

NYU-SCPS GRADUATE PROGRAM APPLICATION INSTRUCTIONS

New York University School of Continuing and Professional Studies (NYU-SCPS) master's degree and graduate certificate programs are open to all qualified candidates who hold a bachelor's degree from a regionally accredited college or university. International candidates who hold a degree that is equivalent to a U.S. bachelor's degree are also eligible to apply.

You may apply for admission to NYU-SCPS by submitting either an online or paper-based application. You may submit only one online application or one paper application to one NYU-SCPS graduate program in a single term. Whether you apply online or by paper, please keep in mind that the application process is self-managed.

The online application is for those who have never attended NYU-SCPS. If you are applying to matriculate into a master's degree program from a graduate certificate, then please submit only the paper application form and two letters of recommendation. If you are applying for readmission, then please submit only the paper application form and an updated résumé.

Before you prepare your application, please read the following instructions carefully.

APPLICATION DEADLINES

NYU-SCPS practices "rolling admissions," which means applications are reviewed at the deadlines below and throughout the year by the SCPS Office of Admissions and academic departments. Although it is always prudent to apply as far in advance as possible, applications for most programs are considered on a space-available basis until two weeks before the start of the semester.

The following dates are recommended deadlines for submitting a complete application for citizens and permanent residents of the U.S. and international students who are legal residents of the U.S. at the time of application:

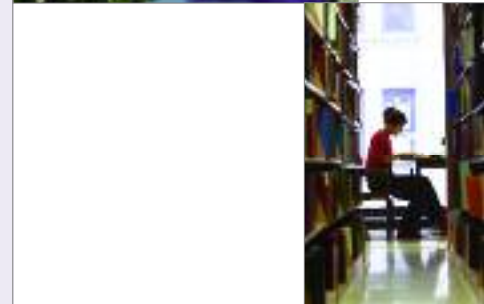
Fall:	March 15
Spring:	October 15
Summer:	February 15*

**The programs in Digital Imaging and Design, Global Affairs, Hospitality Industry Studies, Publishing, Sports Business, and Tourism and Travel Management do not consider new students for summer.*

If you apply after the recommended deadline, then you will still be considered for the semester of your choice if there are openings in the class. If the class has filled, then your application will be considered for the following term. If you plan to apply for university housing for the fall semester you must apply as early as possible. Graduate housing is only available to full-time students and is very limited. Accordingly, we encourage you to submit your application as far in advance as possible.

International Students

Applicants who are not already permanent residents of the U.S. must apply by the application deadlines detailed in the International Students section on page 4 of these instructions. Applications received after the deadline will be considered on a case-by-case basis.



COMPONENTS OF A COMPLETE APPLICATION

MASTER'S DEGREE APPLICATIONS

A master's degree application is complete and ready for review when all of the following items are received by the SCPS Office of Admissions:

Application Form: A completed, dated, and signed graduate admissions application form.

Application Fee: The application fee covers the cost of processing your application for admission. It is non-refundable and must be included with your application. The application fee is \$75. If you submit the online application, then you must pay by credit card, or an online check. We do not accept other forms of payment with online applications. If you submit a paper application, then you must pay by either check or money order made payable to **New York University**. Please be sure that your full name and date of birth appear on the check or money order. If you submit a check it must be in U.S. Dollars drawn on a U.S. Bank. If you submit a money order it must be in U.S. Dollars. Do not send cash. We do not accept credit card payments with the paper application.

Personal Statement: A type-written, double-spaced statement of at least 250 words that describes the career aspiration that makes a professional degree in your elected discipline appropriate for you and explains the extent to which your background has prepared you for the professional education you now seek.

Résumé: A copy of your most recent résumé or curriculum vitae.

Transcripts: One official transcript in a sealed envelope from each post-secondary school attended. Please have the transcripts sent directly to you to include in your self-managed application packet. Do not open the transcripts, as we must receive them in sealed envelopes.

