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: SUNY Plattsburgh. 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 Education, Health, and Human Services (EHHS) pertaining to your specific program.

--- Official Transcripts
From all undergraduate and graduate colleges attended, except SUNY Plattsburgh (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 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 $22,090 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
FAX: (518) 564-4722
Email: graduate@plattsburgh.edu
Web: plattsburgh.edu/admissions/graduate
Return all application materials in the ENCLOSED LARGE ENVELOPE to:

Graduate Admissions Office
SUNY Plattsburgh
101 Broad Street
Plattsburgh, NY 12901-2681

For your records: Application packet mailed to SUNY Plattsburgh 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
0897 Speech-Language Pathology (G)
  (Licensure and Teacher Certification)*
0898 Speech-Language Pathology (G)
  (Licensure)*
Liberal Studies (G/M), with concentrations in...
  0884 Administration and Leadership
  0889 Computer Science
  0886 English Language and Literature
  0887 Historical Studies
  0885 Natural Sciences
  0899 Organizational Development

CERTIFICATE OF ADVANCED STUDY
0906 Educational Leadership (N)
0908 School Counselor (G/M) 1
0943 School Psychologist (N) 2

MASTER OF SCIENCE IN EDUCATION
0896 Curriculum and Instruction (N)
0828 Literacy, Birth-grade 6 (N)
0829 Literacy, grades 5-12 (N)
0876 Special Education, grades 7-12 w/Spec Ed Cert (N)
0877 Special Education, Birth-grade 2 (N)
0878 Special Education, grades 1-6 (N)
0879 Special Education, grades 7-12 w/Sec Ed Cert (N)

MASTER OF SCIENCE
College and Agency Counseling (G/M) with concentration in:
  0881 Student Affairs Professional Practice
  8000 Mental Health Counseling

MASTER OF SCIENCE FOR TEACHERS
Adolescence Education, grades 7-12 (N)
  0833 Biology
  0834 Chemistry
  0835 Earth Science
  0836 English
  0807 French
  0838 Mathematics
  0839 Physics
  0840 Social Studies
  0842 Spanish
  0888 Childhood Education, grades 1-6 (N)

(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. Candidates may be invited for a required campus interview.
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 SUNY Plattsburgh’s extension site at Adirondack Community College?
Yes ____ No _____
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:________________________________________________

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 ______________________________
NOTE: For tuition billing, students generally are considered state residents if their primary domicile (or, if depen-
dent, that of their parents) is in New York State for at least 12 months prior to enrollment. Otherwise, students
are presumed to be out-of-state residents. More information is available online at www.plattsburgh.edu/bursar;
email: bursar@plattsburgh.edu

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

Entrance Examinations
See the Graduate Programs and Codes list on the inside back cover to determine whether your program
requires an entrance examination. NOTE: Official score reports must be sent directly to the Graduate Admissions
Office by the appropriate testing agency.
    Graduate Record Exam—Date taken or to be taken __________________
    Miller Analogies Test—Date taken or to be taken __________________

Certification Tests for applicants to Education Programs: Please refer to the Application Requirements sheet to
determine which, if any, of the following tests you need to submit (photocopies are acceptable).
    LAST—Date taken or to be taken __________________
    CST—Date taken or to be taken __________________
    ATS-W—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 your teaching 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 SUNY Plattsburgh 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 SUNY Plattsburgh 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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<tr>
<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 Education, Health, and Human Services (EHHS) for the required 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>
<th>Business/Work Address</th>
<th>Relationship to Applicant</th>
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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 SUNY Plattsburgh 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
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:________________________