

# Submitting a Graduate Application

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New Paltz

STATE UNIVERSITY OF NEW YORK

Visit <https://www.newpaltz.edu/graduate/> and select Apply Now

**INVEST IN YOUR FUTURE**

SUNY NEW PALTZ IS NESTLED IN THE HEART OF A VIBRANT HISTORIC VILLAGE MIDWAY BETWEEN THE CAPITAL CITY OF ALBANY AND NEW YORK CITY. OUR UNSURPASSED LOCATION OFFERS NOT ONLY OUTSTANDING QUALITY OF LIFE BUT WORLD-CLASS CONNECTIONS.

SUNY New Paltz offers more than **50 exceptional graduate programs** in business, education, computer science, engineering, fine arts, music therapy, and the liberal arts for students who have the equivalent of a 4-year baccalaureate degree.

**REQUEST INFORMATION**

First Name\*

Last Name (surname)\*

Email Address\*

I would like more information on the following graduate program:\*  
*Press "Control + Click" to select multiple majors.*

Expected Term of Entry\*

CONTACT US | APPLY NOW | TUITION & FUNDING | EVENTS | INTERNATIONAL | SCHEDULE AN APPOINTMENT

I am interested in a career in:  Program Search

You can click on either of the links

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CONTACT US | APPLY NOW | TUITION & FUNDING | EVENTS | INTERNATIONAL | SCHEDULE AN APPOINTMENT

I am interested in a career in:  Program Search  **APPLY NOW**

The image shows a navigation bar with a dark blue background and white text. The navigation items are: CONTACT US, APPLY NOW, TUITION & FUNDING, EVENTS, INTERNATIONAL, and SCHEDULE AN APPOINTMENT. Below the navigation bar is a light gray area containing a search form. The search form includes a dropdown menu labeled "I am interested in a career in:", a text input field labeled "Program Search", a dark blue "Search" button, and a white "APPLY NOW" button with a blue border.

Click "Start Here" and then register for an account.

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Welcome to the  
**SUNY New Paltz**  
Graduate Application



Sign in



New user? [Start here.](#) | Returning user? [Sign in.](#)



## REGISTER

To register for an account, please enter the information requested below.

