
Application Packet

The Graduate Center

The City University of New York
365 Fifth Avenue, New York, NY 10016-4309

This packet contains instructions and the forms necessary to apply for admission to The Graduate Center's programs in the academic year 2005-2006.

The Graduate Center application process is self-managed. Responsibility for gathering required documents such as official transcripts and letters of recommendation rests with the applicant. The applicant, following the instructions in this packet, then must submit these items as a package to The Graduate Center, including official documents in their original sealed envelopes. The applicant must also arrange to have required standardized test scores sent directly to The Graduate Center from the Educational Testing Service.

The admissions packet includes:

- *Pages ii-iv*: Instructions for Applying for Admission to the doctoral (or master's) programs.
- *Pages v-vii*: A three-page Application for Admission.
- *Pages viii*: An Application Deadline Chart
- *Pages ix-x*: A two-page Application for Financial Assistance.
- *Page xi*: Transcript Request Forms for use by the applicant in requesting official transcripts from each college and university previously attended.
- *Pages xii-xiii*: Two Letter of Recommendation forms for use by the applicant in requesting recommendations.
- *Pages xiv-xvii*: A four-page form that must be filed by all international students. It includes the Request for Certificate of Eligibility (Form I-20 or DS-2019) and Declaration & Certification of Finances. (Do not print these pages if you not an International Student.)

Visit us at our website: <http://www.gc.cuny.edu>

**PRIOR TO APPLYING TO THE GRADUATE CENTER
YOU ARE STRONGLY ENCOURAGED TO VISIT OUR
WEBSITE AND READ THE PROGRAM'S HOMEPAGE.**

Instructions for Applying for Admission

Office of Admissions

The Graduate Center

The City University of New York
365 Fifth Avenue, New York, NY 10016-4309

Educational Background

The applicant must have earned an acceptable bachelor's and/or master's degree from an accredited institution whose requirements for the particular degree are substantially equivalent to those of The City University of New York.

Program Prerequisites

The applicant must complete the prerequisites specified in a particular graduate program, submit evidence that he or she shows promise of ability to carry on research, and be approved by the admissions committee in the field in which he or she intends to specialize.

Submission of Application Materials

The application for admission, together with supporting materials in unopened envelopes, is to be sent to: The Office of Admissions, The Graduate Center, The City University of New York, 365 Fifth Avenue, New York, NY 10016-4309. Please note that all materials become the property of The Graduate Center. Only manuscripts and publications will be returned to the applicant if requested. We are unable to return supporting documents to the applicant, and materials will not be reproduced or forwarded elsewhere for application purposes.

Note: Since the applicant is responsible for securing official transcripts and letters of recommendation in sealed envelopes, it is important that the applicant requests supporting documents as early as possible to ensure that all supporting materials are secured well in advance of the application deadlines listed below.

Deadlines

The application and supporting credentials (including GRE, GMAT, or TOEFL scores) must be postmarked on or before the following dates. A chart on page viii summarizes the requirements and deadlines for each program.

For Spring Semester Enrollment:

November 15—Spring enrollment is not permissible in Anthropology, Biology, Business, Computer Science, Criminal Justice, Educational Psychology, English, History, Linguistics, Music, Psychology, Sociology, Social Welfare, Theatre, and Urban Education.

For Fall Semester Enrollment:

January 1—for Clinical Psychology, Learning Processes Psychology for financial aid consideration, Neuropsychology, Music (all Music D.M.A. and Ph.D. except late D.M.A. Performance; applicants must immediately make contact with the program for more specific requirements).

January 8—for Anthropology for financial aid consideration.

January 15—for Business (writing sample required, 15 pages or less), Criminal Justice (writing sample and duplicate application required – for further information, visit the program's website), English (writing sample required), Hispanic and Luso-Brazilian Literatures and Languages for financial aid consideration, Linguistics, Political Science for financial aid consideration, Developmental Psychology, Environmental Psychology, Forensic Psychology, and Social Personality Psychology.

February 1—for Biology, French (writing sample required: B.A.'s/one paper; M.A.'s/thesis or two papers), Sociology (writing sample required), Biopsychology, Experimental Cognition Psychology, Industrial and Organizational Psychology, and Urban Education.

February 15—for School Psychology Area of Educational Psychology.

March 1—for History (writing sample of 15 pages or less required), Experimental Psychology, Learning Processes Psychology if not requesting financial aid, Music Performance (D.M.A.–late D.M.A. Performance; not eligible for financial aid; applicants must immediately make contact with the program for more specific requirements), Social Welfare (professional writing sample required), Speech and Hearing Sciences, and Theatre (writing sample required).

April 1—for Anthropology if not requesting financial aid.

April 15—for enrollment in all other programs, and for Hispanic and Luso-Brazilian Literatures and Languages if not requesting financial aid, and Political Science if not requesting financial aid.

Unless otherwise specified, The Application for Financial Assistance and The Application for Admission (with supporting credentials) are due no later than February 1.

