

Submitting a Graduate Application

Visit <https://www.newpaltz.edu/graduate/> and select Apply Now

GRADUATE STUDIES

Coronavirus planning and precautionary measures

The Office of Graduate & Extended Learning is practicing social distancing strategies to help prevent the spread of COVID-19. ALL business is being handled Monday - Friday from 8:30 - 5:00pm via phone [845-257-3947](tel:845-257-3947) or email gradstudies@newpaltz.edu.

- [Talk to an Advisor](#)
- [Program Details](#)
- [Request Info](#)
- [Apply Now](#)



Visit Us

GPS Location:
75 South Manheim Blvd, New Paltz, NY 12561

Campus Map:
<http://www.newpaltz.edu/map/>

Visitor Parking:
[Haggerty Circle \(lot 16\)](#),
[Rte. 32 \(lot 28\)](#), and [Rte. 32 Ext.](#)

Connect with Us

Old Main Building, 127
[845-257-3947](tel:845-257-3947) ([secretary](#))
[845-257-3285](tel:845-257-3285) ([advisor](#))
[800-248-8856](tel:800-248-8856) ([toll-free](#))
845-257-3284 ([fax](#))
gradstudies@newpaltz.edu

Select *Create an account* and follow the steps on the following pages.

Returning users:

Click the link below to log in and resume editing your application:

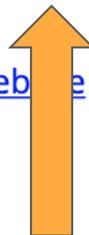
[Log in](#)

First-time users:

Before you may begin an application, you will need to register. Click the link below to get started:

[Create an account](#)

For more information, please visit our [Graduate Studies website](#) or contact our [Admissions Advisor](#).



Select *Start New Application* at the bottom of the page and then select the term in which you are applying in the drop down menu. Be sure to select the correct academic year.

Your Applications			
Type	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Application](#)



Start New Application ×

- 2020-21: admission for Summer 2021
- 2021-22: admission for Fall 2021, Spring 2022, Summer 2022
- 2022-23: admission for Fall 2022, Spring 2023, Summer 2023

NOTE: Non-Degree Admissions uses a different form <https://graduateadmissions.newpaltz.edu/register/nondegreegr>

Select an application type:

Create Application **Cancel**

Follow the prompts to complete the *Personal Background* section and then select *Continue* at the bottom of the page.

Race/Ethnicity
Optional

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)

Are you Hispanic or Latino?

- Yes
- No

Regardless of your answer to the prior question, please check *one or more* of the following groups in which you consider yourself to be a member:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

Continue



Select your program of interest from the drop down menu and then select *Continue*. Depending on which program is chosen, additional sections of the application may appear. If you need assistance with program selection or program admission requirements, please contact Alana Matuszewski.

[Home](#)

[Personal Background](#)

Graduate Academic Interest

[Academic History](#)

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Graduate Academic Interest

Which graduate program is right for you?

Select a program from the list below:

I am interested in..

Continue

After selecting your program of interest you can upload your admission essay. Uploading is optional at this point, you are able to upload your essay in your applicant portal at a later time after you submit your application.

Graduate Academic Interest

Which graduate program is right for you?

Select a program from the list below:



I am interested in..

Start Term

Certain programs offer admission once per year, while others will review applications for fall, spring, or summer.

Literacy Education

Upload a well-written essay of no more than 500 words describing your educational aspirations, experience working with students in educational settings, and how training in a master's program in literacy education will help you achieve your personal and professional goals.

Choose File no file selected



Select **Add Institution** for all colleges/universities attended including coursework taken in high school for college credit.

Academic History Instructions

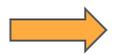
Please list every post-secondary institution that you have attended.

Institution	Degree
Add Institution	

Continue



You can add unofficial transcripts here, and request official transcripts be sent to the Graduate Office. **SUNY New Paltz students and alumni do not need to submit an official transcript.**



Add Institution

You may type in your institution's information below if it doesn't appear in the drop-down list.

INTERNATIONAL APPLICANTS: please include a link to the English translation of the university's website (for example, en.hongik.ac.kr).

Institution

CEEB

Country

City

State

Level of Study

Submit Transcript

You may upload a review copy of your transcript below now, or you may upload it later after you have submitted your application within your applicant portal.

PDF or Scanned no file selected

Pages

Save **Cancel**

Select *Add Recommender* and then follow the prompts in the pop up window. Complete this step for as many references that your program requires as stated in the chart. Select *Continue* when complete.

Graduate Program	Number of References
<ul style="list-style-type: none">Trauma & Disaster Mental Health	0
<ul style="list-style-type: none">Accelerated or 4+1 Programs<ul style="list-style-type: none">Except Business and Psychological Science which require 3 references.Joint MA/MAT Programs	1
<ul style="list-style-type: none">MFA in Studio ArtMST in Childhood EdMST in Childhood and Early Childhood	2
<ul style="list-style-type: none">All other graduate programs	3

Name	Status
Add Recommender	



Add Recommender

Prefix

First Name

Last Name

Organization

Position/Title

Telephone

Email

Note: Use your recommender's institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.

