

Graduate School Application

Baruch COLLEGE
The City University of New York
SCHOOL OF PUBLIC AFFAIRS

FOR MORE INFORMATION

Contact the School of Public Affairs Office of Student Affairs and Graduate Admissions if you have any questions regarding the application process or if you wish to make an appointment with an admissions counselor for an information interview.

SCHOOL OF PUBLIC AFFAIRS

Baruch College/CUNY
One Bernard Baruch Way,
Box D-901
New York, NY 10010-5585
Phone: 646-660-6750
Fax: 646-660-6751

EMAIL:

SPA.Admissions@baruch.cuny.edu

WEB SITE: www.baruch.cuny.edu/spa

Baruch College is an Equal Opportunity/Affirmative Action institution. The College does not discriminate on the basis of age, sex, sexual orientation, transgender, alienage or citizenship, religion, race, color, national or ethnic origin, disability, genetic predisposition or carrier status, and veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. Questions concerning this policy may be addressed to the College's affirmative action officer.

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All programs, requirements, and courses are subject to termination or change without advance notice.

PUBLIC ADMINISTRATION

MPA

Students can take the generalist degree or elect one of four specializations.

Specializations include:

Nonprofit Administration

Policy Analysis and Evaluation

Public Management

Health Care Policy

Part-time or full-time program

(please indicate on application)

EDUCATIONAL LEADERSHIP

MSEd (FALL ADMISSION ONLY)

- For educators with 3 years of full-time experience in schools or school-related institutions; may lead to certification in School Building Leadership (SBL) or School District Leadership (SDL)
- Part-time program

ADVANCED CERTIFICATE (FALL ADMISSION ONLY)

- For students seeking SBL (School Building Leadership) certification in New York State
- For students seeking SDL (School District Leadership) certification in New York State
- Part-time program
- A previous master's degree is required. Students without a master's degree, must complete the master's degree, before being recommended for certification.

HIGHER EDUCATION ADMINISTRATION

MSEd

- For professionals seeking leadership and supervisory positions in the administration of colleges and universities
- Part-time program

EXECUTIVE PUBLIC ADMINISTRATION

XMPA (FALL ADMISSION ONLY)

- For students who have significant employment experience, including experience managing people, projects, or programs
- Saturday schedule

DEADLINES

Students must file a completed application (including the application fee) by the following deadlines:

FALL SEMESTER DEADLINES

Full-time MPA program and

International Applications **April 1***

All other programs **May 15**

SPRING SEMESTER DEADLINES

Full-time MPA program and

International Applications **November 15**

All other programs **December 3**

** Full-time applicants interested in being considered for a graduate assistantship and/or financial aid are strongly urged to apply on or before April 1.*

APPLICATION PROCESS

Applications are reviewed on a rolling admissions basis each semester. The School of Public Affairs notifies all applicants about acceptance in writing shortly after Admissions Committee review. Early application is strongly encouraged.

Admission to Baruch College's School of Public Affairs graduate programs is offered to applicants whose academic credentials, work experience, and management potential is competitive with current standards. All applicants must have a regionally accredited bachelor's degree or its recognized international equivalent (any major) and provide their scores on the GRE or submit the GRE waiver application form. Those whose native language is not English and who have not completed a U.S. undergraduate or graduate degree must submit scores from the Test of English as a Foreign Language (TOEFL).

THE SELF-MANAGED APPLICATION

The School of Public Affairs uses a self-managed procedure for applications to the Master of Public Administration (MPA), Master of Education (MSEd), and Advanced Certificate Programs in School Building Leadership (SBL), and School District Leadership (SDL). This application booklet provides the forms with which applicants request official transcripts of previous academic work and letters of recommendation to be returned to them in signed, sealed envelopes. These are then sent together with the applicant's essay(s), resume, admission application forms, and application fee in a single envelope to the School of Public Affairs Office of Graduate Admissions. GRE and TOEFL scores must be sent directly from the Educational Testing Service (ETS) to the School. The ETS code for the GRE and TOEFL is 2027.

