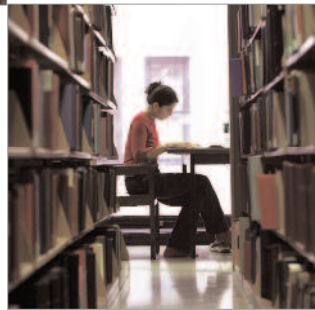


NEW YORK UNIVERSITY
SCHOOL OF CONTINUING
AND PROFESSIONAL STUDIES

PAUL MCGHEE DIVISION
APPLICATION



PAUL MCGHEE DIVISION APPLICATION INSTRUCTIONS

THE MCGHEE DIVISION

The Paul McGhee Division of New York University's School of Continuing and Professional Studies (NYU-SCPS) offers undergraduate degree programs for adult students who are looking for a small college experience within a major, urban research university. Many of our applicants are interested in returning to college after an extended break in their education, while others seek to transfer from a community college or other 4-year institution. Some applicants are considering an undergraduate education for the first time. A common thread among our applicants is the desire to immerse themselves in the intellectually challenging environment of NYU and to earn an NYU degree. At NYU-SCPS, our students benefit from a program designed specifically to meet the needs of adult students.

THE APPLICATION PROCESS

To ensure a smooth application process, we recommend that you carefully review the following information before you prepare your application.

The undergraduate degrees at NYU-SCPS are open to all qualified candidates who are at least 19 years of age. Students who have already obtained a bachelor's degree are not eligible to apply.

This application is for those who have never attended the McGhee Division. If you have attended McGhee at another time, then please fill out the Readmission Application, which can be downloaded at www.scps.nyu.edu/mcghee.readmitapplication. If you are interested in taking degree courses but not matriculating in a degree program, then please fill out the Special Student Application, which can be downloaded at www.scps.nyu.edu/mcghee.specialstudent.

RECOMMENDED DATES TO APPLY

NYU-SCPS practices rolling admissions, which means applications are reviewed throughout the year, and an admission decision on a completed application is typically rendered within two to three weeks. Priority consideration for the SCPS Scholarship is given to applicants with a completed admissions application on file by the recommended application submission date. However, all eligible applicants with a completed admissions application on file by the final application deadline who file for financial aid will still be considered. Please see the section on FINANCIAL AID for additional information on the financial aid process.

Applications for all programs are accepted for fall, spring, and summer admission.

TERM	RECOMMENDED DATE TO APPLY	FINAL DATE TO APPLY
Fall	July 1	August 15
Spring	November 1	December 15
Summer	April 1	May 1

PAUL MCGHEE DIVISION APPLICATION INSTRUCTIONS

APPLICATION COMPONENTS

The following components are required for a complete application:

- **Application Form.** A completed, dated, and signed admissions application form.
- **Résumé.** A copy of your most recent résumé that details your work/volunteer experience and/or creative accomplishments.
- **Personal Statement.** A typewritten statement of at least 350 words. When reviewing your statement, the Committee hopes to understand what you have learned from your experiences and how you have arrived at this point of interest in applying to NYU McGhee.
- **Letters of Recommendation.** Two letters of recommendation are required. They may be from individuals who know you through academic, professional, or volunteer experience.
- **Official Transcripts.** If you have previously studied at the college level, one official transcript from each college or university attended. A transcript is considered official only when received by the Office of Admissions in a sealed envelope. The Office of Admissions will review your application with unofficial copies of your transcripts, and if you are admitted, you must submit all official documents within your first semester of study. If you are admitted, you may also be required to submit an official high school transcript.

THE ADMISSIONS REVIEW PROCESS

Because our applicants come from a variety of backgrounds and have unique interests and goals, we carefully consider each component of the application during the admissions review process. We use this holistic approach to evaluate your ability to benefit from, and contribute to, the robust learning environment that McGhee offers, and the admission decision is based on a collective review of all of your application materials. The following are some general guidelines we consider as part of our evaluation process. If you feel you are unable to adequately convey information in any part of the application, we encourage you to meet with an Admissions Counselor to enhance our knowledge of your particular experiences.

Reviewing your résumé allows us to understand more about the professional, personal, and/or volunteer experiences that may shape your educational and career goals and enrich the educational process. The accomplishments and responsibilities highlighted on your résumé may also serve as useful demonstration of your motivation, maturity, and focus.

Through your personal statement, we develop a better understanding of your background as well as your interests. We hope to understand what you have learned from your experiences and how you have arrived at this point of interest in applying to McGhee. The personal statement is also a useful component to evaluate your writing ability and potential.

