

ABOUT GRADUATE STUDY

City College offers more than fifty different master's degree programs in the College of Liberal Arts and Science as well as in Architecture, Education and Engineering. Master's programs are designed both for the student seeking graduate training ending at the master's level and for those interested in preparing for admission to doctoral degree programs. Beginning in Fall 2008, the City College will offer the doctoral degree in Engineering (Biomedical, Chemical, Civil, Mechanical and Electrical Engineering) previously offered by the City University (CUNY) Graduate Center. More than eighty-five percent of students enrolled in the College's graduate programs will pursue more advanced degrees. Currently, more than six hundred master's degrees are conferred each year.

The City College's student body of approximately 15,000 men and women is drawn from eighty different countries and represents some fifty different language groups, bringing an international and cosmopolitan ambiance to the campus. The wealth of diversity and range of knowledge represented in the graduate student body is an important learning asset that enriches all student experiences. An equal number of men and women make up the graduate student body of approximately 3,000. Two-thirds of these attend school on a part-time basis.

Also in Fall 2008, The College will begin offering joint degrees in Science (Biology, Chemistry, Biochemistry and Physics) with the City University Graduate Center. As in the past, Ph.D. programs in Computer Science, Clinical Psychology, Experimental Cognition and Earth and Environment Sciences continue to be based wholly or in part at the City College campus. For additional information about these programs contact the City University Graduate Center located at 365 Fifth Avenue, New York, NY 10036 or on the web at www.gc.cuny.edu.

The graduate programs are designed for individuals at different stages of career development. Students returning to school after time spent working or in other pursuits will find a particularly receptive environment. Schedules can accommodate both full-time and part-time students.

Programs offer a balance of coursework, research training and, where appropriate, supervised fieldwork. The graduate faculty engages students in classrooms, tutorials, laboratories and independent inquiry, to develop skills in creative thinking as well as in the academic discipline.

GRADUATE STUDIES

COMPLETE APPLICATIONS WITH ALL SUPPORTING DOCUMENTS MUST BE RECEIVED BY THE OFFICE OF GRADUATE ADMISSIONS BY THE STATED DEADLINE FOR CONSIDERATION.

Applications are reviewed on a rolling basis. You are encouraged to submit a completed application at your earliest convenience to ensure that it will be reviewed by the appropriate departmental admissions committee as soon as possible.

The Media Arts Production, Fine Arts (Studio Art), Mental Health Counseling, Public Service Management and all programs within the School of Architecture admit students only in the fall semester.

International students should allow at least six months to a year for completion of the application process. To prevent delays, we encourage you to plan accordingly.

The Self-Managed Application

I. This application packet provides forms with which applicants request official transcripts of previous academic work and letters of recommendation to be returned to them in sealed envelopes, signed by the recommender. These are then sent together with the applicant's fully completed application, application fee and personal statement in one single envelope.

II. The self managed application has the advantage of giving the applicant responsibility for the process of gathering the required supporting material and facilitating City College's processing of the application. The General Record Examination (GRE) and the Test of English as a Foreign Language (TOEFL) Score Reports must be sent directly from the Educational Testing Service (ETS). The College's ETS number is 2083.

Each department has specific procedures for evaluating admission to its program and may have additional requirements. Admission is granted jointly by the CCNY Office of Graduate Admissions and the individual graduate program.

Once the Office of Graduate Admissions has received your complete application, it will be forwarded to the appropriate admissions committee. After it is returned to the Office of Graduate Admissions, you will receive a letter indicating the committee's decision.

Basic requirements for graduate study include a baccalaureate degree (or a U.S. equivalent for international students) from an accredited institution of higher education. The Computer Science Program is open only to students with a computer science baccalaureate degree or extensive undergraduate coursework in this field of study. Contact the Computer Science department for details.

You may be asked to submit documents confirming New York State residency in order to be eligible for in-state tuition. Admitted students will receive residency forms if necessary.

Applicants should be aware that all supporting documents received by The City University of New York and The City College of New York in support of an application for admission become the property of The City College of New York and the City University of New York and will not be returned to the applicant or sent elsewhere.

All information requested on an application submitted to The City College of New York must be answered fully and correctly. Omission of colleges, universities and/or proprietary schools attended or falsification of information will constitute grounds for permanently rescinding the offer of admission, disciplinary action and/or dismissal.