Applicants who select the on-line application option also follow this procedure. Personal data forms, essay(s), and resume can be submitted electronically, but the transcript(s) and recommendation forms should be printed out for use as described above.

The School of Public Affairs web site has all of the required forms and instructions for applicants. For additional copies of the application, please go to www.baruch.cuny.edu/spa. Then go to Admissions: General Information.

The self-managed system has the advantage of giving the applicant control over the process of gathering these materials and considerably speeding up Baruch's processing of the application.

ADMISSIONS INFORMATION SESSIONS

Information sessions give prospective students the opportunity to meet with faculty and current students and to learn the overall philosophy of the School as well as the individual details of each program.

Sessions are held throughout the year at the School of Public Affairs Open Houses and Director's Briefings. For information on the date and time of the next information session, please visit our website at www.baruch.cuny.edu/spa/admissions/visitspa.php or contact the Office of Student Affairs and Graduate Admissions at 646.660.6750.

APPLICATION REQUIREMENTS

This application booklet contains all required forms

1. Personal Information Form (pp.7-8)

2. Application Fee

An application fee of \$125 if applying by mail; \$135 if applying on-line.

3. Official transcripts

Official transcripts of all postsecondary academic work at colleges and universities where more than 3 courses were taken. Use the Transcript Request Form from the application packet (pp. 9-11). (To be considered official, transcripts must have been sent directly from the school attended to the applicant, who puts them together— unopened—with the other application forms to be sent to SPA Graduate Admissions).

4. Recommendation Letters

Two letters of recommendation. As with transcripts, to be considered official, recommendations must be sent directly from the referee to the applicant who puts them together—unopened—with the other application forms. Use the Recommendation Form from the application packet (pp. 13-16). If your referee wishes to add additional comments, those must be sent on official letterhead.

5. Resume

A current one-page resume covering employment and volunteer and community service experience.

6. Essay

An essay of 500 to 700 words in which you describe one of the challenges facing your organization or field of interest, and how your experience and proposed study will help you address this challenge.

7. Graduate Record Examination

Scores on the Graduate Record Examination (GRE) or GRE Waiver Request Form* (p. 17). Applicants who have successfully completed a master's degree or those with a competitive undergraduate record may request the GRE Waiver. Applicants must submit scores from the GRE taken within 5 years of the beginning of the

term for which they are applying. We will accept the GMAT as a substitute for the GRE, however we encourage all applicants who have taken neither test to take the GRE. For GRE information and applications, contact the Educational Testing Service (ETS) by phone (1-800-473-2255), e-mail (gre@ets.org), or at www.gre.org.

To send GRE test scores directly to Baruch's School of Public Affairs, use code: 2027

**GRE scores are not required for the Executive MPA Program.*

OPTIONAL

A second essay Provide the Admissions Committee with any information the application has otherwise not required but that you feel the Committee should have when it makes its admissions decision. This essay should not be longer than one typed page.

ADDITIONAL NOTES

The Executive MPA Program and the MEd in Educational Leadership and Advanced Certificate (SBL & SDL) only admit students for the fall semester.

Graduate Assistantships are typically only available with fall applications.

SPECIAL INTERNATIONAL STUDENT REQUIREMENTS

The following additional items are required from most international applicants.

Please read each description carefully to determine if the requirement applies to you.

1. TOEFL scores

Any applicant whose first language is not English and who does not have a U.S. undergraduate or graduate degree is required to submit scores for the Test of English as a Foreign Language (TOEFL) taken within 2 years of the beginning of the term for which the application is submitted. For TOEFL information and applications, contact the Educational Testing Service (ETS) by phone (609-771-7100), e-mail (toefl@ets.org), or at www.toefl.org.

To send TOEFL test scores directly to Baruch's School of Public Affairs, use code: 2027

2. Transcripts and Diplomas

Original, official documents (transcripts, recommendations, etc.) in languages other than English must be accompanied by official English translations. A photocopy of the diploma or certificate is also required but should not be translated.

