Apply Online

The Graduate School prefers that applicants file the application online.

Benefits of using the online application:

- It is fast and easy to complete.
- Your application materials are sent to the department faster than with the paper application.
- The online application fee is only $80 instead of $90 for the paper application.
- You pay by credit card (this option is not available with the paper application).
- Your recommenders can easily submit letters of recommendation via the Web.

Admission is determined by the Graduate School and a faculty, departmental, or program committee that sets admissions standards and degree requirements for study in a particular field. Some departments require an interview and many require a writing sample. Please be sure to contact your department to confirm all application requirements. A list of most department requirements is available at http://www.nyu.edu/gsas/Admissions/AppReqs.pdf.

All official notifications of admission decisions are made in writing by the dean of the Graduate School. Statements about admission, either expressed or implied (verbally or written) from any other source, are not official and may not be honored.

Assistance in preparing your materials is available through Graduate Enrollment Services at 212-998-8050 or gsas.admissions@nyu.edu. Before you prepare your application for admission and financial aid, please read these instructions carefully. The following topics are covered:

- Application Deadline Date
- Application Fee
- Test Scores
- Submitting the Application Package
- Instructions for Select Items
  - Application Form, Pages 1 through 4
  - Essays (Statement of Purpose, Résumé, Writing Sample, and Additional Information)
  - Recommendations
- General Policies
  - Multiple Applications
  - Joint and Dual Degree Programs
  - Special Students
  - Applicants Previously Enrolled in GSAS Degree Programs
- Troubleshooting Guide for Uploading Documents
- Document Cover Sheet
Application Deadline Date

Applications must be received by 5 p.m. eastern time on the published deadline dates (refer to http://www.nyu.edu/gsas/Admissions/AppReqs.pdf). This includes all supporting materials, including those sent by mail. If an application deadline date falls on a Saturday, Sunday, or legal U.S. holiday, then the next business day will be the deadline date. Applicants living outside the United States, particularly those from Asia, should use an express mail service or mail their supporting materials at least six to eight weeks prior to the deadline date to ensure that their supporting materials are received on time.

We encourage you to request all necessary academic transcripts and letters of recommendation at least 10 weeks before your planned mailing date. Please allow a minimum of 10 to 12 weeks for official test scores to arrive at the Graduate School—schedule your test dates accordingly.

Financial Aid Deadline. An application must be received by the published deadline date to be eligible for Graduate School and departmental fellowships and assistantships. Refer to the deadlines dates at http://www.nyu.edu/gsas/Admissions/AppReqs.pdf.

For some departments, the application deadline for admission and funding is January 4. However, several departments have a December 15 final deadline date and others have a December 15 recommended date along with a January 4 final deadline date. To allow these departments adequate time to review applications for admission and financial aid, applicants should endeavor to have all materials submitted to the Graduate School by no later than December 15.

Application Fee

The application fee covers the cost of processing your request for admission to the Graduate School. It must accompany your application and will not be refunded. Without the fee, your application will not be considered. The application fee is

- $80 for the online application
- $90 for the paper application

You must pay the online application fee by credit card. Other forms of payment are not accepted if you apply online.

If you prefer to pay by U.S. check or money order, then you must apply with the paper application (you may download a paper application at http://www.nyu.edu/gsas/Admissions/ObtainApp.html).

Test Scores

GRE—The Graduate School requires that all applicants (except those described as exceptions below) submit official score reports of the general test of the Graduate Record Examination (GRE). Some departments require a subject test of the GRE as well. Refer to the GSAS Application Appendix (http://www.nyu.edu/gsas/Admissions/AppReqs.pdf) for any additional testing requirements.

Applicants must arrange for the GRE program to send official test score reports to GSAS. When requesting official score reports, make sure they are sent to New York University—GSAS, code 2596. It is not necessary to also provide a department code since we ask that all materials be sent directly to the Graduate School.

In the test score section of the application, be sure to indicate the date you took, or expect to take, the test.

It is important that you arrange to take the GRE no later than October of the year before you intend to enroll so that results are available for consideration by mid-December. Submitting scores after this time may delay consideration of your application. To speed up processing, applicants may send paper copies of their GRE score reports. However, an official score report is still required.
Please note that the GRE program will not send official score reports for tests taken more than five years previously. If you took the test earlier than that date, then the Graduate School requires that you take the test again at the present time.