COLLEGE OF LIBERAL ARTS AND SCIENCE and THE GROVE SCHOOL OF ENGINEERING APPLICATION INSTRUCTIONS AND INFORMATION

APPLICATION DEADLINES:

SPRING SEMESTER:

November 1st International Relations and Music
November 15th All other programs including the Ph.D. programs in Engineering

FALL SEMESTER:

February 1st Fine Arts -Studio Art (Fall only), International Relations (Early Action)
April 1st International Relations, Media Arts Production (Fall only), Music
April 15th Psychology, Mental Health Counseling (Fall only), Ph.D. programs in Engineering
May 1st Public Service Management (Fall only), All other programs

A **completed application**, with student's signature, supporting documents and non-refundable application fee should be sent to the Office of Graduate Admissions, ***not to the departmental offices***. Material sent directly to departmental offices will result in the delay of application processing. Applications that have not been signed by the applicant will not be processed.

A **non-refundable application fee of \$125**, must accompany this application. Make check or money order payable to The City College. Applications received without the fee will not be processed. **Fee waivers are not available.**

Official transcripts from all institutions previously attended must be included with the application. Send the TRANSCRIPT REQUEST FORM to the Registrar of each college or university attended. Transcripts must arrive in the envelope, sealed and stamped by the Registrar's office. If the official transcript does not include the conferral date of baccalaureate degree, please request an official copy of the diploma or provisional certificate as well. Transcripts (and diplomas) not in English must be accompanied by a translation. See section titled GUIDELINES FOR OFFICIAL TRANSLATIONS OF DOCUMENTS for more information.

Letters of Recommendation – College of Liberal Arts and Science applicants must submit two letters; International Relations and Mental Health Counseling applicants must submit three letters; Engineering applicants must submit two letters. **Recommendations must be submitted with the forms attached and should be written on the professor's departmental letterhead (stationery)**. Recommendations must be academic, not personal. Please include the appropriate number of recommendation letters in your application packet. **Do not open envelope.**

A **personal statement** about your educational or career objectives should be typed and enclosed with the application. The personal statement is your way of introducing yourself to the Program Review Committee. Your personal statement should be of the kind and quality that expresses why you have chosen to pursue a graduate degree. The personal statement is one of several credentials that will determine your eligibility for admission to a graduate degree program at The City College of New York and should be no longer than one page in length.

E-mail: Please be certain to include your e-mail address, if available, on your application. Note: Please be aware that Yahoo, Hotmail and AOL may interpret e-mail from City College as spam. An applicant should periodically check bulk mail for correspondence from City College.

Address All Communication to:

**The City College of New York
Office of Graduate Admissions
Room A-101
160 Convent Avenue
New York, NY 10031**

INTERNATIONAL APPLICANTS

The TOEFL is not required of students from countries where English is the official language, or by students who have studied full-time at a university for at least two years in a country where English is the official language. The TOEFL is not required of permanent residents of the U.S. or individuals who have been granted official refugee or asylum status by the U.S. Citizenship and Immigration Service.

TOEFL score reports must come directly from the Educational Testing Service (ETS) to be official. TOEFL scores expire after two years. The Institutional Code for City College is **2083**. This Institutional Code number will ensure that TOEFL scores are sent to the City College Office of Admissions. TOEFL scores sent directly to any academic department will delay the processing of your application. Information about the TOEFL can be obtained by writing to:

TOEFL
P.O. Box 6151
Princeton, NJ 08541-6151
www.toefl.org

Student copies of the TOEFL are **not accepted**. The City College of New York does not accept International English Language Testing System (IELTS) scores or the CUNY TOEFL Exam.

Guidelines for Official Translation of Documents

International students educated in countries where English is not the official language must provide official academic transcripts and diploma in both their native language and the English language translation. The following guidelines must be followed for translations to be official. The Office of Graduate Admissions reserves the right to reject translations that do not meet these guidelines. Please see your local telephone directory for listings of translation services.