Letters of recommendation provide us with a view of your skills and qualifications for college-level study through the perspective of individuals who know you through either professional or academic connections. These individuals should be able to comment on your ability to be successful at McGhee, so we encourage you to share some information about the McGhee Division with your recommendation providers so they can tailor their recommendations appropriately.

For applicants who have previously studied at the college level, college transcripts are also reviewed for insight into past academic experiences. If you have any information you wish to bring to the attention of the Admission Committee that may be relevant to your academic history, including prior performance or a postponement of your education, you may include this information on a separate sheet.

PAUL MCGHEE DIVISION APPLICATION INSTRUCTIONS

INTERNATIONAL APPLICANTS AND APPLICANTS WITH FOREIGN EDUCATION

In addition to the application components listed above, applicants who have studied outside of the United States will be required to submit additional documentation:

- For all foreign studies completed, including high school and college, we must receive official transcripts or mark sheets from the granting institution. Each foreign transcript must also be evaluated for equivalency to the U.S. educational system. Evaluations are acceptable only from evaluation services recognized by the National Association of Credential Evaluation Services (www.naces.org). Please request a course-by-course evaluation.
- The TOEFL is required for all applicants whose native language is not English. NYU-SCPS requires a minimum score of 600 on the paper-based TOEFL, 100 on the Internet-based TOEFL, or 250 on the computer-based TOEFL. The TOEFL may be waived if you have been a permanent resident of the U.S. for four or more years. You will be required to submit a copy of your permanent resident card to verify this information.

SUBMITTING THE APPLICATION PACKAGE

We encourage you to submit your supporting materials with your application in the same package. However, it is acceptable to submit documents as they are available. Letters of recommendation submitted in paper format must be received in sealed envelopes. If a letter of recommendation is sent to you, do not open the envelope before you submit it to our office. We encourage you to have your official transcripts sent directly to us. If an official transcript is sent to you, do not open the envelope before you submit it to our office.

MAILING ADDRESS

Application materials submitted in paper format should be mailed to:

Office of Admissions
New York University
School of Continuing and Professional Studies
145 Fourth Avenue, 2nd Floor
New York, New York 10003

RECEIPT OF APPLICATION AND DECISION NOTIFICATION

The Office of Admissions sends an e-mail acknowledgment to all applicants upon receipt of an application. This e-mail will include information on how to view the status of your application. The status of individual application credentials is updated within one week of receipt.

Typically, an admission decision on a completed application is issued within two to three weeks after the review process begins. Admission decisions for completed applications are issued beginning in February for the summer semester, March for the fall semester, and September for the spring semester. The NYU-SCPS Office of Admissions provides written admission decisions only and will not release a decision over the telephone.

PAUL MCGHEE DIVISION APPLICATION INSTRUCTIONS

APPLICATION DEFERRAL

If you are admitted to an undergraduate program and are not able to begin studies in the semester to which you have been admitted, you may defer your application for up to one academic year. To defer your application, you must submit a request in writing to mcgheedmissions@nyu.edu. All deferred applications are reviewed for the new semester, as admission parameters may change.

NON-MATRICULANT OR SPECIAL STUDENT STATUS

Students who already have a baccalaureate degree sometimes take supplementary undergraduate courses in preparation for graduate or professional study. Undergraduate students on temporary leave from other institutions may also wish to enroll in individual courses, with the objective of transferring credit to their home university or college. At NYU-SCPS, non-matriculated students are called Special Students. Additional information and an application for Special Student admission can be found on our website:

<http://www.scps.nyu.edu/mcghee.specialstudent>.

FINANCIAL AID

Financial aid for McGhee students comes in many forms. The majority of our students receive a combination of federal and private loans, state and federal grants, and scholarships to help make their studies attainable and affordable. SCPS scholarships are determined by an applicant's financial need and academic potential, and priority consideration is given to applicants with a completed admissions application on file by the recommended application submission date. However, all eligible applicants with a completed admissions application on file by the final application deadline who file for financial aid will still be considered.

To be considered for financial aid, you must complete the Free Application for Federal Student Aid (FAFSA), and we encourage you to file the FAFSA when you apply for admission. The FAFSA is the only federal application needed to determine eligibility for financial aid. We encourage all eligible students to file the FAFSA, regardless of financial circumstances. You will not be considered for any financial assistance, including scholarships, unless you file the FAFSA.