The following programs have exceptions to the general GRE requirement:

- The Draper Program recommends, but does not require, the general GRE.

- The master’s program in the Department of Economics will accept the GMAT in place of the general GRE. You must submit printed copies of your GMAT scores with your application and request that they be used instead of the general GRE. (Note: The Ph.D. program in economics will not accept the GMAT; the general GRE is required.)

- The master’s program in industrial/organizational psychology in the Department of Psychology will accept the GMAT in place of the general GRE. You must submit printed copies of your GMAT scores with your application and request that they be used instead of the general GRE. (Note: The master’s program in general psychology and the Ph.D. programs in the Department of Psychology will not accept the GMAT; the general GRE is required.)

- The certificate program in post-doctoral psychotherapy and psychoanalysis does not require the general GRE.

**TOEFL**—The Graduate School expects all students to demonstrate the ability to understand and communicate in English, both orally and in written form. To evaluate proficiency, the school requires applicants whose native language is not English to take the Test of English as a Foreign Language (TOEFL). The Graduate School recommends that the applicant achieve a minimum TOEFL score of 250 on the computer-based test (or 600 on the paper-based test). The Graduate School does not prohibit applicants with lower scores from applying for admission since many factors influence the admission decision. Some departments or programs in the Graduate School may set a higher TOEFL standard for admission.

The Graduate School requires applicants who are not native English speakers to submit official TOEFL score reports. The TOEFL is not required of applicants who have completed or will complete a baccalaureate or master’s degree at an institution where the language of instruction is English.

**Applicants must arrange for the TOEFL program to send official test score reports to GSAS. When requesting official score reports, make sure they are sent to New York University—GSAS, code 2596.** It is not necessary to also provide a department code since we ask that all materials be sent directly to the Graduate School.

**It is important that you arrange to take the TOEFL no later than October of the year before you intend to enroll so that results are available for consideration in mid-December.** Submitting scores after this time may delay consideration of your application. To speed up processing, applicants may include unofficial paper copies of the TOEFL score report with their application. However, an official score report is still required.

In the test score section of the application, be sure to indicate the date you took, or expect to take, the test.

**Please note that the TOEFL program will not send official score reports for tests taken more than two years previously. If you took the test earlier than that date, then the Graduate School requires that you take the test again at the present time.**

Applicants in the New York area may take the English proficiency test at the University’s American Language Institute, located at 48 Cooper Square. To make an appointment to take the test, call 212-998-7040.

**Submitting the Application Package**

When you apply online, most of your application is submitted as part of the online application process. This includes the application form, statement of purpose, résumé or curriculum vitae, writing samples (if required), letters of recommendation, and the application fee. Only test scores and academic transcripts must be sent separately, although
there may be other materials that you wish to send that cannot be attached as part of the online application (e.g., videotapes, musical scores). Please follow the following instructions when mailing materials to the Graduate School:

- 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.

- All materials sent by mail should be submitted in one large envelope. Your application will be reviewed more quickly if all of your materials are received together. If your recommender or university mails your credentials directly to the Graduate School, we will forward them to your department, but a delay may occur.

- Enclose the *Document Cover Sheet* (see the last page of these instructions) in the envelope along with any documents you send to us by mail.

- Write the program name and degree for which you are applying on the outside of the mailing envelope (below your return address).

- The Graduate School does **not** accept supporting materials submitted by fax, e-mail, or as attachments to e-mail.

- **Mailing Instructions.** Mail supporting materials to one of the following addresses, depending on the type of mail service you use.

  -- **U.S. Postal Service (including express and priority mail):**

  New York University  
  Graduate School of Arts and Science  
  Graduate Enrollment Services  
  P. O. Box 907  
  New York, NY 10276-0907

  -- **FedEx, DHL, UPS, or other express service (do **not** use this address for Express or priority mail sent by the U.S. Postal Service):**

  New York University  
  Graduate School of Arts and Science  
  Graduate Enrollment Services  
  One-Half Fifth Avenue  
  New York, NY 10003

**Instructions for Select Items**

The following are instructions for completing the online application. Please read these instructions carefully as you complete the application. Please be sure to

- Answer all items.