Email Address

First Name

Last Name

Birthdate

**Continue**

# Start a new application

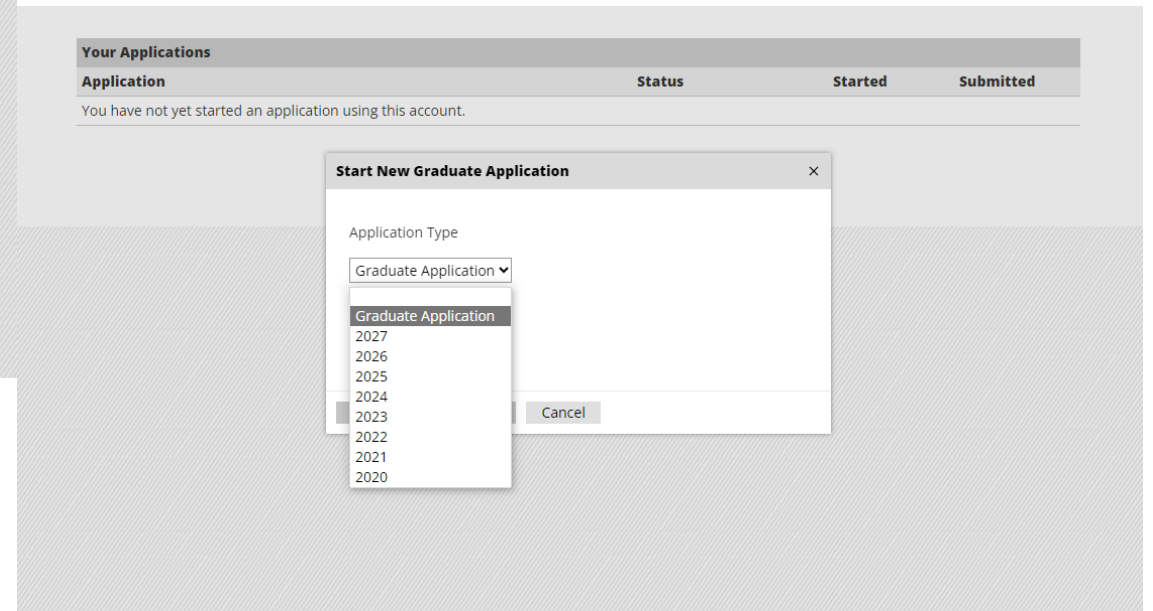
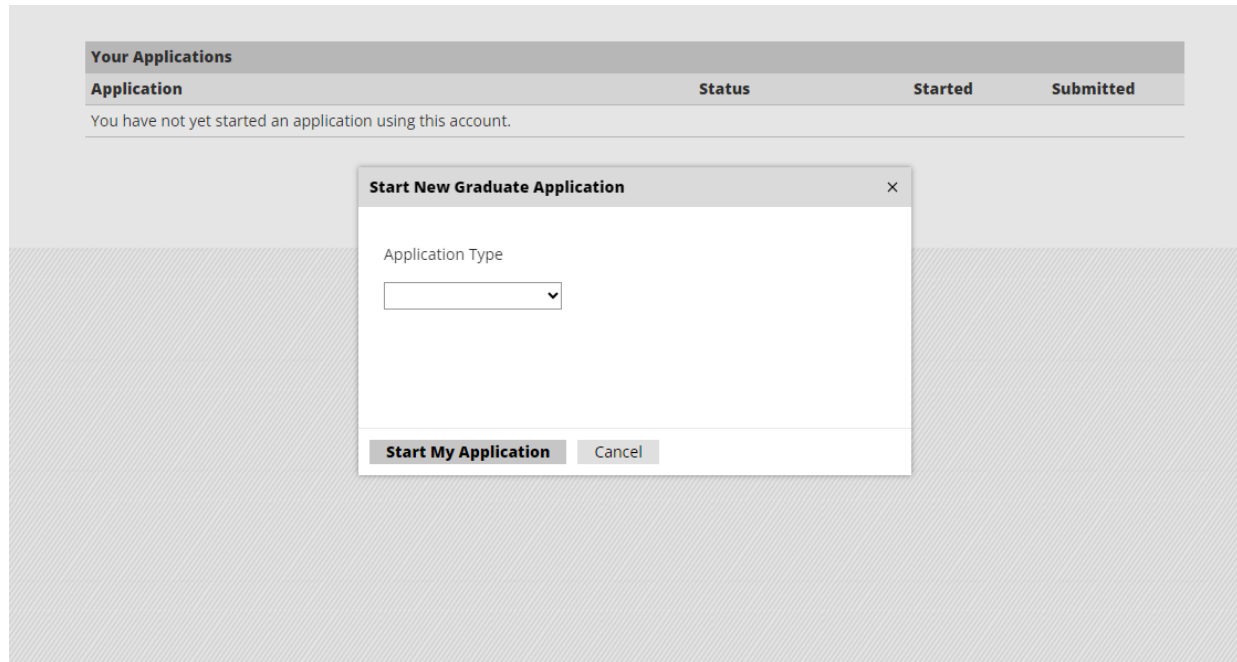
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Your Applications			
Application	Status	Started	Submitted
You have not yet started an application using this account.			

[Start New Graduate Application](#)



# Select "Start My Application"



# Fill out all required Personal Information

[Home](#)

**Personal**

[Program](#)

[Graduate Employment](#)

[Military Info](#)

[Academic History](#)

[Employment](#)

[Release Waiver](#)

[Signature](#)

[Review](#)

## PERSONAL INFORMATION

Please be aware that while it is not required to provide your Social Security Number below, failure to do so will impact our ability to recommend you for any state certifications upon graduation or package your financial aid.