You may file the FAFSA at any time throughout the academic year, but keep in mind that processing may take several weeks. Therefore, we encourage you to file as early as possible. Additionally, filing the FAFSA electronically greatly expedites the process. The FAFSA may be filed online at www.fafsa.ed.gov. Please use NYU's school code of 002785 when submitting the FAFSA to ensure that NYU receives your application.

If you would like to receive financial aid in the summer semester, then you must also fill out the NYU Financial Aid Form, which is available at www.nyu.edu/financial.aid.

PAUL MCGHEE DIVISION APPLICATION INSTRUCTIONS

NYU HOUSING

University housing is very limited and available only to full-time students who enroll for a minimum of 12 credits each semester. For students interested in university housing, the NYU Department of Housing opens a wait list at the beginning of each semester. For more information, please visit www.nyu.edu/housing.

ADDITIONAL QUESTIONS

The Office of Admissions is here to help you throughout the application process. We are pleased that you are considering the McGhee Division at NYU-SCPS and understand that the decision to complete your undergraduate education requires a great deal of thought and planning. Although we do not require a formal interview as part of the application process, we do encourage applicants to meet with an Admissions Counselor to discuss their candidacy and any questions or concerns regarding the process. Please contact the Office of Admissions at mcgheadmissions@nyu.edu or (212) 998-7100.

PAUL MCGHEE DIVISION APPLICATION

Please type or print in ink. Please read the application instructions carefully before completing the following information.

1. LEGAL NAME
 Mr. Ms. _____
Last (Family) First Middle Initial
OTHER NAMES THAT MAY APPEAR ON CREDENTIALS (INCLUDING MAIDEN NAME) _____
2. DATE OF BIRTH ____/____/____
3. GENDER Male Female
4. COUNTRY OF BIRTH _____
5. SOCIAL SECURITY NUMBER ____-____-____
If you plan to apply for loans or any type of financial aid, you must include your social security number.
6. PERMANENT HOME ADDRESS (Number and Street) _____ Apt. No. _____
City _____ State/Country _____ Zip/Postal Code _____
Country Code _____ Home Telephone (____) _____ Work Telephone (____) _____
Mobile/Cellular Number (____) _____ E-mail Address _____
7. LOCAL MAILING ADDRESS (IF DIFFERENT) (Number and Street) _____ Apt. No. _____
City _____ State/Country _____ Zip/Postal Code _____
8. PLEASE INDICATE CITIZENSHIP STATUS U.S. Citizen U.S. Permanent Resident Not U.S. Citizen or Permanent Resident
If "Not U.S. Citizen or Permanent," please indicate country of citizenship _____
9. IF NOT A U.S. CITIZEN OR PERMANENT RESIDENT, DO YOU PLAN TO STUDY ON AN F-1 VISA? YES NO
If you are not a U.S. Citizen or permanent resident and you do not need an F-1 Visa, what type of visa will you hold during your studies at NYU? _____
Is English your native language? YES NO If "No," please indicate your primary language. _____
10. RACIAL OR ETHNIC BACKGROUND (optional, for government reporting purposes only)
Do you consider yourself Hispanic or Latino (optional)? YES NO
Please select one or more of the following ethnicities that best describes you (optional):
 American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White
11. FILING STATUS DATE OF ENTRY Fall _____ Spring _____ Summer _____
STATUS Full-time Part-time
12. HAVE YOU CONSULTED WITH ANY MEMBERS OF THE FACULTY OR ADMISSIONS STAFF OF NYU-SCPS? YES NO
If yes, please indicate with whom and when. _____
13. ARE YOU CURRENTLY SERVING OR HAVE YOU PREVIOUSLY SERVED IN THE U.S. MILITARY? YES NO
14. ARE YOU A MEMBER OF THE PHI THETA KAPPA HONOR SOCIETY? YES NO

PAUL MCGHEE DIVISION APPLICATION

15. PLEASE SELECT THE UNDERGRADUATE PROGRAM TO WHICH YOU WISH TO APPLY (SELECT ONE):

Undecided

ASSOCIATE'S DEGREES

- Business (BUSN)
- Health Administration (HADM)
- Information Systems Management (ISMA)
- Liberal Arts (LIBA)

BACHELOR OF ARTS DEGREES

- Humanities (HUMN)
Concentrations:
 - Art History (ARH)
 - Creative Writing (CRW)
 - Literature (LIT)
- Social Sciences (SOCS)
Concentrations:
 - Anthropology (ANT)
 - Economics (ECO)
 - History (HIT)
 - International Studies (INS)
 - Media Studies (MST)
 - Organizational Behavior and Communication (ORB)
 - Politics (POS)
 - Psychology (PSY)
 - Sociology (SOC)