- Print a copy of your complete online application for your records. However, do **not** mail the paper copy of your online application to the Graduate School. Retain it for your records. (To easily print your online application, go to the section called “Application Inspector.” Once there are no required items left to complete on your application, “Application Inspector” will display a button that says “preview application.” You can view and print your application at that time.)
The Graduate School prefers that you submit supporting materials as part of the online application. This includes letters of recommendation, the statement of purpose, writing sample (if required), and the résumé. Academic transcripts must be sent by mail and test scores must be sent directly to the Graduate School from the GRE or TOEFL programs. If you must mail some materials separately, be sure to follow the instructions in the section above, Submitting the Application Package.

All materials sent by mail or from testing programs must be received by the application deadline date.

Step 2—Application Form, Pages 1 through 4.

- **U.S. Social Security Number.** If you have a U.S. social security number, print it in the boxes. Otherwise, leave this item blank. Do not report Canadian social security numbers or passport numbers.

- **Other names that may appear on your records or credentials.** If you previously applied to the Graduate School under a different name, or your academic credentials (e.g., school transcripts, test score reports, or any other supporting materials) show a different name, please report it here. Please report any differences from your current name—for example, if the hyphenation is different, if you had a maiden name, if there is an alternative spelling of your name.

- **Permanent and Mailing Address.** Your permanent address is required. We will use this as your mailing address for all correspondence and admission decisions unless you provide an alternative mailing address. If you provide an alternative mailing address, you must indicate the period of time for which it is to be used.

- **Ethnicity.** Declaring your ethnicity is optional. The Graduate School provides statistical information about enrollment patterns to the University and to select outside organizations in developing research on how better to serve underrepresented populations. Although noting your ethnicity is optional, it is important information and we appreciate your willingness to indicate it where requested.

- **Record of Degrees Awarded or Expected.** Foreign and U.S. school codes for colleges and universities are required. Please use the Find Your School link to automatically list your undergraduate (bachelor's degree) school's code. If your school is not listed, you are required to enter the school's full name, city, state, and country. An unlisted international school should be coded as 9900; an unlisted U.S. school should be coded as 0000USA.

  Two official academic transcripts, mark sheets, or final grades from each institution you attended are required as part of your application. The baccalaureate or equivalent transcripts should clearly indicate conferral of your undergraduate degree. Your department may begin considering your application if you mail a photocopy or a transcript issued directly to you. Receipt of this unofficial copy does not take the place of official transcripts with the Registrar’s stamp or signature, which become part of your official University record and must be received prior to your first term of registration.

  If you are currently completing your baccalaureate, you may send a transcript showing your academic record through your most current year of study. When the degree is conferred, two copies of the final transcript must be sent to Graduate Enrollment Services.

  International students must ensure that certified English translations accompany all documents written in languages other than English. Translations must be literal and complete versions of the original records.

  Students from India, Pakistan, Sri Lanka, Myanmar, and Bangladesh must show completion of both the baccalaureate and master’s examinations prior to registration in the Graduate School. The examinations for the Bachelor of Engineering and the Bachelor of Technology meet the application requirements for the Graduate School.

- **Grade Point Average (GPA).** This item should be completed for U.S. institutions only. If you attended an institution outside the U.S., please leave this item blank.
If your institution does not provide you with a cumulative GPA, calculate it by multiplying the grade received in each course by the number of credits for the course. The following scale should be used:

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
</tr>
</tbody>
</table>

For example, if you received an A- for a 3-credit biology course, you would multiply 3.67 x 3. This gives you the number of points for the course. Calculate the points for each graded course counted toward your degree and then sum the points. Finally, divide the total points by the total number of credits counted toward your degree to determine your cumulative GPA.

**Step 3—Essays (Statement of Purpose, Résumé, Writing Sample (if required) and Additional Information).**

The Graduate School prefers that all supplemental materials, including the statement of purpose, writing sample (if required) and résumé, be submitted with your online application rather than being mailed separately. Please see the Troubleshooting Guide for Uploading Documents (later in these instructions) if you have any questions about how to add these documents to your online application.

- **Statement of Purpose.** The statement of purpose is a major part of your application and should detail your past achievements, present research interests, educational objectives, career plans, and reasons for choosing your field of study. The statement should be concisely written and should not exceed one to two pages in length.

- **Résumé.** A current copy of your résumé or curriculum vitae should be provided.