Instructions for Applying for Admission

- The Application** **On the application, specify the program for which you wish to be considered. Although you may be interested in two programs, you may apply to only one program at a time. If you are not admitted to the program of your first choice, you may then apply to your second-choice program by submitting a new application, applicant statement, and fee. An Application Deadline Chart on page viii summarizes the requirements and deadlines for each program.**
- Application Fee** A nonrefundable fee of \$100 for Spring 2005 admission or \$125 for Fall 2005/Spring 2006 admission must accompany the application or it cannot be considered. Make check or money order payable to The Graduate Center. Cash will not be accepted by mail. Please note that for applicants outside of the United States, The Graduate Center can only accept either an international postal money order or a draft payable in U.S. dollars to a United States Bank.
- Transcripts** Transcript request forms are included in this packet for use by the applicant to request an official transcript from each college or university attended. If additional transcript request forms are needed, you may copy the enclosed forms. Do not open any of the envelopes when they are returned to you from the registrar of your previously attended colleges and universities. The transcripts will then be submitted unopened, with the application form and other materials, to The Graduate Center in a single large envelope. Please note that a transcript must be submitted from **each** college or university attended even if you did not enroll in courses in your field.
- International applicants must submit original documents for all postsecondary studies. All international documents must be accompanied by certified English translations. No original international documents can be returned unless accompanied at the time of filing by copies that have been verified by admissions personnel.
- Letters of Recommendation** Two recommendation forms are included in this packet to request letters of recommendation from two professors who can appraise your academic achievement and promise. The recommender is requested to complete the form and letter of recommendation, seal the completed form and letter in an envelope, and sign the sealed envelope across the flap. The sealed envelope should be returned to the applicant who, in turn, will submit the unopened recommendation along with the application and other materials to The Graduate Center in a large envelope.
- If it has been more than five years since you were last enrolled in college or graduate school, you may choose to request letters in addition to your two required academic evaluations. These letters should be from professional acquaintances and others who can vouch for your ability to pursue graduate study. Professional references may be substituted only in the Doctoral Program in Social Welfare.
- Graduate Record Examination** **All applicants to The Graduate Center must take the Graduate Record Examination (GRE) General Test** and, where requested, the Subject Test in the area of intended study. The Graduate Center does not set a minimum GRE score for any of the programs. The scores are evaluated in a context of other measures of academic performance. For information, call 1-800-GRE-CALL. **Official scores must be reported to The Graduate Center—College Code 2113. If this code is not used, scores will not reach us. Test scores should not be sent to individual program offices.**
- Note: In addition to the General Test, the GRE Subject Test is required for English, Clinical Psychology, Forensic Psychology, Industrial and Organizational Psychology, and Neuropsychology. The GRE Subject Test is recommended for Developmental and Social Personality Psychology.*
- The GRE is not required for applicants to the Doctor of Musical Arts/Performance Program and the Doctor of Social Welfare Program. A professional writing sample is required for the Doctor of Social Welfare program.
- Graduate Management Admission Test** Applicants for the Ph.D. Program in Business must take the Graduate Management Admission Test (GMAT). For information, call 1-800-GMAT-NOW. **Official scores should be reported to The Graduate Center—College Code 2113. If this code is not used, scores will not reach us.**
- Applicant's Statement** See item number 14 on application form, p. app.vii.

Instructions for Applying for Admission

International Students

English Language. International students must present authoritative evidence of sufficient competence in the English language to pursue a regular course of study at The City University of New York. **It is required that applicants who have not studied and earned a degree in an English-speaking country take the Test of English as a Foreign Language (TOEFL), administered internationally by Educational Testing Service, and request ETS to report examination results directly to the Office of Admissions, The Graduate Center—College Code 2113, 365 Fifth Avenue New York, New York 10016.** Inquiries concerning this examination may be made to Test of English as a Foreign Language, Box 6151, Princeton, New Jersey 08540, U.S.A., or to most American embassies and consulates in cities outside the United States. For additional information, call 1-800-GO-TOEFL or on the Web at <http://www.toefl.org> or www.ets.org. Individual programs at The Graduate Center may require a minimum score on the TOEFL for admission to the program.

Immigration Status. International students **who wish to obtain or maintain F-1 student status or J-1 exchange-visitor status** may be admitted **only as matriculated students**. Immigration regulations require **full-time** enrollment in a degree-granting program for students in F-1 or J-1 status; therefore, students in F-1 or J-1 status may not be admitted as part-time or nondegree students.

There are two steps to follow in order to obtain or maintain F-1 or J-1 student status. **The first step** involves admission into an academic program. **The second step** is the documentation of the amount and source(s) of financial support. All questions regarding **academic admission** should be directed to the Admissions Office (Email: admissions@gc.cuny.edu). All questions regarding **immigration status** should be directed to the Office of International Students (Email: intstu@gc.cuny.edu).

An applicant who would like to **change immigration status** to F-1 or J-1 student status should consult the Office of International Students for information on the correct procedure to follow. **Please note that change of status within the United States is not guaranteed. A student will not be eligible for employment authorization incident to F-1 or J-1 status (including employment pursuant to a financial aid award) until the request for change of status has been approved by the Immigration and Naturalization Service. (These requests require a minimum of two months to adjudicate.)**

If an applicant has an immigration status other than F-1 or J-1 and intends to keep that status, appropriate documentation must be provided to the Office of Admissions prior to admission.

