

PACE UNIVERSITY



SCHOOL OF EDUCATION

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 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.

The School of Education may request an interview with an applicant to seek information or clarification of information related to the application. A program administrator will contact the applicant if such an interview is necessary.

Although an undergraduate grade point average and, if applicable, graduate grade point average of 3.00 or higher is preferred for admission into the graduate programs of the School of Education, exceptions can be made by the Graduate Admission Committee based upon other documentation in the application portfolio indicating the applicant's strong professional abilities.

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 scholarships. There is no separate application to be completed.

Domestic scholarship recipients must register for a minimum of six (6) credits per fall and spring semester. International scholarship recipients must register for nine (9) credits per fall and spring semester.

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: 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 want to register for coursework under this status must return the Application for Non-Degree Status with the \$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 Committee. 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.

Visiting Students

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.

INTERNATIONAL STUDENT INFORMATION

APPLICATION FEE

Applicants from outside the United States must remit the \$70 application fee by international money order or by a check drawn from a US bank.

DEADLINE DATE AND STATUS

International applicants who require a student visa are advised to apply well before the priority deadline dates, and must apply for full-time, matriculated status.

TRANSCRIPTS

If foreign language transcripts are issued, English translations must accompany the **original** transcript. Pace will accept translations and evaluations in the following manner:

- Sent from any NACES (www.naces.org) 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.

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.

ADDITIONAL INFORMATION

Information regarding applying for your 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 passports. 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 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 achievements you have received (e.g., licenses, publications, and awards).

PERSONAL STATEMENT

Send a typewritten essay explaining to the members of the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may be included as a supplement.

LETTERS OF RECOMMENDATION

Two recommendations from individuals who can knowledgeably comment on your ability to successfully complete graduate study are required. These references may be either academic or professional.

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 advisor; or
- The Institute of Foreign Credential Services (www.ifcsevals.com).

OFFICIAL TRANSCRIPTS
(Continued)

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.

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**, and Westchester, **2644**. For further information, visit the TOEFL website at www.toefl.org. Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived.

STANDARDIZED TESTS

GRADUATE RECORD EXAM (GRE) SCORE

Effective 2016, the New York State Legislature approved a law that stipulates applicants to initial certification teacher preparation and educational leadership programs must submit official scores of a standardized graduate school examination. Therefore, Pace University will require an official GRE score for admission.

An official GRE Score report, no older than five years, is required of all applicants applying to initial teacher certification and School District Business Leader programs. The GRE score reporting testing code for Pace University in NYC is **2635** and in Westchester is **2644**. For information about the GRE, visit www.gre.org.

In keeping with Pace University’s mission to impart to its graduate students with a deep knowledge of their discipline and connection to its community, the School of Education applies a holistic approach to application review, in which quantitative and qualitative factors are considered in the evaluation of a candidate’s eligibility for admission. Standardized test scores will not have more significance in the review process than any of the other application requirements. Candidates should consult with the Office of Graduate Admission with any questions they have about this new requirement.

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

Priority deadline dates for applicants are as follows:

	<u>Domestic</u>	<u>International</u>
Fall Entry Term (September)	August 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

SCHOOL OF EDUCATION

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 **20** _____
Status: Full-Time Part-Time Summer I Summer II 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): _____
Do you hold a valid NYS Teaching Certificate? Yes No

Please indicate your degree or certificate objective:

MS-Teaching English to Speakers of Other Languages (TESOL) International

PREPARATION FOR A TEACHING CAREER

MST-Early Childhood Development, Learning and Intervention (New York City only)

MST-Childhood and Bilingual Education

MST-Childhood Education

MST-Childhood and Childhood Special Education

MST-Childhood Education and Teaching English to Speakers of Other Languages (TESOL)

MST-Adolescent Education

MST-Adolescent and Adolescent Special Education

MST-Teaching English to Speakers of Other Languages (TESOL)

