Application for Admission

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

APPLICATION CHECKLIST

All candidates for admission must submit the following:
2. Nonrefundable application fee of $45, 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. 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.
5. Résumé (if available).
6. Statement of Purpose (form enclosed). You may use the enclosed form or attach a separate sheet.

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.

APPLICATION DEADLINES

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

FALL TERM
The Gallatin School has two application deadlines* for the fall:
February 1 (Priority deadline for financial aid and housing consideration)
March 15

SPRING TERM
November 1

SUMMER SESSION
March 15

*Applications may be submitted before the deadlines. Applications received after the final deadline may be considered at the discretion of the Admissions Committee.
FINANCIAL AID
For a description of financial aid available, please see Financial Aid Information and Instructions, which is enclosed with this application packet.

HOUSING
If you wish to be considered for graduate on-campus housing, please check “Yes” in item number 2B of the Application for Admission. On-campus housing is available for both full-time and part-time students. Full-time NYU employees are not eligible for on-campus housing.

ADMISSIONS 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 the score, 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 score 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.
Financial Aid Information and Instructions

To be considered for any type of financial assistance, you must complete the Free Application for Federal Student Aid (FAFSA). NYU recommends that you submit the FAFSA electronically from FAFSA on the Web at www.fafsa.ed.gov. The University’s institution code is 002785. You may also request the FAFSA by contacting the Office of Financial Aid, New York University, 25 West Fourth Street, New York, NY 10012-1119; (212) 998-4444.

Deadline: It is recommended that you submit the FAFSA by March 1. However, applications for financial aid will continue to be reviewed as funds remain available.

FULL-TIME AND PART-TIME STUDENTS

GRADUATE GALLATIN SCHOLARSHIP
A Gallatin scholarship may be awarded to eligible students and is based on financial need and merit. To apply: Check “Yes” in item number 2C of the Application for Admission. You must also submit the FAFSA.

LOANS
Student loans are administered through the Office of Financial Aid. To apply: Submit the FAFSA.

THE FEDERAL WORK-STUDY PROGRAM
The Federal Work-Study Program, for students enrolled for at least 6 credits, combines federal and University resources to fund a limited number of part-time jobs, usually in campus offices and organizations. You are considered for Federal Work-Study when you apply for financial aid.

THE STUDENT EMPLOYMENT PROGRAM
A list is maintained of current jobs available on and off campus for students who need to cover their graduate study expenses through employment. Students must be enrolled for a minimum of 6 credits to apply for student employment. To apply: Visit the Student Employment and Internship Center at 5 Washington Place, 2nd Floor; (212) 998-4757.

NEW YORK UNIVERSITY PAYMENT PLANS

The Deferred Payment Plan is an installment agreement between the student and New York University that allows students to extend tuition payments over a semester. This plan is available to any full- or part-time student registering for at least 6 credits. You pay 50 percent of the net amount due for the current term at registration and the remainder plus interest in two installments. To apply: Contact the Office of the Bursar, New York University, 25 West Fourth Street, New York, NY 10012-1119; (212) 998-2800, or visit their Web site at www.nyu.edu/bursar.

The NYU Monthly Payment Plan is not a loan program; thus, there are no interest payments or finance charges. Administered by Academic Management Services (AMS), the plan allows tuition and on-campus housing payments to be paid in 12 monthly installments. There is an application fee. To apply: Contact AMS directly at (800) 635-0120 for application and deadline information.

BENEFITS FOR VETERANS
In many cases, a variety of educational benefits are available to veterans, their families, and in-service personnel. For further information: Contact the Office of the University Registrar, New York University, 25 West Fourth Street; (212) 998-4800.
FULL-TIME STUDENTS

FOREIGN LANGUAGE AND AREA STUDIES (FLAS) FELLOWSHIPS
These fellowships provide tuition, fees, and a stipend to full-time graduate students who are studying a modern foreign language as part of their academic program in preparation for a career that will utilize their language studies. The fellowships are administered for the U.S. Department of Education by the three designated National Resource Centers at New York University. The centers and the eligible languages of award are as follows: the Center for Latin American and Caribbean Studies (CLACS)—Amer-Indian, Haitian Creole, Portuguese, and Spanish; the Center for European Studies (CES)—French, German, Italian, Portuguese, Scandinavian, and Spanish; and the Hagop Kevorkian Center—Arabic, Hebrew, Persian, and Turkish. Applicants must be U.S. citizens and must enroll in one year of language classes during the academic year. Students in all disciplines are eligible to apply; summer FLAS awards are also available.

To apply: Contact the appropriate National Resource Center at NYU (as listed above) for details.

CREATIVE ARTS TEAM GRADUATE ASSISTANTSHIPS
The Creative Arts Team (CAT) is a professional educational theatre company in residence within the Gallatin School. Actors/teachers conduct issue-oriented and curriculum-based drama workshops and productions for students from prekindergarten through high school in public schools, Head Start centers, prisons, and shelters throughout the five boroughs of New York City.