Certificate of Eligibility. Applicants who will be applying for nonimmigrant F-1 or J-1 visas for entry into the United States and applicants already in the United States in F-1 or J-1 student status must complete the **"Request for Certificate of Eligibility** (I-20 or DS-2019) and Declaration & Certification of Finances for International Students." United States government regulations require **documentary evidence of financial support for the duration of a proposed course of study** prior to the issuance of the Certificate of Eligibility (Form I-20 or DS-2019). This documentation may also be requested by United States consular officials upon application for an entry visa, by U.S. Immigration inspectors at ports of entry into the United States, or by Immigration inspectors when applications are made for extension of stay or change of status in the United States. **Submit original documents** in support of this application and prepare **an additional set of original documents** for support of visa applications.

Financial Assistance. University financial assistance for which international students are eligible to apply is extremely limited and is usually not adequate to fund a student's total expenses. Information about financial assistance is included in another section of this packet. Students are asked to review their financial situation carefully because the cost of living in New York City is high, and immigration regulations restrict employment. **F-1 and J-1 status students should not expect to finance their education through work in the United States.**

Immunization Requirements

Medical Record Requirements — New York State law requires all students to complete a Meningococcal Meningitis Response Form prior to registration. In addition, New York State law requires all students born on or after January 1, 1957, to be immunized against measles, mumps, and rubella. Registration will not be permitted if a student does not comply with State medical record regulations. Specific questions should be directed to The Wellness Center at 1.212.817.7020; Fax: 1.212.817.1602; Email: wellness@gc.cuny.edu

Statement of Nondiscrimination: Equal Opportunity and Affirmative Action Regulations

The Graduate Center is an Equal Opportunity and Affirmative Action Institution and does not discriminate on the basis of race, color, national or ethnic origin, religion, age, sex, sexual orientation, transgender, disability, genetic predisposition or carrier status, alienage or citizenship, or veteran or marital status in its student admissions, employment, access to programs, and administration of educational policies. In accordance with the requirements of Title IX of the Education Amendment Act of 1972 and the implementing federal regulations, The Graduate Center maintains a policy of nondiscrimination on the basis of gender in the operation of its educational programs and activities. Inquiries concerning Affirmative Action may be directed to the Affirmative Action Officer (Telephone: 1.212.817.7410); and inquiries concerning Title IX may be directed to the Vice President for Student Affairs (Telephone: 1.212.817.7400).

The Graduate Center

The City University of New York, 365 Fifth Avenue, New York, New York 10016-4309

Office of Admissions

Application for Admission to Doctoral Program

(This application is also to be used for the six master's degree programs that are offered by The Graduate Center.)

The application and supporting credentials must be postmarked on or before the following dates (see chart on p. viii for a summary of each program's requirements and deadlines):

DEADLINE FOR SPRING SEMESTER ENROLLMENT:

November 15 – Spring enrollment is not permissible in Anthropology, Biology, Business, Computer Science, Criminal Justice, Educational Psychology, English, History, Linguistics, Music, Psychology, Sociology, Social Welfare, Theatre, and Urban Education.

DEADLINE FOR FALL SEMESTER ENROLLMENT

January 1 – for Clinical Psychology, Learning Processes Psychology for financial aid consideration, Neuropsychology, and Music (all Music D.M.A. and Ph.D. except late D.M.A. Performance; applicants must immediately make contact with the program for more specific requirements).

January 8 – for Anthropology for financial aid consideration.

January 15 – for Business (writing sample required, 15 pages or less), Criminal Justice (writing sample and duplicate application required – for further information visit the program's website), English (writing sample required), Hispanic and Luso-Brazilian Literatures and Languages for financial aid consideration, Linguistics, Political Science for financial aid consideration, Developmental Psychology, Environmental Psychology, Forensic Psychology, and Social Personality Psychology.

February 1 – for Biology, French (writing sample required: B.A.'s/one paper; M.A.'s/thesis or two papers), Sociology (writing sample required), Biopsychology, Experimental Cognition Psychology, Industrial and Organizational Psychology, and Urban Education.

February 15 – for School Psychology Area of Educational Psychology.

March 1 – for History (writing sample of 15 pages or less required), Experimental Psychology, Learning Processes Psychology if not requesting financial aid, Music Performance (D.M.A.–late D.M.A. Performance; not eligible for financial aid; applicants must immediately make contact with the program for more specific requirements); Social Welfare (professional writing sample required), Speech and Hearing Sciences, and Theatre (writing sample required).

April 1 – for Anthropology if not requesting financial aid.

April 15 – for enrollment in all other programs, and Hispanic and Luso-Brazilian Literatures and Languages if not requesting financial aid, and Political Science if not requesting financial aid.

Unless otherwise specified, The Application for Financial Assistance and The Application for Admission (with supporting credentials) are due no later than February 1.