### Name

Prefix	<input type="text"/>
First (Given)	<input type="text"/>
Middle	<input type="text"/>
Last (Family)	<input type="text"/>
Suffix	<input type="text"/>
Preferred First	<input type="text"/>
Other Last Names Used	<input type="text"/>

### Addresses

#### Mailing Address [Delete](#)

	Same as permanent	
Country	<input type="text" value="United States"/>	
Street Address	<input type="text"/>	
City	<input type="text"/>	
State	<input type="text" value="Select State"/>	
Postal Code	<input type="text"/>	
Valid From	optional	<input type="text"/> <input type="text"/> <input type="text"/>
Valid Until	optional	<input type="text"/> <input type="text"/> <input type="text"/>

[Insert Address](#)

# Choose your Academic Area of Interest, Program, and Anticipated Entry Term

The image illustrates a three-step process for selecting program information in a web application. Each step shows a different part of the 'PROGRAM INFORMATION' form being filled out.

**Step 1: Selecting Academic Area of Interest**

The first screenshot shows the 'Academic Area of Interest' dropdown menu open. The options are:

- Art
- Business
- Communication Disorders**
- Computer Science
- Counselor Education
- Education - Adolescence
- Education - Advanced Certification
- Education - Autism Studies
- Education - Childhood
- Education - Literacy
- Education - Social Justice
- Education - Special Ed
- Education - TESOL

The 'Communication Disorders' option is highlighted in blue. The left sidebar contains navigation links: Home, Personal, Program, Graduate Employment, Military Info, Academic History, Employment, Release Waiver, Signature, and Review.

**Step 2: Selecting Academic Program**

The second screenshot shows the 'Academic Program' dropdown menu open. The options are:

- MS Com Dis: Speech Language Disabilities**
- MS Com Dis: Speech Language Pathology

The 'MS Com Dis: Speech Language Disabilities' option is highlighted in blue. The 'Academic Area of Interest' dropdown is now set to 'Communication Disorders'. The left sidebar navigation links are the same as in Step 1.

**Step 3: Selecting Anticipated Entry Term**

The third screenshot shows the 'Anticipated Entry Term' dropdown menu open. The options are:

- 2023**
- 23 Summer

The '2023' option is highlighted in blue. The 'Academic Program' dropdown is now set to 'MS Com Dis: Speech Language Pathology'. The left sidebar navigation links are the same as in Step 1.



Choose whether you are interested in a teaching assistantship or graduate assistantship. (Indicating your interest allows us to share opportunities with you!)

[Home](#)

[Personal](#)

[Program](#)

[Graduate Assistantships](#)

[Academic History](#)

[Employment](#)

[Release Waiver](#)

[Signature](#)

[Review](#)

## GRADUATE ASSISTANTSHIPS

### **All University Graduate Assistant Program**

Graduate Assistantships are available to students admitted to or enrolled in a graduate program. Criteria for the awarding of an assistantship may include, but are not limited to: grade-point average, past experience or training, interest in the field of study, letters of recommendation, and/or personal interview.

#### **To apply for an assistantship position:**

1. Review the listing of [positions available](#) on the Graduate, Professional & Interdisciplinary website.
2. Contact the department regarding their specific application procedures.
3. At minimum, prepare a resume and cover letter expressing your interest to the appropriate contact person.

#### **Definition**

The university offers three types of Graduate Assistantships, each with different responsibilities and benefits. Each assistantship offers a stipend and tuition scholarship in exchange for 10 or 20 hours of service. We currently offer:

**Teacher of Record (TR)** -- these students serve as the primary instructor of record for a course.

**Teaching Assistant (TA)** -- these students may assist a faculty member with a course, grading, or tutoring.

**Graduate Assistant (GA)** -- these students may assist with research, administrative and/or technical assistance.

[Click here to review our specific assistantship opportunities](#)

**Communication Disorders Applicants:** Assistantship information will be shared with [admitted students](#).

**MFA Applicants:** Assistantship information will be available in your applicant portal once you submit your application.

Are you interested in a Teaching Assistant position?

