APPLICATION FOR
GRADUATE ADMISSION
APPLICATION CHECKLIST AND INSTRUCTIONS

— Application Form
Completed application and all supporting credentials (with the exception of test scores being sent directly from the testing agency) must be submitted together in the enclosed, pre-addressed envelope to the Graduate Admissions Office.

— Statement of Purpose
Must be typed or word processed. A hand-written statement will not be accepted.

— Application Fee $75 (U.S. dollars) Non-refundable
Make check or money order payable to: Plattsburgh State. DO NOT SEND CASH.

— Three Letters of Recommendation (indicating your ability to pursue graduate studies)
At least one of these letters (or two for Counselor Education, Speech-Language Pathology, and Education* candidates) must be completed by a faculty member, professor, or academic advisor if you are currently enrolled in course work or if you are a recent college graduate. Individuals providing recommendation letters on your behalf should return them to you sealed in the envelopes provided. DO NOT BREAK THE SEAL. If we receive recommendations in opened envelopes, the contents will be disqualified. Enclose the unopened recommendations with your application. *Education candidates, see Application Requirements sheet from Educational Studies and Services pertaining to your specific program.

— Official Transcripts
From all undergraduate and graduate colleges attended, except Plattsburgh State (we will make an internal request for your Plattsburgh transcript upon receipt of your application), request the Registrar’s Office to send an official transcript in a sealed envelope addressed to you. DO NOT BREAK THE SEAL. If we receive transcripts in opened envelopes, the contents will be disqualified. Enclose the unopened transcripts with your application. Any degree(s) that you received must appear, along with the conferral date(s), on the official transcript(s).

— Graduate Entrance Examination Score Report, Graduate Record Exam, or Miller Analogies Test
Some programs do not require an entrance examination (effective with the Spring 2005 semester) and some may require a specific examination. See the Graduate Programs and Codes list on the inside back cover to determine if your program requires an entrance exam. Official score reports should be mailed directly to the Graduate Admissions Office from the appropriate testing agency. Test scores must be received by the application deadline date. (It may take three to four weeks for official score reports to arrive from the date of the test.) An application that requires test scores will not be eligible for departmental review until the test scores are received.

International Students

— Official TOEFL Score
Students whose native language is not English must submit official documentation of their Test of English as a Foreign Language score. Required score: 550 or above (paper-based) or 213 or above (computer-based).

— Official Financial Documentation
International applicants must provide official bank documentation of financial support, showing the specific amount (in U.S. dollars) available to finance their total educational and living expenses. Current total expenses are approximately $21,533 per year.

Deadlines for Receipt of Completed Applications in Graduate Admissions Office

Spring semester: Counselor Education, Education, Liberal Studies................. October 15
Fall semester: Education, Speech-Language Pathology................................. February 15
Fall semester: Counselor Education, Liberal Studies, School Psychology....... March 1

NOTE: Applications received after the due date are considered on a space-available basis.

Questions?
Tel: (518) 564-4723 or (800) 723-9515 Email: graduate@plattsburgh.edu
FAX: (518) 564-4722 Web: plattsburgh.edu/admissions/graduate
Return all application materials in the ENCLOSED LARGE ENVELOPE to:
Graduate Admissions Office
Plattsburgh State
101 Broad Street
Plattsburgh, NY 12901-2681

For your records: Application packet mailed to Plattsburgh State on:___________________________

Reminders
- Incomplete applications will not be submitted for departmental review. You are responsible for making sure your application is complete and delivered in one package to the Graduate Admissions Office.
- Original transcripts, score reports, recommendations (or copies of such) cannot be released once submitted as application materials.

Graduate Programs and Codes

MASTER OF ARTS
897 Speech-Language Pathology (G)
   (Licensure and Teacher Certification)*
898 Speech-Language Pathology (G)
   (Licensure)*
Liberal Studies (G/M), with concentrations in...
   884 Administration and Leadership
   889 Computer Science
   886 English Language and Literature
   887 Historical Studies
   885 Natural Sciences

CERTIFICATE OF ADVANCED STUDY
906 Educational Leadership (N)
908 School Counselor (G/M) 1
943 School Psychologist (N) 2

MASTER OF SCIENCE IN EDUCATION
895 Curriculum and Instruction (N)
828 Literacy, Birth-grade 6 (N)
829 Literacy, grades 5-12 (N)
876 Special Education, grades 7-12 w/Spec Ed Cert (N)
877 Special Education, Birth-grade 2 (N)
878 Special Education, grades 1-6 (N)
879 Special Education, grades 7-12 w/Sec Ed Cert (N)

MASTER OF SCIENCE
College and Agency Counseling (G/M)
   with concentrations in:
   818 Community Counseling
   881 Student Affairs Professional Practice
   888 Childhood Education, grades 1-6 (G)

MASTER OF SCIENCE IN TEACHING
Adolescence Education, grades 7-12 (G)
   833 Biology
   834 Chemistry
   835 Earth Science
   836 English
   838 Mathematics
   839 Physics
   840 Social Studies

(G) – these programs accept only the GRE as an entrance exam
(G/M) – these programs accept either the GRE or MAT as an entrance exam
(N) – these programs do not require an entrance exam

1 School Counselor M.S.Ed. and C.A.S. are granted simultaneously.
2 School Psychology M.A. and C.A.S. are granted simultaneously.

