courses in which I register. If I enroll in the College of Health Professions, Dyson College of Arts and Sciences, 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 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, rules, and regulations of Pace University, whether published or unpublished, and I agree to comply with them.

Signature _____ Date _____/_____/_____
Month Day Year

FOR OFFICE USE ONLY

_____ / _____ / _____ BY _____ _____ / _____ / _____ BY _____
FEE REC DATE (MM/DD/YYYY)

PLEASE COMPLETE REVERSE SIDE

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

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 NY/MT/WT/GC/PL/BR/OC	SUBJECT	COURSE	DAY R=THUR U=SUN	COURSE REFERENCE NO.	CRS
N Y	SAMPLE X Y Z	1 0 0 A	M	SAMPLE 9 9 9 9 9 3	

(Department Approval)

CHAIR SIGNATURE	DATE	GAS/GCS 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)

OFFICE OF GRADUATE ADMISSION
graduateadmission@pace.edu

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

PACE UNIVERSITY | Seidenberg School of Computer Science and Information Systems

@PaceUniversity

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