CAT offers a limited number of graduate assistant positions, which provide NYU tuition remission and a small stipend. The positions are creative (or programmatic) and administrative, ranging from actor/teacher to marketing assistant or operations scheduler. To apply: Contact the Creative Arts Team at (212) 998-7380 or visit their Web site at www.nyu.edu/gallatin/creativearts.

RESIDENT ASSISTANTSHIPS AND RESIDENCE LIFE GRADUATE ASSISTANTSHIPS
Resident assistants and residence life graduate assistants live in the residence halls and are responsible for organizing, implementing, and evaluating social and educational activities. They also serve as peer counselors and sources of information for hall residents. Resident assistants’ compensation is room and board. Graduate assistants assume additional administrative and limited supervisory responsibilities; therefore, in addition to room and board, they receive a stipend. To apply: Contact the Office of Residence Life at reslife.ra.selection@nyu.edu or reslife.ga.selection@nyu.edu, or write to the Office of Housing and Residence Life, New York University, 33 Washington Square West, New York, NY 10011-9154; (212) 998-4311. Students should contact the Office of Residence Life by December 1.

NEW YORK UNIVERSITY OPPORTUNITY FELLOWSHIP
The New York University Opportunity Fellowship is a University-wide fellowship established to provide support for those students least represented in graduate education. The fellowship is highly competitive and is awarded to a limited number of students who demonstrate high academic achievement, scholarship, and financial need. A special application is not required for the fellowship. To be eligible: Submit a completed application for admission with supporting credentials by February 1; indicate on the application that you are applying for financial assistance. You must also submit the FAFSA.

NEW YORK STATE TUITION ASSISTANCE PROGRAM (TAP)
The TAP grant is available to full-time New York State residents who demonstrate financial need. To apply: Complete all sections of the FAFSA and be sure to complete the State Section indicating that you are a state resident.

PART-TIME STUDENTS
To accommodate those who are part-time students, the Gallatin School offers a number of scholarships to students registered for fewer than 12 credits. To be eligible for part-time financial aid, students must be enrolled for a minimum of 6 credits. To apply: Complete the FAFSA and check “Yes” in item 2C of the Application for Admission.

INTERNATIONAL STUDENTS
International students are generally not eligible for federal or state financial aid. However, several private loan options are available for international students. CitiAssist Global is a private loan program for international students from all countries. The annual loan limit for this program is U.S. $15,000 for full-time NYU international graduate students. For further information, contact Citibank at 1-888-812-5030 or visit the NYU Office of Financial Aid Web site at www.nyu.edu/financial.aid/international.html.

International students may also take advantage of the NYU Monthly Payment Plan administered by Academic Management Services. Please see the description of the plan in the “FULL-TIME AND PART-TIME STUDENTS” section, under “NEW YORK UNIVERSITY PAYMENT PLANS,” for details.
Additional Financial Aid Information

WORLD WIDE WEB

New York University
www.nyu.edu/financial.aid

American Association of University Women (AAUW)
Educational Foundation
www.aauw.org

CollegeNET Mach25
www.collegenet.com/mach25

Council of Graduate Schools
www.cgsnet.org

FastWeb
www.fastweb.com

FinAid
www.finaid.org

The Foundation Center
(located at 79 Fifth Avenue, 2nd Floor; [212] 620-4230)
www.fdncenter.org

Global Fund for Women
www.globalfundforwomen.org

Hispanic Scholarship Fund
www.hsf.net

National Association of Student Financial Aid Administrators
www.nasfaa.org

Sallie Mae Online Scholarship Service
scholarships.salliemae.com

U.S. Department of Education
www.ed.gov

FOR INFORMATION ON UNITED STATES FEDERAL STUDENT AID PROGRAMS:

Federal Student Aid Information Center
1-800-4-FED-AID
New York University

Date of Entry
☐ Fall ☐ Spring ☐ Summer
(Year) (Year) (Year)

Area of concentration
(Briefly describe your academic concentration.)

1. PERSONAL INFORMATION

Legal Name: Last (Family) Name First Name Middle Initial

Other Names(s) That May Appear on Credentials

Sex ☐ M ☐ F Social Security No. _______ _______ _______ Date of Birth (Mo./Day/Yr.)

PERMANENT ADDRESS (Official mail will be sent to your permanent address.)

Number and Street

City State or Country Zip Code
( ) ( )

Home Telephone Business Telephone E-mail

PRESENT MAILING ADDRESS used until (Mo./Day/Yr.)