*Candidates for admission to these programs must complete specific program-related recommendation forms along with supplemental application materials.
Visit us online at 
plattsburgh.edu/admissions/graduate
APPLICATION FOR ADMISSION TO GRADUATE STUDY

TYPE or PRINT:

NAME______________________________________________________________

Last First Middle

FORMER NAME_______________________________________________________

Last First Middle

SOCIAL SECURITY # _____/______/_______ OR CANADIAN SOCIAL INSURANCE # _____/______/_______

DATE OF BIRTH _____/______/_______ SEX Male ____ Female ____

Month Day Year

PERMANENT ADDRESS

__________________________________________________________________________________________________________

Number and Street

City State/Province Zip/Postal Code

MAILING ADDRESS (if different)

__________________________________________________________________________________________________________

Number and Street

City State/Province Zip/Postal Code

TELEPHONE ( ___ )___________ ( ___ )___________ EMAIL _______________________________________________

Home Work

Ethnic Identification: (optional – we are required to ask for Federal reporting purposes only)

White_______ Hispanic _______ African-American _______ Asian _______ Native American _______

Other_______

Program and Entry Date (See inside back cover for program names and codes)

Year of Entry ______ Fall _____ Spring _____

Program for which you are applying: Code ____________ Program _______________________________________

M.S.T. Childhood Education and M.S.T. Adolescence Education candidates: Please specify your area of concentration: Art*____ Biology____ Chemistry____ Earth Science____ English____ Foreign Language*____

Math____ Music*____ Physics**____ Social Studies____

*Available for M.S.T. Childhood only **Available for M.S.T. Adolescence only

M.A. Liberal Studies candidates please specify: Proposed Concentration _______________________________________

First Minor____________________ Second Minor____________________

Full-time _____ Part-time (fewer than 12 credits) _____

Do you plan to take courses at a Plattsburgh State extension site? Yes ____ No ____

If yes, which site:____________________________________________________
Have you previously registered for a graduate course at Plattsburgh? Yes ____  No ____

Have you previously filed a graduate application with Plattsburgh? Yes ____  No ____
If yes, indicate program and semester for which you applied: __________________________________________________________

Do you seek professional certification or licensing? Yes ____  No ____
If yes, in what? __________________________________________________________________________________________

Residence Information
U.S. Citizen Yes ____  No ____  If not a U.S. citizen please provide the following information:
Country of birth ____________________________  Country of citizenship_________________________

Permanent Resident: Yes____  No____  Have you applied for permanent resident status? Yes ____  No ____
If not a U.S. citizen or permanent resident, circle your visa type: F-1  H-4  J-1  A-2  Other: ____  (If you will
need a student visa, circle F-1.)  Number of Years in U.S. _______  Visa expiration date: ______________
• Date latest Test of English as a Foreign Language (TOEFL) was, or will be, taken:
   __________________________  ___________________________
   month/year        TOEFL score

New York State Resident Yes ____  No ____  NYS County _________________________________

Honors/Professional/Work Experience
List all academic honors, scholarships, or fellowships you have received; list honor societies to which you have
been elected.
________________________________________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________

List employment or other activities pertinent to your proposed academic program. Include civic, charitable, and
volunteer work. If you have taught, name the place, subject, and level.
__________________________________________________________________________________________________________________________ ...
__________________________________________________________________________________________________________________________ ...
_________________________________________________________________________________________________________
________________________________________________________________________________________________________________________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Examinations
Graduate Record Exam—Date taken or to be taken ________________
Miller Analogies Test—Date taken or to be taken ________________
NOTE: Official score reports must be sent directly to the Graduate Admissions Office by the appropriate testing
agency.
   MST candidates please submit a copy of your LAST (Liberal Arts and Science Test) and CST (Content
   Specialty Test), and ATWS (Assessment of Teaching Written Skills) score reports.
   LAST—Date taken or to be taken ________________
   CST—Date taken or to be taken ________________
   ATWS—Date taken or to be taken ________________

Education
Indicate your highest level of academic achievement to date:
   Bachelor’s degree _____
   Bachelor’s degree with some graduate credit _____
   Master’s degree or beyond _____
List Teaching Certificates, if any:
   __________________________
NOTE: A copy of the certificate must be included with application to all M.S. in Education programs and the
C.A.S. in Educational Leadership program.
List in chronological order (first to last) ALL UNDERGRADUATE institutions you have attended or are attending. If you have taken courses at Plattsburgh State as a non-matriculated student, include this information.