Your undergraduate degree must include the equivalent of at least 4 years of postsecondary education and be recognized as equal to a regionally accredited U.S. bachelor's degree. Several countries have 3-year degree programs that are considered equivalent, but normally that is not the case. Occasionally international

students living in the U.S. have difficulty getting official transcripts sent to them because their school's policy restricts the issuing of transcripts or there are other procedural problems. Baruch/CUNY policy in certain of these cases allows the submission of certain documents as proof of an applicant's attempt to procure these documents.

Please note: *This process can take 2 months or more, so begin early. Please contact the Office of Graduate Admissions for more information.*

3. Financial Documentation for F-1 and J-1 Visa

In order for you to obtain an F-1 (student) visa or a J-1 (exchange student) visa you must submit Declaration and Certification of Finances and Affidavit of Support documents to the Office of Graduate Admissions with your other application materials. These are a part of the International Student Supplement. Submitting the required financial documentation after the offer of admission will delay the issuing of the I-20/IAP-66. Follow instructions in the International Student Supplement carefully. If you need a copy of the supplement, please download it from our Web site at www.baruch.cuny.edu/spa. Then go to Admissions: International Students.

PERSONAL INFORMATION (Type or neatly print; keep copies for your records)

Name Mr. Ms. _____
First Middle Last (Family)

If transcripts, test scores, or other documents are under another name, give name _____
Name

PERMANENT ADDRESS

Number and Street Apartment

City State Zip Code Country

Length of time at permanent address Years: _____ Months: _____ Length of time in NY State Years: _____ Months: _____

Business Telephone Home Telephone Fax E-mail

Social Security Number Date of Birth

MAILING ADDRESS

(if different from above) Number and Street Apartment

City State Zip Code Country

CITIZENSHIP/RESIDENCY INFORMATION

Are you a United States citizen? ____ Yes ____ No Country of Citizenship _____ Country of Birth _____

Are you a U.S. permanent resident? ____ Yes ____ No Date Obtained _____ (Month/Day/Year) Alien Registration No. _____

APPLICATION FOR:

TERM: Fall 20 _____ Spring 20 _____ **PROGRAM:** (check only one; see program descriptions on page 3):

MPA: ____ Part time or ____ Full time (four or more classes per semester) Executive MPA MEd in Higher Education Administration

Educational Leadership: Check all that apply

SBL School Building Leadership Advanced Certificate SDL School District Leadership Advanced Certificate MEd Educational Leadership

EMPLOYMENT INFORMATION

Employer Job Title

ACADEMIC/EDUCATIONAL BACKGROUND

Provide the following information in chronological order for all colleges and universities attended, including Baruch. (Attach additional sheets if necessary)

| Name and Location of Institution | Month and Year of Attendance | Major | Degree Received or Expected and Date |
|----------------------------------|------------------------------|-------|--------------------------------------|
| | From To | | |
| | From To | | |
| | From To | | |

(Continued on other side)

REQUIRED STANDARDIZED TESTS: GRE (GMAT*) and TOEFL

Date the GRE was taken or will be taken: _____ (Required)

If you are requesting a waiver of the GRE requirement, please complete p. 17.

Verbal score: _____ Quantitative score: _____ Analytical score: _____

% below: _____ % below: _____ % below: _____

**Students submitting GMAT scores instead of GRE scores should circle “(GMAT)” in the heading above in addition to supplying the corresponding test information in the spaces provided.*

FOR INTERNATIONAL STUDENTS (see instructions for more detailed information)

Date the TOEFL was taken or will be taken: _____ TOEFL score: _____

ESSAY(S) Essays must be typed, double-spaced.

Required: In an essay of one to two pages (500 to 700 words), describe one of the challenges facing your organization or field of interest and how your experience and proposed studies will help you address this issue.

Optional: Provide the Admissions Committee with any information the application has otherwise not required but that you feel the Committee should have when it makes its admissions decision. This essay should not be longer than one typed page.

RESUME Supply a one-to two-page resume of your employment and volunteer and community service experience.