SS#

Program of Study

Semester for which you are applying for admission

Please print or type all answers

1) Name Mr./Mrs./Ms./Miss

	Last (Family)	First (Given)	Middle Initial
<input type="checkbox"/> Check box if any transcripts are under maiden name	Maiden Name		

2) Permanent Address

()	Number and Street	City	State/Zip Code	Country
Telephone	e-mail (print clearly)		FAX	
How long have you resided at the permanent address above?	Years:	Months:		

3) Mailing Address (if different from above)

()	Number and Street	City	State/Zip Code	Country
Telephone	Important: Keep Office of Admissions informed of all name and address changes.			

4) Date of Birth (month/day/year) **U.S. Citizen?** **Yes** **No** **If no, Country of Birth**

Optional Question Information on ethnicity is being collected to meet federal reporting requirements. It is confidential and will not be released except in the form of statistical summaries in which individuals will not be identified. Response is voluntary and has no bearing on either admissions or academic decisions. Which category best describes you?

(1) White, non-Hispanic	(2) African American, non-Hispanic	(3) Puerto Rican	(4) Hispanic, other
(5) Asian or Pacific Islander	(6) American Indian or Native Alaskan	(7) Other (please specify)	

(For Office Use Only)

Application Fee Paid **Yes** _____ **No** _____

5) For non-United States citizens: Of which country are you a citizen? _____ Date of entry into U.S.A. _____

Status you hold or will hold:	* Permanent Resident Diplomat	F-1 J-1	Other (please specify)
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* It will be necessary for you to provide official documentation of your permanent residency status for purposes of student billing.

6) Indicate below the program for which you wish to be considered (**you may apply to one program only**):

Ph.D. Programs offered:	Computer Science Criminal Justice Earth and Environmental Sciences Economics Educational Psychology Engineering English French	Hispanic and Luso-Brazilian Literatures and Languages History Linguistics Mathematics Music Philosophy Physics Political Science	Psychology Social Welfare Sociology Speech and Hearing Sciences Theatre Urban Education
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State your specialization within this subject (if any): _____

If applying for one of the natural sciences, indicate the senior college at which you prefer to do your graduate work: _____

If applying for the doctoral program in Psychology or Educational Psychology, please indicate your choice (**you may apply to one subprogram only**):

Psychology	Educational Psychology	
Biopsychology Clinical Developmental Environmental Experimental Experimental Cognition Forensic Industrial and Organizational	Learning Processes Neuropsychology (check one) ___ basic track ___ clinical track ___ consider me for basic track if I'm not accepted to clinical track Social Personality	Educational Policy Analysis Learning, Development, and Instruction Quantitative Methods in Educational and Psychological Research School Psychology (non-certified applicants must also submit Supplemental Application Form from program homepage)

Are you interested in the Concentration in Health Psychology? Yes _____ No _____

Master's Programs offered:

Classics	Liberal Studies	Philosophy
Comparative Literature	Linguistics	Political Science

7) **Education** List chronologically all institutions attended beyond secondary school. Include each division of The City University of New York attended.

Note: You are responsible for obtaining official transcripts in sealed envelopes from each institution and enclosing them with this form in the main, large return envelope (see instructions).

Institution	Dates of Attendance	Major Degree	Date Received or Expected
	month/year month/year		
_____	from to		
_____	from to		
_____	from to		
_____	from to		

8) **Graduate Admissions Examinations** Official scores must be submitted by Educational Testing Service to The Graduate Center—**College Code 2113**.

(a) General Test (GRE)	Taken (Date)	Will Take (Date)
(b) Subject Test (in area of intended study)	Taken (Date)	Will Take (Date)
Note: In addition to the General Test, the GRE Subject Test is required for English, Clinical Psychology, Forensic Psychology, Industrial and Organizational Psychology, and Neuropsychology. The GRE Subject Test is recommended for Developmental and Social Personality Psychology		
(c) Admission test for graduate study in Business (GMAT)	Taken (Date)	Will Take (Date)
(d) International Students: Test of English as a Foreign Language (TOEFL)	Taken (Date)	Will Take (Date)

9) Letters of Recommendation

Note: You are responsible for obtaining recommendation letters in sealed envelopes and enclosing them with this form (see instructions).

(Identify the names of two academic references to whom you have directed evaluation forms and envelopes.)

Name	Position	Institution
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Name	Position	Institution
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10) Have you previously applied for admission to The Graduate Center?	Yes	No	
Have you ever registered in The Graduate Center?	Yes	No	

As a degree student	As a special student	If yes, when?
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Other universities to which you are applying (please specify department)

11) Personal Data

Present occupation and employer

Employer's address and telephone

Name of nearest relative or other person to be notified in emergency

Relationship	Address and Telephone
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12) Language Proficiency List the languages of which you have knowledge and your proficiency in each.

Language	Reading ability (Fair, Good, Excellent)	Speaking ability (Fair, Good, Excellent)
English		

13) How did you find out about The Graduate Center?

14) Applicant's Statement

Please discuss your past education and experience, academic and professional plans, and reasons for wishing to undertake graduate work. Include some details about intended specialization in your field, your preparation for that specialization, and anything else you consider important for a judgment of your abilities (including articles, theses, books, or any other material published, or any invention patented; academic honors, prizes, or honorary scholarships; reasons for transferring from one institution to another; etc.). Your statement should be on pages 8 1/2" x 11" in size and attached to this application form.