**NOTE:** Your official transcripts must be forwarded by you from each of your previously attended institutions along with your application to the Graduate Admissions Office (with the exception of your Plattsburgh State transcript if you are, or were previously, enrolled). If a Registrar refuses to send a transcript to you, have them send it directly to the Graduate Admissions Office at the address on the inside back cover of this application booklet. Include a prominent note with your application of any transcript being sent separately. Please be aware that this may slow down the processing of your application.

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<th>Institution</th>
<th>Entering Date</th>
<th>Leaving Date</th>
<th>Degree</th>
<th>Conferral Date</th>
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List ALL GRADUATE institutions attended. List **graduate courses** you have taken (or in which you are currently enrolled) that you wish to have considered for transfer or validation to the program for which you are applying (continue on additional paper, if necessary).

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<th>Institution</th>
<th>Year / Semester</th>
<th>Course No. / Title</th>
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**Recommendations**

List the persons who will be submitting recommendation forms. Three are required; additional are optional. (M.S.Ed., M.S.T., and C.A.S. Educational Leadership candidates refer to the Application Requirements from Educational Studies and Services for recommendation sources pertaining to your specific program.) Please use the recommendation forms and return envelopes provided. Enclose the unopened recommendations with your application.

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<th>Name and Title</th>
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<th>Relationship to Applicant</th>
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A-3
In accordance with the Family Education Rights and Privacy Act (Buckley Amendment), a student has the right of access to inspect and review letters of recommendation unless the student waives this right. Please insure that all individuals supplying recommendations in support of your application have been informed of this fact and your decision to waive or not waive your right of access to these recommendation letters.

NOTE: If an individual refuses to send a recommendation letter directly to you, have them send it to the Graduate Admissions Office at the address on the inside back cover of this application booklet. Include a prominent note with your application of any recommendation being sent separately. Please be aware that this may slow down the processing of your application.

Felony/Dismissal Information

A felony in New York State law is defined as a crime for which more than one year in prison may be imposed. The felony question applies if you have been convicted as an adult. If you have been adjudicated as having juvenile delinquent or youthful offender status, you are required to respond to the felony question by indicating a response of "no."

Dismissal from a college for disciplinary reasons is defined as permanent separation from an institution of higher education on the basis of conduct or behavior.

An affirmative response to either question will not automatically prevent admission, but you will be asked to provide additional information. This information will be reviewed by a Plattsburgh State committee to insure campus safety. Any falsification or omission of data may result in a denial of admission or dismissal.

Have you been convicted of a felony? Yes ____ No ____
Have you been expelled and/or dismissed from college for disciplinary reasons? Yes ___ No ___

Please read the following statements carefully before signing:

• All candidates are responsible for making sure their applications are complete. Incomplete applications will not be submitted for departmental review.
• Original transcripts, score reports, recommendations (or copies of such) cannot be released once submitted as application materials.

I understand that all information submitted is true to the best of my knowledge, and that any deliberate falsification or omission of application information may result in denial of admission or dismissal.

____________________________________________________ ____________________________________
Signature      Date

Plattsburgh State is committed to assisting all members of the campus community in providing for their safety and security. The annual security compliance document is available online at www.plattsburgh.edu/crimestats. If you do not have access to the web and need a hard copy please contact Arlene Sabo, Chief of Police and Chair of the President’s Personal Safety Committee, 518 564-2022. Information can also be obtained from the U.S. Department of Education at ope.ed.gov/security.

Plattsburgh State is an Equal Employment Opportunity, Affirmative Action Employer, and does not discriminate on the basis of race, color, sex, religion, age, national origin, sexual orientation, physical or mental disability, status as a Vietnam-era veteran or qualified veteran with a disability, except where age or sex are bona fide occupational qualifications or disability is a bona fide disqualification.
STATEMENT OF PURPOSE

Please describe in approximately 250 words your purpose in pursuing graduate work. Your statement should demonstrate written competency and an articulation of your professional aims after receiving your degree and your ultimate career goals. Note: this statement must be typed or word processed. You may use a separate sheet if necessary.

Applicant’s Signature _____________________________________________________ Date ____________________
LETTER OF RECOMMENDATION FOR GRADUATE ADMISSIONS

TYPE OR PRINT:
Applicant's Name:_____________________________________________________________________________________
Program Name:_________________________________________ Semester:________________________

NOTE: The Family Educational Rights and Privacy Act opens many student records for the student's inspection. The law also permits the student to waive his or her rights to inspect references. The applicant's signature below constitutes a waiver; no signature means the student retains the right to read this reference.

Applicant's Signature:_________________________________________ Date:__________________________

NOTE TO RECOMMENDER: Please return this recommendation, sealed in the attached envelope, to the applicant. Please type or word process, if possible. Attach additional sheets, if necessary.

Signature of Recommender:_______________________________________ Date: __________________________
Name (printed or typed): _________________________________________ Position:_______________________
Organization:____________________________________________________ Phone:_________________________