Standardized Graduate Test Scores:

- If you have completed your undergraduate degree within the last two years, you must submit standardized test scores when applying to the following programs: Global Affairs, Publishing, Sports Business, Hospitality Industry Studies, Tourism and Travel Management, Management and Systems, Human Resource Management and Development, Public Relations, Fundraising, Integrated Marketing, Real Estate, Construction Management, Graphic Communications Management and Technology.
- Because a portfolio must be submitted for application to the M.S. in Digital Imaging and Design, standardized graduate tests are not required.
- The M.S. in Integrated Marketing program (formerly Direct and Interactive Marketing) requires standardized graduate tests scores for all applicants.

When arranging to take the GRE, please choose the general test. Results of the GRE are sent to us under separate cover by Educational Testing Service (ETS). Applicants must include NYU-SCPS, ETS institution code of **2557**. NYU-SCPS also accepts scores from the GMAT. Results of the GMAT are sent to us under separate cover when you request for the score report to be sent to NYU-SCPS. There is no school code. Please allow approximately 2-3 weeks for score reports to be delivered. While we must receive an official report, please include an unofficial copy of your score report with your application materials if one is available. Test scores cannot be more than five years old.

Testing Agencies

Please contact the following for more information:

GRE: GRE, Educational Testing Service
P.O. Box 6000, Princeton, NJ 08541-6000
(609) 771-7670; ETS Code: 2557; www.gre.org

GMAT: GMAT, Educational Testing Service
P.O. Box 6103, Princeton, NJ 08541-6103
(609) 771-7330; www.gmat.org

Recommendation Letters: We require two letters of recommendation with your application. They may be two professional recommendations, one academic and one professional recommendation, or two academic recommendations. Please do not use personal or family friends as recommendation providers. We suggest that you contact your recommendation providers early in the process and discuss the program to which you are applying and your long-term goals, so a proper assessment may be provided.

Supplemental Materials: M.S. in Digital Imaging and Design applicants are required to submit a portfolio that demonstrates evidence of their achievement and creative potential. Portfolios can be submitted in 35mm slides, VHS, DVD, Beta-SP, or CD-Rom format and must be accompanied by a statement of intent and inventory list. Specific instructions for portfolio submission can be found on page 8.

GRADUATE CERTIFICATE APPLICATIONS

A graduate certificate application is complete and ready for review when all of the following items are received by the SCPS Office of Admissions:

Application Form: A completed, dated, and signed graduate admissions application form.

Application Fee: The application fee covers the cost of processing your application for admission. It is non-refundable and must be included with your application. The application fee is \$75. If you submit the online application, then you must pay by credit card, or an online check. We do not accept other forms of payment with applications submitted online. If you submit a paper application, then you must pay by either check or money order made payable to **New York University**. Please be sure that your full name and date of birth appear on the check or money order. If you submit a check it must be in U.S. Dollars drawn on a U.S. Bank. If you submit a money order it must be in U.S. Dollars. Do not send cash. We do not accept credit card payments with the paper application.

Personal Statement: A type-written, double-spaced statement of at least 250 words that describes the career aspiration that makes a professional degree in your elected discipline appropriate for you and explains the extent to which your background has prepared you for the professional education you now seek.

Résumé: A copy of your most recent résumé or curriculum vitae.

Transcripts: One official transcript in a sealed envelope from each postsecondary school attended. Please have the transcripts sent directly to you to include in your self-managed application packet. Do not open the transcripts, as we must receive them in sealed envelopes.



INTERNATIONAL APPLICANTS

International applicants are encouraged to apply early due to the additional processing time required for international credentials. We recommend that you submit a complete application by the deadlines listed below for international students. This will ensure that you will be considered for the semester of your choice and that you will be eligible to begin your studies in your selected term if you are admitted. If you are planning to study on a student visa, please be sure to use your full legal name as it appears on your passport when completing your admissions application. This will help prevent any delays when applying for your U.S. visa. All international applicants planning to study on a student visa must list an international address as their permanent address on the admissions application. If you are offered admission, then you will receive information on requesting your visa from NYU. More detailed information for international students preparing to study at NYU can be found through the Office of International Students and Scholars, www.nyu.edu/oiss. *International students planning to study on a student visa are not eligible to be considered for graduate certificate programs as these programs cannot be completed on a full-time basis.*