15) Waiver of Right of Access You have a right of access to any recommendations provided by any of the personal references you have listed. You may waive this right by so indicating on the attached letter of recommendation. If you waive this right, you may request to be notified of the names of all persons making confidential recommendations, but the recommendations themselves will not be shown to you. You are not required to execute this waiver as a condition for admission, receipt of financial aid, or receipt of any other services or benefits from the college. If you do not sign this waiver, any of the listed personal references who may be contacted for a written reference will be advised that you may see and have copies made of any written references provided by them.

I certify that the information on this application is complete and correct. I understand that omission or falsification of information may constitute grounds for denial of admission or dismissal.

Date Submitted	Signature of Applicant	Social Security Number
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Application Deadline Chart

Program	Deadline for Fall Enrollment*	Deadline for Spring Enrollment	GRE Required	Special Notes/Additional Requirements
Anthropology	Jan 8 for Fin Aid <u>or</u> April 1 without Fin Aid	N/A	Yes	Specializations: Archaeology, Cultural Anthropology, Linguistic Anthropology and Physical Anthropology
Art History	April 15	Nov 15	Yes	
Biochemistry	April 15	Nov 15	Yes	
Biology	Feb 1	N/A	Yes	
Business	Jan 15	N/A	No	GMAT Required. Writing sample required (15 pages or less)
Chemistry	April 15	Nov 15	Yes	
Classics	April 15	Nov 15	Yes	PhD and MA offered
Comparative Literature	April 15	Nov 15	Yes	PhD and MA offered
Computer Science	April 15	N/A	Yes	Program recommends GRE subject exam
Criminal Justice	Jan 15	N/A	Yes	Writing sample and duplicate application required – for further information, visit the program’s website
Earth and Environmental Sciences	April 15	Nov 15	Yes	
Economics	April 15	Nov 15	Yes	
Educational Psychology	April 15	N/A	Yes	School Psychology specialization deadline is Feb 15th
Engineering	April 15	Nov 15	Yes	Subfields: Biomedical, Chemical, Civil, Electrical, and Mechanical
English	Jan 15	N/A	Yes	GRE subject exam, 15-page writing sample, and curriculum vitae are required
French	Feb 1	Nov 15	Yes	Writing sample required: One sample for applicants with BA’s and two samples or master’s thesis for applicants with MA’s
Hispanic and Luso-Brazilian Literatures	Jan 15 for Fin Aid <u>or</u> April 15 without Fin Aid	Nov 15	Yes	
History	March 1	N/A	Yes	Writing sample required (15 pages or less)
Liberal Studies	April 15	Nov 15	Yes	MA only
Linguistics	Jan 15	N/A	Yes	PhD and MA offered
Mathematics	April 15	Nov 15	Yes	
Music	Music - Jan 1 DMA Performance without Fin Aid - March 1	N/A	Yes	Applicants should contact the program before applying GRE not required for Performance applicants
Philosophy	April 15	Nov 15	Yes	PhD and MA offered
Physics	April 15	Nov 15	Yes	
Political Science	Jan 15 for Fin Aid <u>or</u> April 15 without Fin Aid	Nov 15	Yes	PhD and MA offered
Psychology	Biopsychology - Feb 1 Clinical - Jan 1 Developmental - Jan 15 Environmental - Jan 15 Experimental - March 1 Experimental Cognition - Feb 1 Forensic - Jan 15 Industrial/Organizational - Feb 1 Learning Processes - Jan 1 for Fin Aid; March 1 without Fin Aid Neuropsychology - Jan 1 Social Personality - Jan 15	N/A " " " " " " " " " " "	Yes " " " " " " " " " " "	In addition to the General Test, the GRE Subject Test is required for Clinical, Forensic, Industrial and Organizational, and Neuropsychology The GRE Subject Test is recommended for Developmental and Social Personality Psychology
Social Welfare	March 1	N/A	No	Applicants must have a Master’s degree and at least 3 years of post-master’s social work experience. GRE <u>not</u> required. Professional writing sample required.
Sociology	Feb 1	N/A	Yes	Writing sample required
Speech and Hearing Sciences	March 1	Nov 15	Yes	
Theatre	March 1	N/A	Yes	Writing sample required
Urban Education	Feb 1	N/A	Yes	

PLEASE NOTE: ALL APPLICANTS MUST FURNISH THE APPLICANT’S STATEMENT. SEE ITEM NUMBER 14 ON APPLICATION FORM, P. APP.VII.

***UNLESS OTHERWISE SPECIFIED, THE DEADLINE FOR FILING FOR FINANCIAL AID IS FEBRUARY 1.**

The Graduate Center

Office of Financial Aid

365 Fifth Avenue New York, NY 10016-4309

Application for Financial Assistance

ACADEMIC YEAR 2005-2006 (If you are applying for admission for a semester other than Fall 2005 or Spring 2006, you will need to request a current financial aid application from the Office of Financial Aid)

THE FILING DEADLINE FOR FINANCIAL ASSISTANCE FOR THE ACADEMIC YEAR 2005-2006 IS FEBRUARY 1, 2005.