PREPARATION FOR A SCHOOL DISTRICT BUSINESS LEADER CAREER

MEd-Educational Leadership-School District Business Leader

MEd/MPA-Educational Leadership-School District Business Leader

CONTINUING EDUCATION FOR CERTIFIED TEACHERS

MEd-Literacy Specialist (online)

MEd-Literacy Specialist and Special Education (Adolescent)

MEd-Literacy Specialist and Special Education (Childhood)

MEd-Literacy Specialist and Teaching English to Speakers of Other Languages (TESOL)

MEd-Special Education

MEd-Teaching English as a New Language

Advanced Certificate-Adolescent Special Education

Advanced Certificate-Bilingual Education

Advanced Certificate-Childhood Special Education

Advanced Certificate-Literacy Specialist

Advanced Certificate-Middle School Extension

Advanced Certificate-Teaching English to Speakers of Other Languages (TESOL)

Advanced Certificate-School District Business Leader

If applicable, please indicate when the GRE was or will be taken:

____ / ____ / ____
Test 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 a Special Event with a 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		

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?
If yes, please attach your statement of the circumstances. Yes No

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

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 recommendation are required. Please refer to page 4 of this booklet.

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

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

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

Applicant's Signature	Date (MM/DD/YYYY)
------------------------------	--------------------------

Please print name
Non-Discrimination Statement

Pace University prohibits and will not tolerate discrimination or harassment in any of its programs or activities on the basis of sex, race, color, national origin, religion, creed, age, disability, citizenship, marital status, sexual orientation, genetic predisposition or carrier status, veteran status, or any other characteristic protected by law. Pace University's Affirmative Action Officer has been designated to handle inquiries regarding the University's non-discrimination and harassment policy and may be contacted at 156 William Street, New York, New York 10038, (212) 346-1310, or at Marks Hall, Room 20, 861 Bedford Road, Pleasantville, New York 10570, (914) 773-3856.

Reasonable Accommodations
 Pace University prohibits discrimination on the basis of disability and is committed to ensuring equal access to the application process for applicants with disabilities. An applicant who may require a reasonable accommodation in order to complete the application process should contact the Director of Disability Services on either the New York City (212) 346-1526 or the Westchester Campus (914) 773-3710.

FOR OFFICE USE ONLY _____ / _____ / _____ _____ / _____ / _____

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

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 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 application to:

School of Education
Pace University
Buchsbaum House
861 Bedford Road
Pleasantville, NY 10570 USA

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

Applicant Entry Term: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Please indicate your intended location: New York City Westchester

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) _____

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 ____/____/____

VISITING STUDENT APPLICATION

Please submit this application with a \$70 non-refundable application fee to the Pace University Office of Graduate Admission 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



School of Education

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		New York City	Westchester
Biochemistry and Molecular Biology	(212) 346-1853	School of Education	(212) 346-1338 (914) 773-3829
Counseling	(914) 773-3791	Seidenberg School of Computer Science and Information Systems	(212) 346-1005 (914) 422-4191
Environmental Policy	(914) 773-3818		
Environmental Science	(914) 773-3818		
Forensic Science	(212) 346-1967		
Media and Communication Arts	(914) 773-3790		
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

Name _____
Last First Middle

Female Male Self-identify _____ (Optional)

Current Mailing Address _____

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

Fax (_____) _____ Email _____
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 School of Education as a non-degree student, I confirm that I have the appropriate undergraduate course work or its equivalent for the courses in which I register. If I enroll in the College of Health Professions, Dyson College of Arts and Sciences, 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 _____
FEE REC DATE (MM/DD/YYYY)

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

REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS

U _____
 U Number Last Name First Middle

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

CAMPUS NY/MT/PL/BR/OC	SUBJECT	COURSE	DAY R=THUR U=SUN	COURSE REFERENCE NO.	CRS

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 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



School of
Education



@PaceUniversity