OFFICIAL TRANSLATIONS MUST:

- Be prepared using the same format as the original
- Be verbatim and have all information translated
- Be typed and signed by the translator

OFFICIAL TRANSLATIONS CAN ONLY BE PREPARED BY THE FOLLOWING:

- Consulate or embassy of the country that issues that document or translations
- Translation service or agency or immigration / refugee association
- The institution where the student received his / her degree
- A faculty member of a U.S. university

TRANSLATIONS BY U.S. FACULTY MEMBERS MUST:

- Be typed on school letterhead / stationery
- State that the translator is a faculty member and of which department
- Include a signed statement from the translator attesting to his / her familiarity with the foreign language

TRANSLATIONS COMPLETED BY THE FOLLOWING WILL NOT BE ACCEPTED:

- A notary public
- The student or member of the student's family
- Non-faculty school personnel

THE GROVE SCHOOL OF ENGINEERING

Master's Degree Programs :

Biomedical Engineering
Chemical Engineering
Civil Engineering (Environmental, Structures, Transportation)
Computer Science
Electrical Engineering
Mechanical Engineering

Requirements for admission to Master's Degree Programs:

1. A baccalaureate degree (or equivalent) in a branch of Engineering, or a closely related area, appropriate to the applicants intended field of study from an accredited institution.
2. Biomedical Engineering – A student is required to have a degree in Engineering or a baccalaureate degree (or equivalent) in science with 10-15 credits in engineering courses.
3. Computer Science – A baccalaureate degree (or equivalent) in computer science or extensive undergraduate coursework in this field of study.
4. International students: Graduates of foreign institutions who meet standards of admission described above may be considered for admission to the Grove School of Engineering. A student who has not studied in an English speaking country and who is not a permanent resident must take the Test of English of as a Foreign Language (TOEFL) administered by the Educational Testing Service. It is required those students obtain a score of 73 or higher on the new Internet Based TOEFL: (IBT) examination. For Biomedical Engineering, a TOEFL examination result of 79 is required.

A completed application will include the following items:

1. Official transcript(s) from each college or university attended, bearing the seal and/or signature of the appropriate college official. International students should include copies of any diploma (s) or certificates earned. For international applicants, see section of this application for additional information.
2. Two letters of recommendation. Letters from industry are welcomed.
3. A personal statement.
4. TOEFL examinations results when required.

Doctoral Degree Programs:

Biomedical Engineering
Chemical Engineering
Civil Engineering (Environmental, Structures, Transportation)
Electrical Engineering
Mechanical Engineering

Requirements for admission to Doctoral (Ph.D.) Programs:

1. A baccalaureate degree (or equivalent) in a branch of Engineering, or a closely related area, appropriate to the applicants intended field of study from an accredited institution.
2. Biomedical Engineering – A student is required to have a degree in Engineering or a baccalaureate degree (or equivalent) in science with 10-15 credits in engineering courses.
3. International students: Graduates of foreign institutions who meet standards of admission described above may be considered for admission to the Grove School of Engineering. A student who has not studied in an English speaking country and who is not a permanent resident must take the Test of English of as a Foreign Language (TOEFL) administered by the Educational Testing Service. It is required those students obtain a score of 73 or higher on the new Internet Based TOEFL: (IBT) examination. For Biomedical Engineering, a TOEFL examination result of 79 is required.
4. Graduate Records Examinations (GRE) is required for admission.

A completed application will include the following items:

1. Official transcript(s) from each college or university attended, bearing the seal and/or signature of the appropriate college official. International students should include copies of any diploma (s) or certificates earned. For international applicants, see section of this application for additional information.
2. Two letters of recommendation. Letters from industry are welcomed.
3. A personal statement.
4. Graduate Record Examination (GRE) results.
5. TOEFL examinations results when required.

Department Information:

Biomedical Engineering	Steinman Hall Room 404C	(212) 650-6841
Chemical Engineering	Steinman Hall Room 322	(212) 650-7232
Civil Engineering	Steinman Hall Room 135	(212) 650-8000
Environmental	Steinman Hall Room 136	(212) 650-8010
Structures	Steinman Hall Room 135	(212) 650-8011
Transportation	Marshak Room 910	(212) 650-8050
Computer Science	North Academic Center 8/206	(212) 650-6631
Electrical Engineering	Steinman Hall Room 602	(212) 650-7248
Mechanical Engineering	Steinman Hall Room 235	(212) 650-5224

THE CITY COLLEGE / CITY UNIVERSITY OF NEW YORK GRADUATE ADMISSIONS APPLICATION

PROGRAM OF INTEREST (Fill in major): _____

Education applicants should consult the School of Education Program Listing

I PLAN TO BEGIN GRADUATE STUDY: Fall 20____ Spring 20____ I INTEND TO STUDY: Full Time ____ Part Time ____

DEGREE OBJECTIVES: MA ____ ME ____ MFA ____ MS ____ MSED ____ PhD ____ (Engineering only)

M. Architecture I ____ M. Architecture II ____ M. Urban Planning ____

Engineering Advanced Certificate (Civil Engineering only) ____ Education Advanced Certificate ____

CIVIL ENGINEERING APPLICANTS ONLY: Environmental ____ Structures ____ Transportation ____

**Please print neatly or type. Be certain to sign and date the application.
Incomplete applications will not be processed.**

Your Social Security number is used as your unique identifier for purposes of record keeping. If you do not have a Social Security number, a unique identifying number will be assigned to you. This will not affect your admission status. If you are admitted, this name and identification number will appear on all of your permanent records.