BACHELOR OF SCIENCE DEGREES

- Digital Communications and Media (DGCM)
Concentrations:
 - Computer Animation and Visual Effects (AVE)
 - Media Production: Film and Digital Video (MFD)
 - Web Production (WEB)
- Healthcare Management (HSPP)
Concentrations:
 - Community Health/Healthcare Advocacy (CHA)
 - Long-Term Care (LTC)
- Information Systems Management (COTE)
Concentrations:
 - Database Technologies Management (DTM)
 - E-Commerce Management (EMG)
 - Enterprise Systems Management (ESM)
 - Network Management and Security (NMS)
- Leadership and Management Studies (LRMS)
Concentrations:
 - Advertising and Public Relations (APR)
 - Human Resource Management (HRM)
 - International Business (INB)
 - Marketing Management (MKM)
 - Organizational Management and Development (OMD)
 - Technology Management (TEM)
- Real Estate (REBS)

Applicants to the BS in Leadership and Management Studies (*concentrations in International Business, Human Resource Management, and Organizational Management and Development*) or the B.A. in Social Sciences (*concentration in Organizational Behavior and Communication*) who have previously completed 40–64 credits at another regionally accredited college or university may be eligible to complete their degree entirely online.

If you have applied to one of these programs, do you plan to pursue your studies entirely online? YES NO

16. HAVE YOU PREVIOUSLY APPLIED TO MCGHEE? YES NO If yes, please indicate when. _____

17. HAVE YOU PREVIOUSLY APPLIED TO ANY SCHOOL OF NEW YORK UNIVERSITY? YES NO

18. DO YOU HAVE A RELATIONSHIP WITH THE UNIVERSITY? YES NO

If so, please indicate what your relationship is _____ and your NYU student identification number (if already assigned) _____.

19. PLEASE LIST IN ORDER OF PREFERENCE OTHER SCHOOLS, INCLUDING NYU, TO WHICH YOU ARE APPLYING.

_____	_____
_____	_____
_____	_____

PAUL MCGHEE DIVISION APPLICATION

20. EDUCATION

SECONDARY EDUCATION: I received a high school diploma or international equivalent
 I received a General Equivalency Diploma (GED)

SECONDARY SCHOOLS: List all secondary schools you have attended (grades 9-12) in chronological order and do not abbreviate.

Name of School	Location (City, State)	Dates Attended (Month/Year-Month/Year)	Date of Graduation (Month/Year)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

GENERAL EQUIVALENCY DIPLOMA (GED) STUDENTS

List GED Score _____ Date GED Awarded (Month/Year) _____

COLLEGES List all colleges or universities you have attended in chronological order and do not abbreviate.

Name of School	Location (City, State)	Dates Attended (Month/Year-Month/Year)	Number of Credits Earned	Date of Graduation (Month/Year)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

21. ACADEMIC DISMISSAL

HAVE YOU BEEN SUSPENDED OR DISMISSED FROM ANOTHER COLLEGE OR UNIVERSITY WITHIN THE PAST YEAR? YES NO
If yes, please explain.

22. HAVE YOU EVER BEEN CONVICTED OF A CRIME? YES NO

If yes, please identify nature of conviction, date, and where conviction occurred.

23. PLEASE LIST ANY ACADEMIC OR PROFESSIONAL HONORS YOU HAVE RECEIVED.

PAUL MCGHEE DIVISION APPLICATION

24. ASSOCIATIONS Please list any professional associations or volunteer organizations to which you belong. Indicate any offices held.

SHORT-ANSWER QUESTIONS

Please answer each of the next four questions in 100-150 words.

25. HOW HAS YOUR BACKGROUND PREPARED YOU TO SUCCEED AT MCGHEE?

26. HOW WILL AN UNDERGRADUATE DEGREE FROM MCGHEE HELP YOU TO ACHIEVE YOUR GOALS?

PAUL MCGHEE DIVISION APPLICATION

27. WHAT DO YOU HOPE TO ACCOMPLISH DURING YOUR FIRST YEAR OF STUDY?

28. PLEASE REFLECT ON YOUR PAST EDUCATIONAL EXPERIENCES. IF YOU FEEL YOUR TRANSCRIPTS AND RECORDS DO NOT ACCURATELY REPRESENT YOUR ACADEMIC ABILITY, PLEASE EXPLAIN WHY.

