

INSTRUCTIONS FOR SUBMITTING THE APPLICATION FOR SPECIAL STUDENT ADMISSION TO GRADUATE STUDY AT NYU-SCPS

APPLICATION REQUIREMENTS

A special student application is complete and ready for review when all of the following items are received by the NYU-SCPS Office of Admissions:

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

Application Fee: The \$40 application fee covers the cost of processing your application for admission. It is non-refundable and must be included with your application. You may pay the fee 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.

Personal Statement: A brief type-written statement that describes your professional goals and motivation for enrolling as a special student at NYU-SCPS in the courses you have selected.

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

Transcripts: One official transcript in a sealed envelope from each college/university attended. Special student applicants must 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 encouraged to apply. Applicants with foreign transcripts may be asked to have their transcripts evaluated.

TOEFL Scores: Applicants whose native language is not English and who did not complete their entire undergraduate degree in a country where the only primary language is English may be required to submit scores from the TOEFL. Once all other application components are received, you will be contacted if the TOEFL is required.

SUBMITTING YOUR APPLICATION AND GENERAL INFORMATION

This Application for Special Student Admission should be completed by applicants wishing to register for NYU-SCPS Graduate courses on a non-matriculated basis. Students under this status are limited to 12 credits, subject to advisement.

The application form may be completed electronically by clicking on the response fields and typing in your answers. You may then either print your completed application and submit it to the Office of Admissions with all other application components, or you may click on the Submit button at the bottom of the application form to submit the form electronically via e-mail. If you submit the form electronically, it is not necessary to also mail a hard copy of your application, but all other supporting materials must be mailed to the Office of Admissions for your application to be reviewed.

All paper documents, including the application fee, should be mailed to:

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

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FINANCIAL AID

There is no federal financial aid available for special students, but you may wish to explore private (non-federal) alternative loans as a means of financing the cost of your education. For more information, please visit www.nyu.edu/financial.aid/private-loans.php.

INTERNATIONAL STUDENTS

Special student status does not qualify non-resident students to obtain an I-20 for an F-1 student visa. Therefore, students who are not U.S. Citizens or U.S. Permanent Residents who wish to study as special students are only eligible to take courses that are offered online, unless you are in the U.S. on another visa type that permits you to study.

HEALTH REQUIREMENTS

New York State law requires students attending all colleges and universities within the state to have immunity against Measles, Mumps, and Rubella (German Measles). This law applies to all students born after December 31, 1956 and who enroll for six or more credits at NYU. Please contact the university health services at www.nyu.edu/shc, 726 Broadway, 3rd floor, or (212) 443-1199 for additional information. This requirement does not apply to special students enrolled in online courses only.

MATRICULATION INTO GRADUATE PROGRAMS

Any special student who subsequently decides to apply for admission as a fully matriculated student into a graduate program at NYU-SCPS or any other division of NYU must submit a formal application and all supporting application materials required by the Office of Admissions for the program of interest. Admission as a special NYU-SCPS student does not guarantee future admission to a graduate degree program at NYU.

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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) _____

PREFERRED NAME _____

2. DATE OF BIRTH ____/____/____ 3. GENDER Male Female

4. COUNTRY OF BIRTH _____

5. 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 _____

6. LOCAL MAILING ADDRESS (IF DIFFERENT) (Number and Street) _____ Apt. No. _____

City _____ State/Country _____ Zip/Postal Code _____

7. 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 _____

8. 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

9. FILING STATUS DATE OF ENTRY Fall _____ Spring _____ Summer _____

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10. EDUCATION (List in chronological order all undergraduate, graduate, and professional schools.)

| <i>Dates</i> | <i>Institution</i> | <i>Location</i> | <i>Degree granted (or expected, with date)</i> | <i>GPA</i> |
|--------------|--------------------|-----------------|--|------------|
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ |

11. HAVE YOU BEEN ACADEMICALLY DISMISSED FROM ANY COLLEGES OR UNIVERSITIES? YES NO

If yes, then please use the space below to explain your dismissal, or if necessary, attach an additional sheet.

12. INTENDED COURSES Please list the course(s) you are interested in taking at NYU-SCPS. If you are admitted, you will be permitted to register for graduate courses at NYU-SCPS only. Special students must apply separately to each division of the university in which they are interested in taking courses. For course listings, please visit the website for the Office of the Registrar at www.nyu.edu/registrar. Click on "Course Search" and select your term of interest, graduate level study, the School of Continuing and Professional Studies, and the subject area of interest to view a complete listing of courses available.

| <i>Course Number</i> | <i>Course Title</i> | <i>Subject Area</i> |
|----------------------|---------------------|---------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

I CERTIFY THAT I have read and understood all instructions accompanying this application and have answered all questions truthfully and to the best of my knowledge. I understand that any misrepresentation or omission may be cause for denying admission or permission to register at any time. I understand that this application and all materials received in support of it become the property of New York University and will not be duplicated or returned to me for any reason. Furthermore, 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 this application may be superseded and that the University reserves the right to alter requirements or change deadlines.

Signed _____ Date _____