Please include titles and current responsibilities.

ALL APPLICANTS—Statement of Certification

I certify that all statements made in this application for admission to the School of Public Affairs are correct, that the information supplied is complete, and that the essay(s) have been written by me. I understand that my application and all supporting materials become the property of Baruch and cannot be returned or sent elsewhere. I understand that withholding or giving false information will make me ineligible for admission to Baruch College. I also understand that the application fee may not be waived nor is it refundable.

Signature of Applicant _____ Date _____

SPECIAL DEMOGRAPHIC DATA (Optional and used only in the compilation of aggregate data and reports)

The information requested below is being collected to meet research and federal reporting requirements. It is confidential and will be released only as statistical summaries in which individuals are not identified. Response is voluntary. The information has no bearing on either admission or academic decisions but is very helpful in meeting these reporting requirements.

FOR U.S. CITIZENS AND PERMANENT RESIDENTS ONLY

Are you Hispanic or Latino? Yes No

Please choose the group or groups that best describes your race:

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

FOR ALL APPLICANTS:

Are you a veteran of the U.S. Armed Forces? Yes No

Are you a dependent of a veteran of the U.S. Armed Forces? Yes No

From what country or part of the world did you or your family originally come? _____

Where were you and your parents born? You _____ Mother _____ Father _____

Your native language: _____

Other language spoken: _____

Do you speak a language other than English at home? Yes No

If yes, with which language do you feel more comfortable?

- English
- Language other than English
- Equally comfortable with both

TRANSCRIPT REQUEST FORM

APPLICANT: Please fill out this form and forward it to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form.

Please be sure to send this request early to ensure that the transcript will be returned to you in a timely manner.

Note: You must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name _____
First Middle Last (Family) Prior Name on Transcript

Social Security Number _____ Date of Birth _____

Dates of Enrollment _____ to _____ Degree and Graduation Year _____

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature of Applicant _____ Date _____

REGISTRAR: *The above named person is applying to Baruch College of The City University of New York. Please enclose this form together with an official transcript. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included with his/her application package. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to the School of Public Affairs at the address given at the top of this form.*

TRANSCRIPT REQUEST FORM

APPLICANT: Please fill out this form and forward it to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form.

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Applicant's Name _____
First Middle Last (Family) Prior Name on Transcript

Social Security Number _____ Date of Birth _____

Dates of Enrollment _____ to _____ Degree and Graduation Year _____

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature of Applicant _____ Date _____

REGISTRAR: *The above named person is applying to Baruch College of The City University of New York. Please enclose this form together with an official transcript. After sealing the envelope, please sign across the seal and return it to the applicant so that it can be included with his/her application package. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to the School of Public Affairs at the address given at the top of this form.*

TO THE APPLICANT:

Complete the section below and send this form to your recommender with the enclosed recommendation envelope.

Name Mr. Ms. _____
First Middle Last (Family)

Social Security Number _____ Degree and specialization to which you are applying _____

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records. You may waive that right, if you wish to do so in the case of this recommendation, by signing here. Your waiver will in no way affect the decision on your application.

Signature of Applicant _____ Date _____

TO THE RECOMMENDER:

We are extremely grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant's potential as a graduate student and administrator. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The student has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file.

Once you have completed this form, return it and any attachments to the applicant in an envelope, which you should seal and sign. The applicant will return the sealed envelope with the completed application to the School of Public Affairs.

THANK YOU ON BEHALF OF THE ADMISSIONS COMMITTEE.

EVALUATION CHART

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances recently.

| | Exceptional (Top 10%) | Outstanding (Top 20%) | Above Average (Top Third) | Average (Middle Third) | Below Average (Bottom Third) | Unable to Judge |
|--------------------------------------|---------------------------------|---------------------------------|-------------------------------------|----------------------------------|--|---------------------------|
| Intelligence | | | | | | |
| Originality & Creativity | | | | | | |
| Motivation & Initiative | | | | | | |
| Maturity | | | | | | |
| Ability to Work Independently | | | | | | |
| Managerial Career Potential | | | | | | |
| Overall Potential for Graduate Study | | | | | | |

(Continued on other side)

ASSESSMENT QUESTIONS

In the space below or on a separate page, please answer the following questions and provide any additional comments you believe might be helpful to the Admissions Committee.