29. RECOMMENDATIONS Please list names of two people who will complete the evaluation form evaluating your academic and/or professional qualifications or for whom you may have worked as a volunteer.

Full name and position

Present address

30. HOW DO YOU PLAN TO FINANCE YOUR EDUCATION?

Employer tuition reimbursement. If yes, is the reimbursement: Full Partial Company _____

Income from employment Student loans Outside scholarship

Other (specify) _____

Do you plan to apply for financial aid (U.S. Citizens and U.S. Permanent Residents only)? YES NO

If so, you must file the Free Application for Federal Student Aid (FAFSA). Do you have a current FAFSA on file? YES NO

PAUL MCGHEE DIVISION APPLICATION

31. ARE YOU CURRENTLY WORKING? If so, indicate: Full-time Part-time

Industry	Number of years of full-time employment	Employer	Position
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32. ARE YOU INTERESTED IN ON-CAMPUS HOUSING? YES NO

33. HOW DID YOU FIRST LEARN ABOUT THE UNDERGRADUATE PROGRAMS AT NYU'S PAUL MCGHEE DIVISION?

- | | | | |
|---|---|---------------------------------------|---|
| <input type="checkbox"/> Referral | <input type="checkbox"/> Event | <input type="checkbox"/> Magazine Ad | <input type="checkbox"/> Poster |
| <input type="checkbox"/> Admissions Staff | <input type="checkbox"/> Graduate School Fair | <input type="checkbox"/> Newspaper Ad | <input type="checkbox"/> Mass Transit |
| <input type="checkbox"/> Current College/
University Professor/
Advisor | <input type="checkbox"/> Information Session | <input type="checkbox"/> Broadcast | <input type="checkbox"/> College Campus |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Off Campus Event | <input type="checkbox"/> Radio | <input type="checkbox"/> Other |
| <input type="checkbox"/> SCPS Alumni | <input type="checkbox"/> Webinar | <input type="checkbox"/> Television | <input type="checkbox"/> Online |
| <input type="checkbox"/> SCPS Faculty | <input type="checkbox"/> Mailing | <input type="checkbox"/> Podcast | <input type="checkbox"/> Banner Ad |
| <input type="checkbox"/> SCPS Student(s) | <input type="checkbox"/> Postcard/Letter | <input type="checkbox"/> Webinar | <input type="checkbox"/> Search |
| | <input type="checkbox"/> Brochure | | <input type="checkbox"/> Website |
| | <input type="checkbox"/> E-mail | | |

What sources of information most influenced your decision to apply?

- | | |
|--|---|
| <input type="checkbox"/> College Fair | <input type="checkbox"/> E-mail |
| <input type="checkbox"/> Off Campus Event | <input type="checkbox"/> Current Student(s) |
| <input type="checkbox"/> Information Session (at SCPS) | <input type="checkbox"/> McGhee Alumni |
| <input type="checkbox"/> Class Visit | <input type="checkbox"/> McGhee Faculty |
| <input type="checkbox"/> McGhee Brochure | <input type="checkbox"/> Admissions Staff |
| <input type="checkbox"/> SCPS Website | <input type="checkbox"/> Other (please specify below) |

34. PERSONAL STATEMENT

The Admissions Committee wants to learn more about you. Please submit a typewritten statement of at least 350 words that describes anything about you that you think we should know. When reviewing your personal statement, we hope to understand what you have learned from your experiences and how you have arrived at this point of interest in applying to McGhee.

35. SUPPLEMENTAL INFORMATION (OPTIONAL)

If you have any additional information you wish to bring to the attention of the admissions committee, please provide it on a separate sheet.

I CERTIFY THAT I have read and understand all instructions accompanying this application and have answered all questions truthfully and to the best of my knowledge. I certify that the information I have provided on this application is complete and correct and that the personal statement and short-answer questions have been written by me (international applicants are not to have their statement translated from their native language into English by anyone else).

I understand that any misrepresentations or omissions may be cause for denying admission or permission to register at any time. I agree to abide by all New York University rules and regulations. I understand that New York University reserves the right to deny admission or permission to register or require the withdrawal of any student at any time for any reason it considers sufficient, including scholarship, character, and personal conduct. I understand that any items submitted to New York University in conjunction with this application become sole property of the School of Continuing and Professional Studies and will not be returned.

Signed _____ Date _____

PAUL MCGHEE DIVISION APPLICATION RECOMMENDATION PROVIDER FORM

To the applicant:

Complete the information below (please print or type) and send this form to the below-named recommendation provider. Type your name and return address on an envelope and submit it with this form to your recommendation provider. You may have the recommendation letter sent to you or NYU as long as the envelope remains sealed.

DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE RECOMMENDATION PROVIDER.

NAME OF APPLICANT

Last First Middle

ADDRESS

Number and Street

City State Postal Code

SOCIAL SECURITY NUMBER (U.S. citizens and permanent residents) _____

NAME OF RECOMMENDATION PROVIDER _____

In order to allow the recommendation provider to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process.

I hereby waive my right of access to this letter of evaluation. YES NO

Signature of Applicant Date

To the recommendation provider:

The above-named person is applying for admission to an undergraduate degree program at New York University's Paul McGhee Division. The admissions committee asks your cooperation in the self-managed application process in which the applicant is responsible for submitting letters of evaluation. We find that candid comments from those who can evaluate the applicant's performance and motivation through direct experience are extremely valuable, and we appreciate the time you are taking to provide this information.

Please complete this form and enclose it in an envelope. You may also include a letter with this form. We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality. Return the sealed envelope to the applicant, who will submit it unopened to the Office of Admissions.

How long have you known the applicant? _____

In what capacity? _____

What do you consider the applicant's outstanding talents? _____

In which areas could the applicant exhibit growth or improvement? _____

PAUL MCGHEE DIVISION APPLICATION RECOMMENDATION PROVIDER FORM

Please comment on your impression of the applicant's capacity for undergraduate work and his or her potential for a successful professional career.

EXCEPTIONAL
OUTSTANDING
GOOD
AVERAGE
POOR
UNABLE TO JUDGE

Please use this scale to rate the applicant in relation to his or her peers.

Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I strongly recommend.
- I recommend.
- I recommend with some reservations.
- I do not recommend that this applicant be admitted to the Paul McGhee Division.

Name

Position/title

Organization

Address

()
Telephone number

Signature of recommendation provider

Date

PAUL MCGHEE DIVISION APPLICATION RECOMMENDATION PROVIDER FORM

To the applicant:

Complete the information below (please print or type) and send this form to the below named recommendation provider. Type your name and return address on an envelope and submit it with this form to your recommendation provider. You may have the recommendation letter sent to you or NYU as long as the envelope remains sealed.

DO NOT OPEN THE ENVELOPE WHEN IT IS RETURNED TO YOU BY THE RECOMMENDATION PROVIDER.

NAME OF APPLICANT

Last First Middle

ADDRESS

Number and Street

City State Postal Code

SOCIAL SECURITY NUMBER (U.S. citizens and permanent residents) _____

NAME OF RECOMMENDATION PROVIDER

In order to allow the recommendation provider to provide an objective and candid impression, the applicant is encouraged to sign the following statement. Please be assured, however, that the signing of this statement is optional. Under law, refusal to sign the statement cannot be used negatively in the admissions process.

I hereby waive my right of access to this letter of evaluation. YES NO

Signature of Applicant Date

To the recommendation provider:

The above named person is applying for admission to an undergraduate degree program at New York University's Paul McGhee Division. The admissions committee asks your cooperation in the self-managed application process in which the applicant is responsible for submitting letters of evaluation. We find that candid comments from those who can evaluate the applicant's performance and motivation through direct experience are extremely valuable, and we appreciate the time you are taking to provide this information.

Please complete this form, and enclose it in an envelope. You may also include a letter with this form. We ask that you seal the envelope and sign across the envelope seal to ensure confidentiality. Return the sealed envelope to the applicant, who will submit it unopened to the Office of Admissions.

How long have you known the applicant? _____

In what capacity? _____

What do you consider the applicant's outstanding talents? _____

In which areas could the applicant exhibit growth or improvement? _____

PAUL MCGHEE DIVISION APPLICATION RECOMMENDATION PROVIDER FORM

Please comment on your impression of the applicant's capacity for undergraduate work and his or her potential for a successful professional career.

EXCEPTIONAL
OUTSTANDING
GOOD
AVERAGE
POOR
UNABLE TO JUDGE

Please use this scale to rate the applicant in relation to his or her peers.

Analytical ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Oral communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Written communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maturity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational ability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- I strongly recommend.
- I recommend.
- I recommend with some reservations.
- I do not recommend that this applicant be admitted to the Paul McGhee Division.

Name

Position/title

Organization

Address

()

Telephone number

Signature of recommendation provider

Date

NYU SCPS

SCHOOL OF CONTINUING AND PROFESSIONAL STUDIES