This application is for institutional financial aid programs only.

The Office of Financial Aid will evaluate the information you submit below and provide your doctoral program with your name and need ranking or "priority." This form will not be shown to your doctoral program.

If you wish to be considered for teaching and/or research positions from other CUNY colleges, please consult with the Executive Officer of your doctoral program.

Federal Financial Aid Programs (Federal Work-Study, Federal Perkins Loans, and Federal Direct Loans) and the New York State Tuition Assistance Program require the Free Application for Federal Student Aid (FAFSA), which may be obtained in the Office of Financial Aid. If you intend to apply for a Federal Direct Loan, you must also fill out a separate loan application; these forms will be available in the Financial Aid Office in Spring 2005.

This application will be accepted after the deadline, but funding is limited and preference will be given to timely applicants.

I. Citizenship

(Please fill out all that apply)

- A. United States Citizen Yes No
- B. New York State Resident Yes No If no, please indicate state of residence _____
- C. International Student: Country _____ Visa type _____
- D. Permanent Resident: Alien Registration Number: A - _____

II. Academic Status

Please check the box describing your status at The Graduate Center for Fall 2005:

- Level I (all new students are Level I)
- Level II
- Level III

III. Marital Status

(Note: Responses to this question are, in accordance with standard systems of need analysis, used exclusively to determine family size and income.)

- A. Single (includes separated/divorced/widowed)
Married
- B. Household Size (include yourself, your spouse, and your own dependents) _____
- C. Age(s) of Minor Dependents _____
- D. Number of Household Members in College or graduate school in 2005-2006 _____

Name	Mailing Address	City	State	Zip	Home Telephone ()	Date of Birth
(last)						
(first)						
(MID)						
Assigned Banner ID Number (if known)	Social Security Number	Ph.D./M.A. Program in				

Office Use Only	Priority
	1 2 3 4 5

Both Pages of This Form Must Be Completed

All Students: Transcript Request Forms (3)

The Graduate Center The City University of New York

Office of Admissions, 365 Fifth Avenue, New York, NY 10016-4309

Transcript Request Form

Applicant: Please fill out this form and forward with a self-addressed stamped envelope to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form. Please be sure to send this request early to insure that the transcript will be returned to you in time to complete your application before the deadline. *Note:* The applicant must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name			/
	Last (family)	First (given)	Prior name on transcript
SS#:	—	Date of Birth:	

Dates of Enrollment:	to	Degree and Date:
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I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature:	Date:
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Registrar: The above named person is applying to The Graduate Center of The City University of New York. Please enclose this form together with an official transcript in the envelope provided. After sealing the envelope, please sign across the seal, print the name of the institution with your signature, and return it to the applicant so that it can be included with his/her application package. If the applicant has not provided an envelope, please use one of your own. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to us at the address given at the top of this form.

The Graduate Center The City University of New York

Office of Admissions, 365 Fifth Avenue, New York, NY 10016-4309

Transcript Request Form

Applicant: Please fill out this form and forward with a self-addressed stamped envelope to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form. Please be sure to send this request early to insure that the transcript will be returned to you in time to complete your application before the deadline. *Note:* The applicant must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name			/
	Last (family)	First (given)	Prior name on transcript
SS#:	—	Date of Birth:	

Dates of Enrollment:	to	Degree and Date:
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I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature:	Date:
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Registrar: The above named person is applying to The Graduate Center of The City University of New York. Please enclose this form together with an official transcript in the envelope provided. After sealing the envelope, please sign across the seal, print the name of the institution with your signature, and return it to the applicant so that it can be included with his/her application package. If the applicant has not provided an envelope, please use one of your own. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to us at the address given at the top of this form.

The Graduate Center The City University of New York

Office of Admissions, 365 Fifth Avenue, New York, NY 10016-4309

Transcript Request Form

Applicant: Please fill out this form and forward with a self-addressed stamped envelope to your previously attended college or university. A transcript must be submitted from EACH college or university previously attended, even if you did not enroll in courses in your field. You may photocopy this form. Please be sure to send this request early to insure that the transcript will be returned to you in time to complete your application before the deadline. *Note:* The applicant must comply with the policy of each institution regarding transcript release regulations and fees.

Applicant's Name			/
	Last (family)	First (given)	Prior name on transcript
SS#:	—	Date of Birth:	

Dates of Enrollment:	to	Degree and Date:
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I hereby request that my transcript be sent to my address in the envelope that I have provided with this form:

Signature:	Date:
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Registrar: The above named person is applying to The Graduate Center of The City University of New York. Please enclose this form together with an official transcript in the envelope provided. After sealing the envelope, please sign across the seal, print the name of the institution with your signature, and return it to the applicant so that it can be included with his/her application package. If the applicant has not provided an envelope, please use one of your own. If it is against the policy of your institution to release official transcripts to students, please send the transcript directly to us at the address given at the top of this form.