SOCIAL SECURITY NUMBER		BIRTH DATE		MONTH	/ DAY	/ YEAR
FAMILY NAME/ SURNAME		FIRST NAME		MIDDLE NAME		
FORMER NAME OR OTHER NAME USED					MALE	FEMALE
MAILING ADDRESS						
NUMBER AND STREET				APARTMENT NUMBER		
CITY	STATE	ZIP CODE	COUNTRY			
HOME TELEPHONE ()		CELL / BUSINESS TELEPHONE ()		E-MAIL		
PERMANENT ADDRESS (if different) NUMBER AND STREET					APARTMENT NUMBER	
					HOME TELEPHONE ()	
CITY STATE ZIP CODE COUNTRY						
U.S. CITIZEN		YES	NO	COUNTRY OF BIRTH		
IF NOT A CITIZEN, DATE OF ENTRY INTO U.S.				PERMANENT RESIDENT		
MONTH		/ DAY	/ YEAR	(A-NUMBER DATE OF ENTRY)		
J-1 EXCHANGE STUDENT		F-1 NON-IMMIGRANT STUDENT		IF OTHER -LIST VISA TYPE		WILL NEED AN I-20
						YES NO

If you are not a U.S. citizen or permanent resident and your baccalaureate degree is not from a university in a country where English is the official language, you must take the TOEFL exam and have the Official Score Report sent directly to the Office of Graduate Admissions, by indicating 2083 as the Institutional Code. If you have already taken the TOEFL exam, please indicate the date of exam _____

EDUCATIONAL / PROFESSIONAL BACKGROUND
List all Colleges / Universities attended, including The City College

College/University	Dates of Attendance		Major	Degree Awarded	Year	Age at Graduation
	From	To				
				Bachelor's		
				Master's		

Have you previously applied for admission to a graduate program at The City College? No Yes If yes, give date and field of study:

MONTH _____ / **DAY** _____ / **YEAR** _____ **FIELD OF STUDY** _____

Have you taken any courses at The City College? Yes No

If yes, indicate dates: From _____ To _____

If yes, and your Social Security/identification number was different, please indicate number used: _____. Please submit a copy of your social security card.

REFERENCES: Please list the names of individuals from whom you have requested letters of recommendation. Submit letters of recommendation with your application to the appropriate admissions office on or prior to the deadline date specified.

NOTE: All Education, International Relations and Mental Health Counseling applicants require three (3) Letters of Recommendation.

Name	Position	Address

Supervisor	Title	Address	Telephone

Graduate Admissions Examinations

Official GRE Scores or TOEFL Scores must be submitted by Educational Testing Center-**College Code 2083**

- a) General Test (GRE) Taken _____ (Date) or Will Take (Date) _____
- b) Subject Test (in area of intended study) Taken _____ (Date) or Will Take (Date) _____
- c) International Students: Test of English as a Foreign Language (TOEFL) Taken _____ (Date) or Will Take (Date) _____

Language Proficiency (List the language of which you have knowledge and your proficiency in each)

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

Have you served in the U.S. Armed Services? Yes No If yes, do you plan to use Veteran's Benefits? Yes No

Race/Ethnicity (Information on ethnicity is being collected for 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 not bearing on either admissions or academic decisions. Which categorie(s) best describes you?)

1. Are you Hispanic/Latino? Yes No
2. Select one or more races from the following five racial groups:
 - American Indian or Alaska Native
 - Asian
 - Native Hawaiian or Other Pacific Islander
 - Black or African American
 - White

STATEMENT OF UNDERSTANDING

I understand that all applications and supporting documents received by The City University of New York and The City College of New York in support of an application for admission become the property of The City College of New York and The City University of New York and will not be returned to the applicant or sent elsewhere. I understand that all information requested on an application submitted to The City College of New York must be answered fully and correctly. Omission of colleges, universities and/or proprietary schools attended or falsification of information will constitute grounds for permanently rescinding offer of admission, disciplinary action and/or dismissal. I understand that the application fee cannot be waived or refunded. I understand that submission of the application and supporting documents does not guarantee admission to a graduate program at The City College of New York.

