Submitting a Graduate Application
Visit https://www.newpaltz.edu/graduate/ and select Apply Now
Select *Create an account* and follow the steps on the following pages.

**Returning users:**
Click the link below to log in and resume editing your application:

[Log in](#)

For more information, please visit our [Graduate Studies website](#) or contact our [Admissions Advisor](#).

**First-time users:**
Before you may begin an application, you will need to register. Click the link below to get started:

[Create an account](#)
Select **Start New Application** at the bottom of the page and then select the term in which you are applying in the drop down menu. Be sure to select the correct academic year.
Follow the prompts to complete the **Personal Background** section and then select **Continue** at the bottom of the page.

Colleges and universities are asked by many groups, including the federal government, accrediting associations, college guides, and newspapers, to describe the ethnic/racial backgrounds of their students and employees. In order to respond to these requests, we ask you to answer the following two questions. [View Definitions](#)  
Are you Hispanic or Latino?  
- Yes  
- No  

Regardless of your answer to the prior question, please check **one or more** of the following groups in which you consider yourself to be a member:  
- American Indian or Alaska Native  
- Asian  
- Black or African American  
- Native Hawaiian or Other Pacific Islander  
- White  

[Continue](#)
Select your program of interest from the drop down menu and then select Continue. Depending on which program is chosen, additional sections of the application may appear. If you need assistance with program selection or program admission requirements, please contact Alana Matuszewski.
After selecting your program of interest you can upload your admission essay. Uploading is optional at this point, you are able to upload your essay in your applicant portal at a later time after you submit your application.

**Graduate Academic Interest**

Which graduate program is right for you?
Select a program from the list below:

- I am interested in...
- MSEd Literacy Education 5-12 (New Paltz Campus)

**Start Term**

Certain programs offer admission once per year, while others will review applications for fall, spring, or summer.

**Graduate Admissions Essay**  — may be uploaded from your applicant portal after submitting your application or you may upload it now.

Your graduate admission essay should be typed, double-spaced, and between 400–500 words. Since your essay provides us with a sample of your writing, it should reflect exemplary organization, writing style, and mechanics.

Certain programs have specific guidelines for the admission essay; therefore, refer to your intended program of study’s description in the [graduate catalog](#) or departmental website and focus your essay to meet these requirements.

Otherwise, you may compose and upload an essay that clearly addresses the following:

- How have your previous experiences contributed to your decision to enter the program?
- How will graduate study assist you in achieving your future career and educational aspirations?
- What are your professional goals?

**Choose File**  no file selected

- Upload
- Continue
Select **Add Institution** for all colleges/universities attended including coursework taken in high school for college credit.

You can add unofficial transcripts here, and request official transcripts be sent to the Graduate Office. **SUNY New Paltz students and alumni do not need to submit an official transcript.**
Select **Add Recommender** and then follow the prompts in the pop up window. Complete this step for as many references that your program requires as stated in the chart. Select **Continue** when complete.

<table>
<thead>
<tr>
<th>Graduate Program</th>
<th>Number of References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trauma &amp; Disaster Mental Health</td>
<td>0</td>
</tr>
<tr>
<td>Accelerated or 4+1 Programs</td>
<td>1</td>
</tr>
<tr>
<td><strong>Except Business</strong> which requires 3 references.</td>
<td></td>
</tr>
<tr>
<td>Joint MA/MAT Programs</td>
<td>2</td>
</tr>
<tr>
<td>MFA in Studio Art</td>
<td>2</td>
</tr>
<tr>
<td>MST in Childhood Ed</td>
<td></td>
</tr>
<tr>
<td>MST in Childhood and Early Childhood</td>
<td></td>
</tr>
<tr>
<td>All other graduate programs</td>
<td>3</td>
</tr>
</tbody>
</table>

**Add Recommender**

- **Prefix**
- **First Name**
- **Last Name**
- **Organization**
- **Position/Title**
- **Telephone**
- **Email**

*Note: Use your recommender’s institutional or corporate email address. Submissions from anonymous email addresses (Gmail, Hotmail, Yahoo) may be subject to additional review.*

**FERPA Rights**
- I waive my right to access this report.
- I do not waive my right to access this report.

In place of your signature, please type your full legal name:

Upon sending this form to your recommender, you will no longer be able to change your decision about whether to waive your right.

[Send To Recommender] [Cancel]
Optional to enter test information at this point. You can upload your unofficial GRE scores in your applicant portal after submitting the application. The official score report must be sent to the Graduate Office. Our institution code is 2541.
If you wish for SUNY New Paltz to speak to a third party about your application, you must select **yes** on this page.

**Information Release Waiver**

Permission must be granted by you, the applicant, in order for staff in Graduate & Extended Learning to discuss this application with any third party, including parents, guardians, children or a spouse.

Would you like to authorize us to speak with a third party about your application?

- [ ] Yes
- [x] No
You must electronically sign your application and confirm before reviewing and submitting your application.

Property Rights
In accordance with American Association of Collegiate Registrars and Admission Officers policies, all materials submitted with this application will become the property of SUNY New Paltz and will not be returned to the applicant.

I certify that the information given in this application for admission is complete and correct. I understand that any falsification or omission of data may result in the denial of admission.

In place of your signature, please type your full legal name:

[Input field]

Confirm
If you encounter errors in your application review, you must go back and correct the ones written in red in order to submit your application. The categories written in orange can be edited at a later time in your application portal.

Review

We have detected the following errors with your application. These errors must be corrected before submission.

<table>
<thead>
<tr>
<th>Section</th>
<th>Required Field or Error</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Background</td>
<td>Personal Background: Birth Sex Needed</td>
</tr>
<tr>
<td>Personal Background</td>
<td>Personal Background: Citizenship Needed</td>
</tr>
<tr>
<td>Personal Background</td>
<td>Personal Background: Permanent Address Needed</td>
</tr>
<tr>
<td>Signature</td>
<td>Please complete prior to submission.</td>
</tr>
</tbody>
</table>

We have detected the following potential problems with your application:

<table>
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<tr>
<th>Section</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Background</td>
<td>Personal Background: Mobile Number Missing</td>
</tr>
<tr>
<td>Portfolio &amp; Media Upload</td>
<td>Missing Portfolio - You may upload your portfolio later in your applicant portal.</td>
</tr>
<tr>
<td>References</td>
<td>References Required - You may manage your reference requests later in your applicant portal.</td>
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Once your application is complete and there are no errors, you can select *Submit Application*. You will then be redirected to your applicant portal.

### Review

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If you are satisfied with your application and are ready to submit it, click *Submit Application*.
This is what your applicant portal will look like. Categories above the photo will show your application status. As these categories are completed, the red X will turn into an orange checkmark.

You can upload additional materials at this point.
Questions?

Contact Us

Graduate Admissions
Email: gradadmissions@newpaltz.edu

Alana Matuszewski, Manager of Graduate Recruiting & Advising
Phone: (845) 257-3285
Email: matuszea@newpaltz.edu

Edyta Sikora, Graduate Recruiter
Phone: (845) 257-2838
Email: sikorae1@newpaltz.edu

Problems With Application Checklist Items?

Sue Ugricich, Graduate Applications Coordinator
Phone: (845) 257-2625
Email: ugricics@newpaltz.edu