Office of International Students

2005/2006

The Graduate Center

The City University of New York
365 Fifth Avenue, New York, NY 10016-4309

Name _____

Family Name

Given Name

Request for Certificate of Eligibility (Form I-20 or DS-2019) and Declaration & Certification of Finances for International Students

(TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 OR J-1 STATUS)

International students who are admitted into a degree program at The Graduate Center of The City University of New York will need to obtain a Certificate of Eligibility from the University in order to enter and/or remain in the U.S. in F-1 Student Status or J-1 Exchange Visitor Status. This applies whether you are a new student, a transfer student from another U.S. university, or a student transferring to The Graduate Center from any other CUNY campus.

Please complete this Request for Certificate of Eligibility and Declaration & Certification of Finances and return it with all supporting documentation when you return your application for admission. **The Certificate of Eligibility will be issued only if you are admitted and if you have properly completed and returned this form, verifying that you have adequate financial resources to meet your expenses during the entire period of your anticipated study in the U.S.**

An estimate of yearly expenses is provided below. You must show that you have immediately available funds to provide at least the estimated expenses for the first year of study. You must also show that, barring unforeseen circumstances, adequate funds will be available each year thereafter from the same or another financially reliable source.

2005-2006 Estimate of Yearly Expenses for The Graduate Center's International Students		
Tuition and Fees	Academic Year	Summer
Level I (\$475/credit, assumes registration for 10 credits/WIUs)	\$9,719.20	—
Level II	6,999.20	—
Level III	2,639.20	—
Living Expenses		
Books / Supplies	\$798.00	—
Transportation	\$714.00	\$238.00
Room and Board	\$6,971.00	\$2,323.00
Personal	\$3,422.00	\$1,141.00
Total Living Expenses	\$11,905.00	\$3,702.00
Total First Year Expenses (Level I)		\$25,326.20

Note: The estimate of tuition and fees in Level I is based on an average of 10 billable credits/WIUs. Actual tuition may be higher or lower depending on individual program requirements and the number of billable credits for which a student registers. All tuition and fee schedules are necessarily subject to change without notice at any time upon action by The City University of New York.

DEPENDENTS: Students with accompanying dependents must verify **an additional \$4,000.00 for their spouse** and **\$3,000.00 per child** for each year of study.

Please be advised that the above amounts represent a conservative estimate of New York City living costs. Many students will require additional funds. It is anticipated that all costs will increase by 7-10% each year. Please take this into account when completing the following form.

***This form is valid only for the 2005-2006 academic year. If you are admitted and you request a postponement of your admission, you will need to request a new form.**

The following personal information is needed to prepare form I-20 or form DS-2019.

TO BE COMPLETED BY ALL INTERNATIONAL STUDENTS WHO WISH TO OBTAIN OR MAINTAIN F-1 or J-1 STATUS (Please print clearly)

Name	Sex	Male	Female
(family name as in passport)	(given name as in passport)	(second given, or middle name, if any, as in passport)	
Present Mailing Address	(number and street)	(city, state)	(country) (postal code)
Telephone Number	Fax Number	e-mail	
(to be used until—date)			
Date of Birth	Place of Birth		
(month/day/year)	(city and country)		
Country of Citizenship	Country of Legal Permanent Residence		

Permanent Address (in country of citizenship or legal residence)—This is required by U.S. government regulations.

Address in New York (if known)

(number and street) (city) (state) (zip code)

Occupation in Home Country (If currently a student, give name of school and level of education.)

6) Education List chronologically all **U.S. institutions** attended beyond secondary school. Include each division of the City University of New York attended.

Institution	Dates of Attendance	Immigration Status
	from to	
	from to	
	from to	
	from to	

Date of Initial Entry into the U.S. in F-1 or J-1 Status (if currently in the U.S.):

month day year

Expected Semester of Enrollment	Fall 2005	Spring 2006
Field of Study	Degree Program	Master's Doctoral
Type of Admission	New Admission	Readmission Transfer from U.S. Institution

(If transfer, give name and address of current U.S. school)

Dependents Please provide the following information for any members of your immediate family (spouse and/or children) who will accompany you to The Graduate Center. Students with accompanying families *MUST* verify an additional \$4,000 for spouse and \$3,000 for each child during each year of study. You will need to document financial support for the individuals indicated.

Name	Relationship to Student	Date of Birth	Place of Birth	Country of Citizenship

TO BE COMPLETED BY APPLICANTS ALREADY IN THE U.S.

If you are currently in the U.S., please indicate your immigration status. Attach a copy of the passport pages with the passport number, expiration date of passport, and the visa stamp. Include copies of both sides of Form I-94 for yourself and accompanying family members.

F-1 Student Status	I-94 Admission #	Attach copies of ALL your I-20IDs forms (both sides).	
University that issued most recent Form I-20	SEVIS No.		
J-1 Exchange Visitor Status	Program #	I-94 Number	Attach copies of ALL your DS-2019 forms.
Name and Address of Sponsoring Institution	SEVIS No.		
B-2 Visitor Status	Other Immigration Status (Type)		
	I-94 Expires on:	I-94 Admissions No.	