1. In what capacity and for how long have you known the applicant?
2. In comparison to his/her peers, has the applicant used his/her abilities and opportunities to the maximum potential?
3. Discuss the applicant's interpersonal skills. Does the applicant work well in groups and assume leadership roles?
4. Discuss the applicant's work skills. Does the applicant take initiative and perform well under pressure?
5. Describe the applicant's ability to communicate in oral and written form.
6. In your opinion, does the applicant have a commitment to public service?

OVERALL OPINION

Please mark one:

- The applicant has my unqualified recommendation.
- I do not recommend the applicant.
- I recommend the applicant with reservations.

My reservations are:

Signature of Recommender _____

Name (type or print) _____ Title _____

Organization _____

Address _____

Number and Street

Apartment

City

State

Zip Code

RETURN THIS FORM TO THE APPLICANT. SEAL AND SIGN THE ENVELOPE. THANK YOU.

TO THE APPLICANT:

Complete the section below and send this form to your recommender with the enclosed recommendation envelope.

Name Mr. Ms. _____
First Middle Last (Family)

Social Security Number _____ Degree and specialization to which you are applying _____

Under the Family Educational Rights and Privacy Act of 1974, you have the right to review official College student records. You may waive that right, if you wish to do so in the case of this recommendation, by signing here. Your waiver will in no way affect the decision on your application.

Signature of Applicant _____ Date _____

TO THE RECOMMENDER:

We are extremely grateful for your time and input. Your assessment of the applicant is crucial to our evaluation of his/her candidacy for admission.

Using the chart and questions below, please assess the applicant's potential as a graduate student and administrator. Your evaluation will be most helpful if your comments are as specific and candid as possible. Feel free to provide a more detailed evaluation of the candidate in an attached letter, if you prefer. The student has been given the option to waive the right to review this recommendation (see above).

Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file.

Once you have completed this form, return it and any attachments to the applicant in an envelope, which you should seal and sign. The applicant will return the sealed envelope with the completed application to the School of Public Affairs.

THANK YOU ON BEHALF OF THE ADMISSIONS COMMITTEE.

EVALUATION CHART

Use the chart below to rate the applicant relative to other individuals you have known in the same circumstances recently.

| | Exceptional (Top 10%) | Outstanding (Top 20%) | Above Average (Top Third) | Average (Middle Third) | Below Average (Bottom Third) | Unable to Judge |
|--------------------------------------|--------------------------|--------------------------|------------------------------|---------------------------|---------------------------------|--------------------|
| Intelligence | | | | | | |
| Originality & Creativity | | | | | | |
| Motivation & Initiative | | | | | | |
| Maturity | | | | | | |
| Ability to Work Independently | | | | | | |
| Managerial Career Potential | | | | | | |
| Overall Potential for Graduate Study | | | | | | |

(Continued on other side)

ASSESSMENT QUESTIONS

In the space below or on a separate page, please answer the following questions and provide any additional comments you believe might be helpful to the Admissions Committee.

1. In what capacity and for how long have you known the applicant?
2. In comparison to his/her peers, has the applicant used his/her abilities and opportunities to the maximum potential?
3. Discuss the applicant's interpersonal skills. Does the applicant work well in groups and assume leadership roles?
4. Discuss the applicant's work skills. Does the applicant take initiative and perform well under pressure?
5. Describe the applicant's ability to communicate in oral and written form.
6. In your opinion, does the applicant have a commitment to public service?

OVERALL OPINION

Please mark one:

- The applicant has my unqualified recommendation.
- I do not recommend the applicant.
- I recommend the applicant with reservations.