- **Writing Sample.** Some (but not all) of our departments and programs require a writing sample. A list of the department requirements is available at [http://www.nyu.edu/gsas/Admissions/AppReqs.pdf](http://www.nyu.edu/gsas/Admissions/AppReqs.pdf). If your program indicates that it requires a writing sample, you must provide one. If your department does not require a writing sample, there is no need to submit one and you can move onto the next section of the online application.

Most programs require only one writing sample, and that is all you should submit. The online application provides the opportunity to submit as many as three writing samples in order to accommodate applicants to those programs that require more than one.

- **Additional Information.** This section is optional. If there is any additional information you would like to provide that was not captured within your application, please use these pages to upload the documents. If you feel that you have already provided us with sufficient information about yourself, you need not add anything here.

**Steps 4 and 5—Recommendations.**

Letters of recommendation from persons who know your academic qualifications are required. Recommenders should be chosen from people most familiar with your former studies, research interests, or work, including at least one instructor in the institution you last attended. The Graduate School prefers recommendations from instructors familiar with your work in the field in which you expect to study. If you have been out of school for some time, a letter from an employer or supervisor should be provided.

List your recommenders on Page 4 of Step 2 (Application Form—Supporting Information).

The Graduate School prefers that you register your recommenders as part of the online application and that you encourage them to submit the applications online. To do this, click the “Register Recommender” button in Step
5 and complete the contact information for each recommender you wish to register. You will be informed by email when a registered recommender submits an online recommendation on your behalf. You may view the status of the letters from registered recommenders by logging onto the online application and going to the Recommendations section. If you have completed your application but are still waiting for letters of recommendation, go ahead and submit your application. The letters of recommendation will be added to your application when they are submitted.

If you prefer to ask some of your recommenders to submit their letters by mail, then please provide them with our official recommendation form. You may download the Letter of Recommendation form online; refer to Step 4 (Supplemental Forms). Ask each recommender to complete a recommendation form and return it to you or to the Graduate School in a sealed envelope with her/his signature written across the sealed flap. If a recommender prepares a personal letter, it must be stapled to the back of the recommendation form and must also include your name, social security number, and the department to which you are applying.

It is your responsibility to ensure that the Graduate School receives all of your credentials by the application deadline date. We encourage you to periodically check with those writing letters for you and remind them of the application deadline.

**General Policies**

**Multiple Applications.** You must choose only one department and field of study and may submit only one application for consideration in a given term. Graduate School policy permits no more than three applications for admission over several academic years.

**Joint and Dual Degree Programs.** Applications to joint degree programs are reviewed separately by both departments. Admission to a joint degree program is contingent upon acceptance by both departments. If one department does not accept your application for admission to the joint program, the other department, at its discretion, may consider you for admission to the individual department.

Applicants to dual degree programs (programs that are offered by different schools at New York University) must apply to each school separately. Applicants must complete the application requirements of each school. Application materials are not shared between schools. Admission to a dual degree program is contingent upon acceptance by both schools.

**Special Students.** Occasionally an applicant will demonstrate a particular need to study at the Graduate School without entering a degree program. A few special students are permitted to register each year. Applicants should contact the department before applying, to confirm that special students are accepted into the program.

**Note:** Special student applicants must complete the paper application. The online application is not accepted.

**Applicants Previously Enrolled in GSAS Degree Programs.** Applicants who were previously enrolled in a GSAS degree program at NYU and who did not complete that degree must reapply for admission. If admitted, applicants may be required to remit maintenance of matriculation and registration and services fees for the semesters intervening between the last semester of enrollment in the original program and the first semester of renewed enrollment. If the applicant is applying for readmission to the graduate program in which they were originally enrolled, they will be responsible for fees from only those unenrolled semesters that would have been within the time-to-degree limit for the original program. If the current application is to a different graduate program than the original, then no maintenance of matriculation or registration and services fees will be assessed for the intervening semesters.
GSAS Online Application—
Troubleshooting Guide for Uploading Documents

It is simple to add documents to your online application, including the statement of purpose, writing sample (if required), résumé, and additional information. The purpose of this troubleshooting guide is to outline the process and give you some helpful tips so that you are sure to do this successfully.