Application Deadlines for International Applicants

International students planning to study at NYU on an F-1 student visa must submit complete applications by the following deadlines:

Fall:	March 15
Spring:	August 15
Summer:	January 15*

**The programs in Digital Imaging and Design, Global Affairs, Hospitality Industry Studies, Publishing, Sports Business, and Tourism and Travel Management do not consider new students for summer.*



International students must hold the equivalent of a U.S. bachelor's degree to be eligible for admission. We must receive an official diploma (original document) conferring your graduation, official transcripts or mark sheets in the original language from the granting institution, and an English translation of your diploma and transcripts. Most applicants are also required to confirm the equivalency of their degree by having their transcripts evaluated. When requesting a translation or evaluation, please request a "course-by-course evaluation." All transcripts must be evaluated by World Education Services, www.wes.org, or another recognized foreign educational credential evaluation service recommended by the National Association of Credential Evaluation Services, www.naces.org.



TOEFL

The Test of English as a Foreign Language (TOEFL) is mandatory for all applicants who did not complete their entire undergraduate degree in the United States or in a country where the only primary language is English. The medium of instruction for your undergraduate degree is not the determining factor for the TOEFL requirement. Applicants who completed their undergraduate degree in a country where the only primary language is English are exempt from the TOEFL. Other exemptions for TOEFL are made on a case-by-case basis.

To be eligible for admission, an applicant must receive minimum TOEFL scores of either 100 or above on the Internet-based test, 250 or above on the computer-based test, or 600 or above on the paper-based test. To send your score report to us, please indicate school code **2557**. We will not accept scores that are older than two years.

Please contact the following for more information:

TOEFL, Educational Testing Service
P.O. Box 6151, Princeton, NJ 08541-6151
(609) 771-7100; ETS Code: 2557; www.toefl.org

English Proficiency

In addition to the TOEFL, New York University requires non-native English speaking students who are offered admission to take an English language proficiency exam at NYU's American Language Institute (ALI) to measure English language ability and assess writing skills. This test is administered to admitted students before course registration. You may be required to take courses in English before or while you are taking regular academic course work, which may impact your academic schedule and extend the cost of your degree and the time required to complete your studies. You may take an ALI self-assessment exam on our website at <http://web.scps.nyu.edu/~gmd2/ali/>. Please review more detailed information on the ALI exam under "International Students" in the Graduate Admissions section of the NYU-SCPS website, www.scps.nyu.edu/gradadmissions.

Application Fee

The application fee covers the cost of processing your application for admission. It is non-refundable and must be included with your application. The application fee is \$75. If you submit the online application, then you must pay by credit card, or an online check. We do not accept other forms of payment with applications submitted online. If you submit a paper application, then you must pay by either check or money order made payable to **New York University**. Please be sure that your full name and date of birth appear on the check or money order. Do not send cash. **Please note:** We do not accept credit card payments with the paper application. Checks from foreign banks are not accepted. International students submitting a paper application must submit the application fee in the form of an international money order or a check in U.S. dollars from a bank in the United States.

SUBMITTING THE APPLICATION PACKAGE

ONLINE APPLICATION

If you apply online, then your application form, personal statement, résumé, and application fee are submitted online through the online application process. If you are a master's degree applicant you also have the option to have your recommendation providers submit their recommendations electronically. Through the online process, you can register your recommendation providers, who are then notified of your request to provide a recommendation and can log on to the system to submit their recommendations electronically. If you apply online you may also choose to submit recommendations in paper format.