My reservations are:

Signature of Recommender _____

Name (type or print) _____ Title _____

Organization _____

Address _____

Number and Street

Apartment

City

State

Zip Code

RETURN THIS FORM TO THE APPLICANT. SEAL AND SIGN THE ENVELOPE. THANK YOU.

NOTES ON THE GRE REQUIREMENT/WAIVER

- Unless a waiver is obtained, Baruch College requests submission of scores on the Graduate Record Examination (GRE) General Test (verbal, quantitative, and analytical). Scores from the GMAT may be substituted.
- If an applicant has completed a master's degree or significant work toward one, he or she may request a waiver of the GRE requirement.
- If an applicant has an undergraduate GPA of 3.0 or higher, he or she may request a waiver of the GRE requirement.
- Students who do not submit GRE (or GMAT) scores will not be eligible for consideration for a graduate assistantship.
- The Admissions Committee reserves the right to request additional information when it deems it necessary, including submission of GRE scores.
- Students who have graduated from college within 2 years of application are strongly encouraged to take the GRE.

Name Mr. Ms. _____
First Middle Last (Family)

Mailing Address

Number and Street Apartment

City State Zip Code Country

I request a waiver of the GRE requirement based on:

- completion of a master's degree or significant work toward one
- an undergraduate GPA of 3.0 or better

Signature of Applicant _____ Date _____

TERMS OF THE GRADUATE ASSISTANTSHIP AGREEMENT

- A graduate assistantship (GA) may not be held for more than 2 academic years.
- Continuation of support beyond the initial year of appointment will be dependent upon availability of funds and satisfactory evaluation of both the student’s academic and GA performance.
- Financial aid packages, including student loans, may be affected by the conferring of a graduate assistantship.
- An applicant who is notified of being awarded a graduate assistantship must inform the School in writing whether the GA position will or will not be accepted by the date indicated on the offer letter.

APPLICANT REQUIREMENTS

- Only applicants who plan to enroll full time (four or more courses per semester) should apply for a graduate assistantship.
- Applicants who have submitted GRE scores will be given preference in the GA review process (the GRE Waiver does not substitute for the GRE test scores for GA application review).
- Students are strongly encouraged to apply by the beginning of April if they are interested in a graduate assistantship position the following fall semester.
- Spring applicants are considered on the basis of the number of GA positions available.

PERSONAL INFORMATION (type or neatly print)

Name Mr. Ms. _____
First Middle Last (Family)

Mailing Address

Number and Street Apartment

City State Zip Code Home Phone

Date of Birth (month/day/year) Country of Birth

I am a (check one): U.S. citizen Permanent resident Visa holder _____ (Please indicate the type of visa you hold or will hold)

NOTE: Only those with an F-1 or J-1 visa will be eligible for a graduate assistantship. Those who receive an assistantship must provide proof of visa (e.g., Form I-20).

I am a (check one): New York State resident Out-of-state or international student

(Continued on other side)

RESEARCH AREA OPTIONS

Please indicate your top three choices below. Mark your first choice with the number "1."

I am interested in conducting research or performing administrative work in the following areas:

- nonprofit government/public management
- health care policy
- policy analysis and evaluation
- education
- other

SKILLS AND WORK EXPERIENCE

Please describe any special skills that you have (e.g., computer-related skills, previous teaching experience, research experience, or office experience).

Signature of Applicant

Date

Please complete the following (required by the Admissions Committee in addition to your resume). Please complete all fields.

- Years of Full-time Work Experience; include the period between your graduation from undergraduate school and your anticipated enrollment. If you completed your undergraduate degree part time while working full time, include that period as well.
- Using the chart outline below, list all positions, starting with the most recent, you have held since you began working. Include part-time and summer jobs while in college. You may submit this information in the same format on a separate sheet of paper if you prefer or need additional space.

| Reason for Leaving | | | | |
|---|--|--|--|--|
| Brief Description of Your Supervisory/Executive Roles | | | | |
| No. of People Under Your Direct Supervision | | | | |
| Title and Salary | | | | |
| Dates of Employment | | | | |
| Employer Location (City/Country) | | | | |

Date

Signature of Applicant