TO BE COMPLETED BY APPLICANTS CURRENTLY OVERSEAS

If you are not in the U.S., what type of visa do you plan to obtain to enter the U.S.?

F-1 Student Visa	J-1 Exchange Visitor Visa	Other Visa (Type _____)
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Declaration & Certification of Finances

Please indicate the source and amount of your financial support for *the first four years* of study. The Office of International Students requires documentation of **guaranteed support for the first year and projected support for future years**. Total amounts *MUST* meet or exceed the estimate of expenses on page vii, including estimates for any dependents.

You must attach the required documentation for each source of financial support you indicate *before you will be issued a Form I-20 or DS-2019*.

Submit original documents in support of this application. Prepare an additional set of original documents if required (i.e., in support of a visa application to a U.S. Consulate overseas).

SOURCES OF FINANCIAL SUPPORT	Amount in U.S. Dollars			
	Guaranteed Support 2005-2006	2006-2007	Projected Support 2007-2008	2008-2009
City University of New York Fellowship or Assistantship Attach copy of Award Letter.	\$ _____	\$ _____	\$ _____	\$ _____
Personal Savings Name of Bank _____ Location of Bank _____ (city) (country)	\$ _____	\$ _____	\$ _____	\$ _____
Attach 2 months' most recent bank statements, or 2 months' bank transactions history.				
Parents And/Or Other Sponsor Name _____ Relationship _____ Person Named Must: 1) Complete Affidavit of Support. 2) Attach 2 months' most recent bank transactions summary statement. 3) Attach Current Letter from Employer Indicating Annual Salary, in U.S. dollars.	\$ _____	\$ _____	\$ _____	\$ _____
Government, University, or Other Institutional Sponsorship Specify Source: _____ Attach Current Signed Official Copy of the Terms of Sponsorship, including Amount of Support in U.S. Dollars and Period Covered.	\$ _____	\$ _____	\$ _____	\$ _____
Other Specify Source: _____ Attach Validated, Official Documentation Stating Amount of Support in U.S. Dollars and Period Covered.	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL (Each total must equal the estimate of expenses for one year; costs may rise 7-10% annually.)	\$ _____	\$ _____	\$ _____	\$ _____

Form I-20 or DS-2019 will not be issued until all requirements for financial documentation are met.

By signing my name to this form, I certify that the information above is a correct statement of my arrangements for financing my studies at The Graduate Center, The City University of New York.

_____ (student's signature) _____ (date)

_____ (please print name)

Affidavit of Support

This page must be completed by the person who will provide the student with full or partial financial support and/or room and board during the student's course of study at The Graduate Center of The City University of New York. **Note: Items #1-#7 must be completed for all sponsored students. Students may not be sponsored by other F-1 or J-1 status individuals.**

Sponsor Information

- 1) I, _____, citizen of _____, and residing at _____,
(name of sponsor) (country) (street)

(city/state) (country) (postal code) (telephone)
 certify the following:
- 2) I am employed in the capacity of _____ with _____
(position / title) (name of employer)
 located at _____. I receive an annual income of \$ (U.S.) _____
 from this employment. **Attach a current salary confirmation statement in English executed by that employer.**
- 3) I have \$ (U.S.) _____ on deposit in savings with _____
(name of bank)
 located at _____
Attach 2 months' recent bank transactions summary statements.
- 4) My family, which I currently support, consists of _____ persons (including myself). Our total annual family expenses are \$ (U.S.) _____

Student Support Information

- 5) This affidavit is executed on behalf of _____ who is my _____
(name of student) (relationship to sponsor)
 born on: Month _____ Day _____ Year _____.
- 6) I hereby certify that I am willing, able, and do commit to provide _____ with the annual amount of \$ (U.S.) _____
(name of student)
 for his/her tuition, fees, and living expenses each year during the entire program of study at The Graduate Center of The City University of New York
 until _____ (give a date when the sponsorship is expected to terminate).

Room and Board Support Information (To be completed if student will live in the sponsor's home while in the United States)

- 7) I hereby certify that I will provide _____ with:
(name of student)
- room only in my home at the address indicated above (valued at \$5,010) or
 full room and board in my home at the address indicated above (valued at \$7,010)
 during each year that he/she follows a program of study at The Graduate Center of The City University of New York.
 (This value should not be included in any amount of support being provided in #6, above.)

Dependent Support Information

- 8) I hereby certify that I am willing and able to support the following individuals who will be accompanying the student as his/her **dependents**:
- _____ with the minimum amount of \$4,000.00/year and
name of dependent's spouse
- _____ with the minimum amount of \$3,000.00/year per child
name(s) of dependent child(ren)
- Total amount of support for dependent(s) will be \$ (U.S.) _____ each year during the entire period of study or until _____.

Signature and Notarization

This Affidavit must be signed in the presence of a notarizing official.

I swear (affirm) that I know the contents of this affidavit signed by me and the statements are true and correct, and I authorize the release of the documentation presented to the student and/or U.S. government official if requested.

(signature of sponsor) (date)

(please print name) (date)

Sworn and subscribed before me this _____ day of _____
(month) (year) (signature and seal of notarizing official)