Number and Street

City State or Country Zip Code
( )

2. FILING STATUS

A) Full Time ☐ Part Time ☐

B) Housing ☐

C) Financial Aid ☐

D) Tuition Remission

Will your current employer support your tuition for this program of study? ☐ Yes ☐ No

Are you a current employee of New York University? ☐ Yes ☐ No

If “Yes,” are you eligible for tuition remission? ☐ Yes ☐ No

ETHNICITY (OPTIONAL)

☐ American Indian or Alaskan Native ☐ Chinese ☐ Mexican American ☐ Biracial/Multiracial (Specify)

☐ Asian Indian ☐ Hispanic/Latino ☐ Other Asian/Pacific Islander

☐ Black/African American ☐ Japanese ☐ Puerto Rican

☐ Chicano ☐ Korean ☐ White (Non-Hispanic) ☐ Other (Specify)
3. CITIZENSHIP

☐ U.S.A. ☐ Permanent Resident ☐ Other

If “Other,” please specify country of citizenship: __________________________________________

Visa type, if any: __________________________ Visa sponsor: ____________________________

Is English your native language? ☐ Yes ☐ No

If “No,” please indicate your primary language: __________________________________________

4. EDUCATION

Please request that official transcripts be sent from all colleges and universities attended. Transcripts should be sent directly to the Office of Graduate Admissions, Gallatin School of Individualized Study, New York University, 715 Broadway, New York, NY 10003-6806.

NOTE: Applicants who have attended New York University should request the Office of the University Registrar to forward all transcripts to the Office of Graduate Admissions of the Gallatin School. This will expedite the admissions process. If you have attended NYU, please list the specific college you attended when completing the information below.

UNDERGRADUATE SCHOOLS

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<th>Institution</th>
<th>Location (City/State)</th>
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GRADUATE SCHOOLS

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5. REFERENCES

Please list the two people who know your qualifications, interests, and promise for graduate study and whom you are asking to complete and return the Confidential Letter of Recommendation forms enclosed with this application.

Full Name and Position

Full Name and Position

Address

Address
6. HONORS AND ACHIEVEMENTS
Please list any academic or professional honors received or any significant achievement accomplished, including fellowships, prizes, awards, honorary societies, publications, inventions, or other creative work.

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7. PROFESSIONAL EXPERIENCE
Please complete the following section or attach your résumé.

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<th>Institution</th>
<th>Address</th>
<th>From (M.o./Yr.)</th>
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8. OPTIONAL INFORMATION
Please list other graduate schools to which you are applying.

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9. SIGNATURE
I certify that I have read and understood all instructions accompanying this application and have answered all questions truthfully 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.

Signature | Date
Statement of Purpose

Instructions: Please complete this form and return it with your Application for Admission. Print or type and use the reverse side of this form if necessary. If you prefer, you may use a separate sheet. Note your full name and Social Security number on each sheet.

The Admissions Committee recommends that you review the bulletins from the other schools at NYU in which you plan to take course work before writing the statement. Your statement should be approximately 500 words.

In a clear and precise statement, describe the area of concentration that you would like to master in your graduate studies. Your essay should identify the specific subject areas that you plan to pursue and should explain how you intend to integrate these areas into a focused and unified curriculum. Also discuss the kinds of courses and, if relevant, independent studies or internships that would enhance your individualized program.

In addition to describing your proposed program, discuss any academic, professional, or personal experiences that have prepared you for graduate work in this area. If pertinent, relate your career goals to your academic interests.

Name (Please Print or Type)

Signature Date
Confidential Letter of Recommendation

PART I: TO THE APPLICANT

Two Confidential Letters of Recommendation are required. Please complete Part I on both forms before you give them to the persons you have listed to provide a recommendation.

Name of Applicant (Please Print or Type)

I hereby [ ] Waive [ ] Do Not Waive Future Access to This Information.

Name of Recommender (Please Print or Type)

Signature of Applicant Date

PART II: TO THE RECOMMENDER

Please complete this form and return it directly to the Office of Graduate Admissions, Gallatin School of Individualized Study, New York University, 715 Broadway, New York, NY 10003-6806. Please print or type on the reverse side of this form. If you prefer, you may attach a separate page to this form.

The applicant whose name appears above has requested your recommendation for admission to the M.A. program in the Gallatin School of Individualized Study at New York University. The Gallatin School offers students the opportunity to develop a program of individualized study integrating traditional course work, independent study, and internships, which culminates in a master’s thesis. The program does not follow conventional patterns of university instruction and demands considerable responsibility and discipline. In your recommendation, please evaluate the applicant’s potential for success in Gallatin’s program. If you have had this applicant in class, please comment on his or her ability to write clear and effective prose. Thank you.

Name of Recommender (Please Print or Type) Position

Signature of Recommender Date

(over)
GALLATIN
New York University

Confidential Letter of Recommendation

PART I: TO THE APPLICANT
Two Confidential Letters of Recommendation are required. Please complete Part I on both forms before you give them to the persons you have listed to provide a recommendation.

Name of Applicant

I Hereby □ Waive □ Do Not Waive Future Access to This Information.

Name of Recommender

Signature of Recommender Date

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Please complete this form and return it directly to the Office of Graduate Admissions, Gallatin School of Individualized Study, New York University, 715 Broadway, New York, NY 10003-6806. Please print or type and use reverse side of this form if necessary. If you prefer, you may attach a separate page to this form.

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Signature of Applicant Date

Name (Please Print or Type) Position

Number and Street City

( )

State Zip Code Telephone Number

(over)