Signature

Date

Application must be signed and dated to be complete.

The City College of the City University of New York 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. The college reserves the right to deny admission to any student if, in its judgment, the presence of that student on campus poses an undue risk to the safety or security of the college or the college community. Inquiries should be directed to the Affirmative Action Coordinator at The City College, 160 Convent Avenue, New York, NY 10031.

The Board of Trustees of The City University of New York reserves the right to make changes of any nature in the academic programs and requirements of The City University of New York and its constituent colleges. All program requirements and courses are subject to termination or change without advance notice. Tuition and fees set forth in this publication are similarly subject to change by the Board of Trustees of The City University of New York.

**THE CITY COLLEGE
CITY UNIVERSITY OF NEW YORK GRADUATE
ADMISSIONS RECOMMENDATION FORM**

This form is to be given to the individual writing the recommendation. Please enclose with your application.

Applicant's Name:

Mr. Mrs. Ms. Date of Birth _____/_____/_____

Last (Family) _____ First _____ Middle _____
Graduate Program of Interest _____

Expected semester of enrollment: FALL 200____ SPRING 200____

Right to access: Public Law 93-380, the Educational Amendments Act of 1974, grants students the right to access letters of recommendation.

I waive _____ do not waive _____ my right to access this letter.*

Applicant's Signature _____ Date _____

*** Applicants who do not complete this section waive their right to access this letter.**

Recommendations must come with recommendation form attached and should be written on the professor's departmental letterhead (stationery). Please include the appropriate number of recommendation letters in your application packet. The recommendation should refer to your academic or professional background and/or abilities in the areas of study for which you are submitting an application. Unless indicated, students waive their right to access their letters of recommendation.

To the Recommender:

In your letter, please indicate how long and in what capacity you have known the applicant. Please be as specific as possible about the applicant's academic/professional performance and potential for advanced study and independent research. Please keep in mind that the applicant cannot be considered for admission until your recommendation is on file. Please use official stationery, seal and sign the envelope along the seal.

SUPPLEMENTAL EVALUATION CHART: Please rate the applicant relative to other individuals you have known in similar circumstances in recent years.

	Exceptional	Above Average	Average	Below Average	Unable to Judge
Intelligence					
Originality & creativity					
Motivation & Initiative					
Potential for Graduate Study					

Signature of Recommender _____ Date _____

Name (please type or print) _____

Institution _____ Title _____

Address _____

Telephone _____ E-mail Address _____

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Intelligence					
Originality & creativity					
Motivation & Initiative					
Potential for Graduate Study					

Signature of Recommender _____ Date _____

Name (please type or print) _____

Institution _____ Title _____

Address _____

Telephone _____ E-mail Address _____

TRANSCRIPT REQUEST FORM:

Please check one.

Office of Graduate Admissions
The City College of New York
Administration Building, Room 101
New York, NY 10031

The School of Architecture
Office of Graduate Admissions
The City College of New York
Shepard Hall Room 103
138th Street and Convent Avenue
New York, NY 10031

The School of Education
Office of Graduate Admissions
The City College of New York
North Academic Center Room 3/223A
138th Street and Convent Avenue
New York, NY 10031

To the Applicant: Please complete this form and forward it to your current/previous college or university. A transcript must be submitted from **EACH** college or university attended, even if you did not enroll in courses in your field. To ensure that the transcript is returned to you in a timely manner, please be certain to send this request early.

PRINT YOUR NAME AND ADDRESS

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form.

_____ / ____ / _____

Applicant's Signature

Date

To the Registrar: The Office of Graduate Admissions at The City College of New York appreciates your cooperation in our self-managed application process. Please enclose this form together with an official transcript. After sealing the envelope, please sign across the seal to ensure confidentiality and return it to the applicant so that it can be included in his/her application package.

TRANSCRIPT REQUEST FORM:

Please check one.

Office of Graduate Admissions
The City College of New York
Administration Building, Room 101
New York, NY 10031

The School of Architecture
Office of Graduate Admissions
The City College of New York
Shepard Hall Room 103
138th Street and Convent Avenue
New York, NY 10031

The School of Education
Office of Graduate Admissions
The City College of New York
North Academic Center Room 3/223A
138th Street and Convent Avenue
New York, NY 10031

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PRINT YOUR NAME AND ADDRESS

I hereby request that my transcript be sent to my address in the envelope that I have provided with this form.

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