Materials that cannot be submitted through the online application process—transcripts, test scores, evaluations of foreign credentials, and supplemental materials—should be submitted in one packet to the SCPS Office of Admissions. If you choose to submit your recommendations in paper format, then they should also be included in this packet. *Do not mail us a duplicate copy of your online application; only supporting materials that are not included as part of your online application should be sent by mail.*

You are required to self-manage your application. All materials sent by mail should be mailed together in one packet, which will expedite the review of your application. Keep in mind that we must receive transcripts and recommendations (submitted in paper format) in sealed envelopes. When you receive a transcript or recommendation, do not open the envelope. Include the unopened envelope in your application materials packet that you submit to us. If a previous college or university will not mail your transcript directly to you, then you may have the transcript sent directly to us, but a delay in reviewing your application may occur.

We encourage you to make and retain copies of all paper materials you submit, with the exception of your transcripts and recommendations.

PAPER APPLICATION

If you apply with the paper application, then all parts of your application should be submitted together in one envelope to the SCPS Office of Admissions. You are required to self-manage your application, which will expedite the review of your application. Keep in mind that we must receive transcripts and recommendations in sealed envelopes. When you receive a transcript or recommendation, do not open the envelope. Include the unopened envelope in your application materials packet that you submit to us. If a previous college or university will not mail your transcript directly to you, then you may have the transcript sent directly to us, but a delay in reviewing your application may occur.

We encourage you to make and retain copies of all paper materials you submit, with the exception of your transcripts and recommendations.

MAILING ADDRESS

Application materials should be mailed to:

**New York University
School of Continuing and Professional Studies
Office of Admissions
145 Fourth Avenue, Room 219
New York, NY 10003**

SUBMITTING THE APPLICATION PACKAGE

ADMISSIONS DECISIONS

All applicants are able to view the status of their application using the online application system. This includes applicants who submitted the paper application. Instructions for checking your application status online are e-mailed to you once your application is received. The status of individual application credentials is updated within two weeks of receipt of your application. Typically, an admission decision on a complete application is issued within two weeks after the review process begins. Admission decisions for completed applications are issued beginning in February for the summer and fall semesters and October for the spring semester.

If you apply at or around the recommended deadline, it may take as long as six weeks for your application to be reviewed. Accordingly, we encourage you to apply as far in advance as possible. The SCPS Office of Admissions does not issue decisions over the telephone. All admission decisions are mailed directly to the applicant.



ADDITIONAL QUESTIONS

The most up-to-date information on our graduate programs can be found on the NYU-SCPS website. In addition to this document of instructions, please review the website carefully before you apply. If you have specific questions about a program, admissions, financial aid, or housing, please feel free to contact us:

SCPS Office of Admissions
Telephone: (212) 998-7100
Fax: (212) 995-4674
E-mail: scps.gradadmissions@nyu.edu
Website: scps.nyu.edu/gradadmissions

MASTER OF SCIENCE IN DIGITAL IMAGING AND DESIGN

PORTFOLIO REQUIREMENTS



The portfolio should demonstrate your skills and creative potential and should reflect an aesthetic awareness and effective use of the medium selected to support the aesthetic. The review committee is interested in a serious exploration of the thought process behind your work.

PORTFOLIO SUBMISSION REQUIREMENTS

Applicants may submit a portfolio of work in any medium: sketches, paintings, illustrations, sculpture, animations, film, design projects, websites, photography, etc. All work should be clearly labeled with your name. No original material or art will be accepted. Portfolios must be submitted in the following formats only:

DVD

- A minimum of 10 images in jpeg or tiff format

or

CD

or

Slides

- Slides must be 35mm
- A minimum of 10 images
- Your name (as it appears on the application) in the upper left hand corner
- The work title and date of the work

Please label all slides with your name and the title of the piece.

or

Printed Materials

- The dimensions of printed materials should be no larger than 8 by 11 inches.

If submitting animations, please submit them as Quicktime Movies.

INVENTORY LIST

All applicants must include an inventory list with their portfolio. The list must be clearly labeled with your name as it appears on the application. The list should identify each piece by title or project, medium (software/materials used), and date of completion. For all collaborative works, please explain your role in the creative process. A short descriptive paragraph for each piece of work is helpful when the committee is reviewing your work.

Please note: SCPS is not responsible for your portfolio and will not return it. Applicants must keep copies of their portfolios.