To upload a document, first prepare the document on your personal computer and save it. Then, go to the screen in the online application where you want to upload the file and do the following:

• In the box labeled “Name,” give the document a unique name with a file extension; e.g., “seniorthesis.doc.” It is very important that you use this box to name the document. This will let you manage all of your documents in one place, simply by clicking on the button called “manage documents.” If you do not name the document, you will not be able to take advantage of the “manage documents” feature.

• Click on the “browse” button and search through your personal computer files until you find your file.

• Click on the file on your personal computer, open the file, and then you will see the file name appear in the box to the left of the “browse” button.

• Click on the “upload” button. Allow a few minutes for the upload to continue (if you are applying close to the application deadline, this may take more than a few minutes; please be patient). However, if your document does not upload within five minutes, the process will time out and you will be asked to upload the document again. Consecutive timeouts could also be the result of an invalid file format (see tips 2 and 3 below).

• When the upload is complete, you will see the statement, “To view your document in PDF format, click the “preview” button above.” Click on “preview” to see the information you uploaded.

• When your application is complete, go to the section called “Application Inspector.” Once there are no required items left to complete on your application, “Application Inspector” will display a button that says “preview application.” This will allow you to see how your entire application looks, and you can confirm all documents are uploaded as you intended. You should print a complete copy for your records.

Problems? These Troubleshooting Tips May Help

1. Each file you upload must be smaller than 1 MB in size (1024 KB).

2. Your file name should not contain any special characters—accents, tildes, symbols, etc. (e.g., è, ê, ñ, &, *, #). Also, try not to use non-English characters in the body of your document as doing so may cause conversion errors.

3. The best type of file to upload is a text document (e.g., Word, Word Perfect, generic ASCII Text, generic RTF, AmiPro, Wordstar, Works for Windows, Write for Windows).

4. You can upload a non-text document (e.g., a copy of a newspaper article, a photograph). To do so, you must convert it into an electronic file by using a scanner. When you scan your image, we suggest saving the document in JPEG format so it is as small as possible (the file size cannot exceed 1MB). Once you have scanned and saved your image, you can upload it using the instructions above.
5. You are permitted to upload only one document per page of the online application. For this reason, we provide several pages for a writing sample and several pages for additional information. If you want to upload more than one document, simply use these extra pages. Otherwise, skip past them.

6. You must check to be sure that your document looks like you expected and that it was added to your application successfully. To do this, click on the “preview” button. If your file loaded properly, you will be able to view and print the document.

7. If you want to modify a document that you uploaded, go to the appropriate page and click on the “delete document” button. Then, upload a different document.

8. After you click on the “upload” button for a non-text file, you may get the following message: “Your document was NOT processed successfully. Please try again. If you are attempting to upload a PDF try recreating your PDF document. If you continue to experience problems, please contact technical support.” If you get this message, it often means that the upload is simply in progress. Wait several minutes to see if the upload works successfully. If it does not work, then we suggest you do the following instead:

   Scan and save your image document. Then, import it into one of the valid text file formats listed above in tip 3. Here is an example of how to copy and paste your image file into a text document using Microsoft Word:

   -- Locate the image file on your hard drive
   -- Open the image
   -- Right click the image and select COPY
   -- Open Microsoft Word
   -- Create a new document, click on Edit and select Paste. You should now see your image pasted into your Word document and you can upload it to your online application as you would any other text document.

Still Having Problems?

Click on the “help” button at the top of any screen. Go to the tab for “FAQs.” If your question is not answered in that section, then go to the tab labeled “Ask Us a Question” and you can easily contact technical support.
Name of Applicant: 

U.S. Social Security Number: __________________________ Date of Birth: / / 

Instructions

Please use this page as a cover sheet whenever you send us documents by mail.

- Make sure all items above are completed; print clearly.
- Make as many copies of this form as you need.
- Request the registrar at the colleges or universities you attended to enclose this form with your academic transcripts.
- If you send us supplemental documents by mail, enclose this form in the envelope.
- Do not send this form to your recommenders. Be sure to use the official Letter of Recommendation form instead.

Important Reminders

- If you apply online, most of your application is submitted as part of the online application process. This form should be used only for documents that must be sent separately.
- 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.
- Be sure to use the proper mailing address. Refer to the instructions.
- Write the program name and degree for which you are applying on the outside of the mailing envelope (below your return address).