



PACE
UNIVERSITY

**DYSON COLLEGE OF ARTS
AND SCIENCES**

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 postsecondary education was completed in the US. 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 US 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.

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.

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 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 US 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) 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 advisor (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 coursework 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.

Based on your score and other requirements, your application will be evaluated for:

- Direct admission
- Admission to the Pace Global Pathways Program
- Admission to the English Language Institute

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**](http://www.pace.edu/English).

STUDENT VISAS

Admitted international students who require an F-1 visa to study in the US will need to receive a Form I-20. 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 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.

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 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), portfolio (for directors), or writing samples (for playwrights). **PhD 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.

PhD 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 their 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.

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.

MSEd, PsyD, and PhD in Clinical Psychology (Health Care Emphasis) applicants must submit three letters of recommendation.

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

PhD 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

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 advisor; or
- 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, but are required to indicate on the application that they have attended. Transcripts from all other institutions attended are required and must be submitted to be considered for admission.

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, PhD in School Psychology, PhD in Clinical Psychology (Health Care Emphasis), 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, PhD in School Psychology, PhD in Clinical Psychology (Health Care Emphasis), and PsyD programs.

MA in Psychology—GRE score is optional.

MS in Mental Health Counseling—An interview is required.

MA in Media and Communication Arts—A portfolio is required, and an interview may be required.

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

PhD 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
- Meet one of the following requirements:
 - Be eligible for New York State limited permit in mental health counseling in New York State
 - Have obtained a limited permit in New York State
 - Be licensed in mental health counseling in New York State
 - Be licensed in mental health counseling in another state
- Applicants must submit official test scores no more than five years old for the GRE general. The psychology subject exam may later be required.

ENGLISH LANGUAGE PROFICIENCY

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

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

Priority deadlines for ALL graduate programs are as follows:

	Domestic	International
Fall Entry Term (September)	August 1	June 1
Spring Entry Term (January)	December 1	October 1
Summer I (June) and II (July) Entry Terms	May 1	March 1

PhD in Clinical Psychology (Health Care Emphasis)

Fall entry only. For Fall 2020, applications must be submitted and completed by January 1, 2020, or until the class is filled.

MEd/PhD/PsyD	Domestic	International
Fall Entry Term (September)	January 1	November 1

Homeland Security (Domestic Only)

Fall Entry Term (September)	August 1
Spring Entry Term (January)	December 1
Summer I (June) and II (July) Entry Terms	May 1

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.

PhD in Mental Health Counseling

Fall entry only. Admission to the PhD program is highly competitive. All applications must be completed and submitted by February 15, 2020.

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. Mx. Last Name _____ First Name _____

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

Gender Male Female Self-identify _____

*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 Summer I Summer II **20** _____

Status: Full-Time Part-Time

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 degree or certificate objective:

<input type="radio"/> MA in Environmental Policy (Westchester only)	<input type="radio"/> MEd in School Psychology (New York City only)	For Pace University undergraduate students only: <input type="radio"/> BA in Applied Psychology and Human Relations/ MS in Counseling (36 credits) <input type="radio"/> BA in Applied Psychology and Human Relations/ MS in Mental Health Counseling (60 credits/6 years) <input type="radio"/> BA in Communications/MA in Media and Communication Arts (35 credits) <input type="radio"/> BA in Psychology/MS in Counseling (36 credits) <input type="radio"/> BA in Psychology/MS in Mental Health Counseling (60 credits) <input type="radio"/> BA/BS/MS in Publishing (36 credits) (New York City only)
<input type="radio"/> MA in Management for Public Safety and Homeland Security Professionals (online)	<input type="radio"/> MEd in School Psychology Bilingual Specialization (New York City only)	
<input type="radio"/> MA in Media and Communication Arts (Westchester only)	<input type="radio"/> PhD in Clinical Psychology (Health Care Emphasis) (Fall entry, New York City only)	
<input type="radio"/> MA in Psychology (New York City only)	<input type="radio"/> PhD in Mental Health Counseling (Fall entry, Westchester only)	
<input type="radio"/> MFA Actors Studio Drama School (New York City only)	<input type="radio"/> PsyD in School-Clinical Child Psychology (New York City only)	
<input type="radio"/> Acting <input type="radio"/> Directing <input type="radio"/> Playwriting		
<input type="radio"/> MPA <input type="radio"/> Government <input type="radio"/> Health Care Administration <input type="radio"/> Not-for-Profit Management	Certificates: <input type="radio"/> Certificate in Book Publishing (Midtown and online)	
<input type="radio"/> MPA/JD (Westchester only)	<input type="radio"/> Certificate in the Business Aspects of Publishing (Midtown and online)	
<input type="radio"/> MS in Biochemistry and Molecular Biology (New York City only)	<input type="radio"/> Certificate in Digital Publishing (Midtown and online)	
<input type="radio"/> MS in Environmental Science (Westchester only)	<input type="radio"/> Certificate in Health Care Policy and Management (Westchester only)	
<input type="radio"/> MS in Forensic Science (New York City only)	<input type="radio"/> Certificate in Magazine 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	<input type="radio"/> Certificate in Not-for-Profit Management (Westchester only)	
<input type="radio"/> MS in Publishing (Midtown and 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 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 to 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
- Course Offerings
- Recommendation from Current Pace Student
- Attended a Pace Information Session
- Financial Aid/Scholarship Offerings
- Recommendation from Employer
- Attended Special Event with Chosen Program
- Information on Pace Website
- Recommendation from Pace Alumni
- Campus Location
- Online Chat with Department/Admission
- Recommendation from Pace Faculty/Staff Member
- Career Services and Internship Program
- Phone or In-Person Meeting with Pace Admission Counselor
- School Publication Received in the Mail
- College or Professional Fair
- Tour of Pace University Campus

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"/> 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.
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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
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Do you hold a limited permit to practice in New York State? Yes No

Are you eligible for a limited permit in New York State? Yes 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 163 William Street, New York, New York 10038, 10th Floor, 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 the 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
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 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.

Please assess the applicant in the following areas:

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

RECOMMENDATION FORM

To the Applicant—Please complete the section below.

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 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.

Please assess the applicant in the following areas:

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

RECOMMENDATION FORM

To the Applicant—Please complete the section below.

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 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.

Please assess the applicant in the following areas:

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

GRADUATE ASSISTANTSHIP APPLICATION

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

**PsyD in School-Clinical
Child Psychology**

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

Public Administration

Program Director
Graduate Programs in
Public Administration
Pace University
41 Park Row, Suite 516
New York, NY 10038 USA

Publishing

Program Director
Graduate Program in Publishing
Pace University
One Pace Plaza
New York, NY 10038

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

Name Ms. Mr. Mx. _____
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 (_____) _____ Email _____
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 or the Public Administration 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 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 (_____) _____ Email _____
Area Code / Number

Are you a US citizen or permanent resident? Yes No

International students who require an F-1 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) 773-3791		
Environmental Policy	(914) 773-3818	New York City	Westchester
Environmental Science	(914) 773-3818		
Forensic Science	(212) 346-1967	School of Education	(212) 346-1338 (914) 773-3829
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	(212) 346-1077		
Publishing	(212) 346-1431		

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

Pace University
Office of Graduate Admission
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 Self-identity _____ (Optional)

3. Current Mailing Address _____

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

6. Fax (_____) _____ Email _____
Area Code / Number

7. Please indicate the entry term for which you are applying:

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

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

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

10. 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 coursework 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

FOR OFFICE USE ONLY

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

BY _____

_____/_____/_____
DATA ENTRY DATE (MM/DD/YYYY)

BY _____

REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS

U _____
 U Number Last Name First Middle

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

(Course Selection)

(Department Approval)

CAMPUS NY/MT/PL/BR/OC	SUBJECT			COURSE	DAY R=THUR U=SUN	COURSE REFERENCE NO.	CRS
N	Y	X	Y	Z	100A	M	999993

CHAIR SIGNATURE	DATE	GAS/GCS GDN/GED

Please provide information below. (Optional)

DATE OF BIRTH ____/____/____

ETHNICITY (OPTIONAL):

- 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)
- Hispanic/Latino
- Native Hawaiian or Other Pacific Islander (Original Peoples)
- White (including Middle Eastern)
- Other _____

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	_____/_____/_____ DATE (MM/DD/YYYY)
REG. OPERATOR'S SIGNATURE	

OFFICE OF GRADUATE ADMISSION

graduateadmission@pace.edu

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

