

Instructions for Submitting an Application for Admission to the Gallatin School M.A. Program

Application Checklist

ALL CANDIDATES FOR ADMISSION MUST SUBMIT THE FOLLOWING:

1. Completed Application for Admission. Please return in the enclosed envelope.
2. Nonrefundable application fee of \$50, in the form of a check or money order made payable to New York University. The fee must accompany the application. Please do not send cash.
3. Official transcript(s), to be sent directly from all institution(s) attended.
4. Statement of Purpose (form enclosed). You may use the enclosed form or attach a separate sheet.
5. Two Confidential Letters of Recommendation (forms enclosed), to be returned directly from recommenders. If you have recently been enrolled in a college or university, we prefer two academic references. If you have not recently been enrolled, the letters of recommendation may be sent from employers, supervisors, or others for whom you have worked professionally.
6. Résumé (if available).

PLEASE RETURN ALL APPLICATION FORMS AND SUPPORTING CREDENTIALS TO THE FOLLOWING ADDRESS:

Office of Graduate Admissions
Gallatin School of Individualized Study
New York University
715 Broadway, New York, NY 10003-6806
Or use the enclosed business reply envelope to submit the application.

Application Deadlines

You may begin your studies in the fall semester or spring semester or the summer term. The application deadlines are listed below.*

Fall Semester Deadlines

The Gallatin School has three application deadlines for the fall.

February 1 Fall Priority Deadline (*Applications received by this date will be given priority for financial aid and housing consideration.*)

February 1 Fall International Student Deadline

March 1 Fall Deadline

Spring Semester Deadline November 1

Summer Term Deadline February 1

* Applications may be submitted before the deadlines. Applications received after the final deadline may be considered at the discretion of the Admissions Committee.

Housing

If you wish to be considered for graduate on-campus housing, please check “Yes” in item number 4B of the Application for Admission. On-campus housing is available for full-time students only.

Admission Testing

The Gallatin School does not require standardized testing such as the GRE or GMAT. However, if you have taken such an examination and wish to submit your scores, you are encouraged to do so.

International Students

All students with foreign credentials must submit official documents in the original language, including proof of conferral of degree/diploma. If the documents are in a language other than English, you must also submit a certified English translation. Official documents or certified photocopies are characterized by an original signature of the registrar or other designated school official or an original impression of the institution’s seal. International students are not eligible for federal or state financial aid.

It is essential for all students to be able to understand and communicate in English, both written and oral. To measure this ability, every applicant whose native language is not English is required to take the TOEFL (Test of English as a Foreign Language). Information concerning this examination may be obtained by writing directly to TOEFL/TSE, P.O. Box 6151, Princeton, NJ 08541, U.S.A., or by visiting their Web site at www.toefl.org. The institution code for the Gallatin School of Individualized Study is 2569. To expedite processing, the Gallatin School encourages students to send their own copies of TOEFL results with the application material. However, the official test score report from TOEFL is still required. Each student must request that his or her scores on this examination be sent to the Office of Graduate Admissions, Gallatin School.

Because English proficiency is essential to a student’s success in the Gallatin School, additional testing may be administered when a student arrives at New York University. Occasionally, Gallatin requires a student to register for noncredit English courses that will entail additional expense and extend the time normally required to complete the student’s degree.