FERPA Rights

I waive my right to access this report.

I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

Optional to enter test information at this point. You can upload your unofficial GRE scores in your applicant portal after submitting the application. The official score report must be sent to the Graduate Office. Our institution code is 2541.

Test Score Instructions

Refer to the table below to determine if you need to include a standardized exam:

Graduate Program or Applicant Type	Required Exam
<ul style="list-style-type: none"> MBA 	GMAT or GRE
<ul style="list-style-type: none"> Education Programs Communication Disorders Counselor Education Programs Psychological Science 	GRE
<p>English Language Proficiency</p> <ul style="list-style-type: none"> Students for whom English is not the native language, and any applicant whose undergraduate degree is from a country where English is not the main language of instruction, are required to demonstrate English language proficiency by earning a satisfactory score on one of these exams. 	TOEFL IELTS PTE Academic

- * Reporting Codes:
- GRE and TOEFL is 2541
 - GMAT is 2493

Date ▲ Type

[Add Test](#)

Continue

Add Test ×

Type GRE General Exam

Test Date

Total

Verbal Reasoning Percentile %

Quantitative Reasoning Percentile %

Analytical Writing Percentile %

Save Cancel

If you wish for SUNY New Paltz to speak to a third party about your application, you must select **yes** on this page.

Information Release Waiver

Permission must be granted by you, the applicant, in order for staff in Graduate & Extended Learning to discuss this application with any third party, including parents, guardians, children or a spouse.

Would you like to authorize us to speak with a third party about your application?

Yes

No

Continue

You must electronically sign your application and confirm before reviewing and submitting your application.

Property Rights

In accordance with American Association of Collegiate Registrars and Admission Officers policies, all materials submitted with this application will become the property of SUNY New Paltz and will not be returned to the applicant.

I certify that the information given in this application for admission is complete and correct. I understand that any falsification or omission of data may result in the denial of admission.

 In place of your signature, please type your full legal name:

Confirm

If you encounter errors in your application review, you must go back and correct the ones written in red in order to submit your application. The categories written in orange can be edited at a later time in your application portal.

Review

We have detected the following errors with your application.
These errors must be corrected before submission.

Section	Required Field or Error
Personal Background	Personal Background: Birth Sex Needed
Personal Background	Personal Background: Citizenship Needed
Personal Background	Personal Background: Permanent Address Needed
Signature	Please complete prior to submission.

We have detected the following potential problems with your application:

Section	Warning
Personal Background	Personal Background: Mobile Number Missing
Portfolio & Media Upload	Missing Portfolio - You may upload your portfolio later in your applicant portal.
References	References Required - You may manage your reference requests later in your applicant portal.

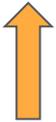
Once your application is complete and there are no errors, you can select *Submit Application*. You will then be redirected to your applicant portal.

Clicking **Submit Application** will send your application data to the **Graduate Studies** staff for processing. The program faculty will NOT see your application until you have uploaded all of your checklist items within your applicant portal.

Reminder: It may take up to 60 minutes before your complete checklist items appear in your applicant portal. **If you are satisfied with your application and are ready to submit it, click Submit Application.**

Submit Application

Save for Later



This is what your applicant portal will look like. Categories above the photo will show your application status. As these categories are completed, the red X will turn into an orange checkmark.

Awaiting Submission **»** Awaiting Payment **»** Awaiting Materials **»** Awaiting Review **»** Awaiting Decision

☑ ☒ ☒ ☒ ☒



Application Checklist

Status	Details	Date
✓ Received	Recommendation from Alana Matuszewski, SUNY New Paltz Submitted on 02/04/2021.	02/04/2021

Update Your Recommendations

Your program requires additional recommendations. To add or change a recommender, visit the [recommendations page](#). Click "Add Recommender," complete the form and click "Send to Recommender".

Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

no file selected

You can upload additional materials at this point.



Approximately 1 hour after your submission, your application portal will update to include a link to make your payment and also include your **Application Checklist**.

Decisions will be uploaded to your application portal, they are not emailed to you. **Please check your portal frequently.**



Payment Due: 60.00 USD

✘ Awaiting Graduate Application Fee - [Submit Payment for 60.00 USD](#)

Application Checklist

Status	Details	Date
✘ Awaiting	Artist's Statement	
✘ Awaiting	Digital Portfolio	
✘ Awaiting	Graduate Admission Essay	
✓ Received	Recommendation from Alana Matuszewski, SUNY New Paltz Submitted on 02/04/2021.	02/04/2021

Questions?

Contact Us

Graduate Office

Email: gradstudies@newpaltz.edu

Alana Matuszewski, Manager of Graduate Recruiting & Advising

Phone: (845) 257-3285

Email: matuszea@newpaltz.edu

Problems With Application Checklist Items?

Sue Ugricich, Graduate Applications Coordinator

Phone: (845) 257-2625

Email: ugricics@newpaltz.edu