- Yes  
 No

Are you interested in a Graduate Assistant position?

- Yes  
 No

**Continue**



Tell us about your academic history. Please add all undergraduate and graduate schools you've taken courses for college credit (even if you did not receive a degree).

## ACADEMIC HISTORY

**Below, add every college/university where you've taken courses for college credit.**

**Note:** If you are/were a SUNY New Paltz student, you must add SUNY New Paltz as a school you are attending.

\*Please note that you are required to send an official transcript to SUNY New Paltz electronically to [admissions@newpaltz.edu](mailto:admissions@newpaltz.edu) or by mail to immediately after admission to the program.

[Mailing Address](#)

SUNY New Paltz  
Office of Graduate Admissions  
1 Hawk Drive  
New Paltz, NY 12561

**SUNY New Paltz current students and alumni are not required to request official transcripts.**

Institution	Degree	From	To
<a href="#">Add Institution</a>			

[Continue](#)



### Academic History

Institution

Country

City

State

Level of Study

### Submit Transcript

You may upload a scanned copy or digital facsimile of your transcript from this institution so that we have an unofficial copy on file. You will have another opportunity to upload an unofficial copy of your transcript after you've submitted this application as well.

You can upload your transcript pages as a single or multi-page PDF, or as an image file. Your scanned document may be large and may take several minutes to upload depending upon the speed of your connection.

*\*Please note that you will still be required to send an official transcript to SUNY New Paltz in order to complete your application and be reviewed for admission. Your application will remain incomplete and cannot be reviewed until we receive an official copy of your transcript.*

PDF or Scanned Pages (optional)  No file chosen

You can upload unofficial transcripts at this stage. Unofficial transcripts can be used for review purposes, but official copies are required to complete your file.

**If you upload a transcript here, you must still request official transcripts be sent to us from your former/current institution.**

Unofficial transcripts are not required if you plan to have official transcripts sent to us, they only serve to expedite the review process.

# Optional employment information

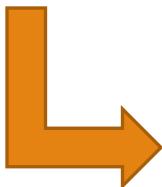
- [Home](#)
- [Personal](#)
- [Program](#)
- [Graduate Employment](#)
- [Military Info](#)
- [Academic History](#)
- Employment**
- [Release Waiver](#)
- [Signature](#)
- [Review](#)

## OPTIONAL ENTRY

**Please note:** Entering employment information is optional.

Organization Name	Dates of Employment
<a href="#">Please only add your current employer.</a>	

**Continue**



**Please only add your current employer.** [X]

Organization Name

Country

City

State

Dates of Employment  to

Starting Position

Ending Position

Description

**Save** Cancel

Indicate whether you would like to allow us to discuss your application with anyone else and, if you selected yes, provide us with the personal details of who we can share your application with

- [Home](#)
- [Personal](#)
- [Program](#)
- [Graduate Employment](#)
- [Military Info](#)
- [Academic History](#)
- [Employment](#)
- Release Waiver**
- [Signature](#)
- [Review](#)

## RELEASE WAIVER

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

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

- Yes
- No

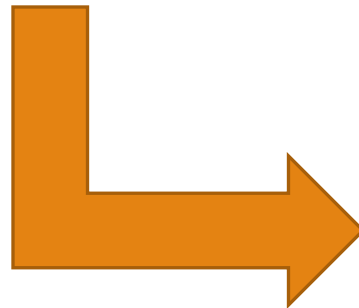
### Authorized Individual Information

I hereby authorize Graduate Studies staff to discuss matters related to my application with:

First Name	Last Name	Relationship Type
<a href="#">Add New</a>		

I understand that this agreement to release information is only applicable to this application. If I choose to waive my right to privacy for subsequent applications, I will need to resubmit this form.

**Continue**



### Information Release Waiver - Widget

Relationship Type

First Name

Last Name

Email Address

Phone Number

Date of Birth

**Save** Cancel

# Provide us with your electronic signature.

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[Home](#)

[Personal](#)

[Program](#)

[Graduate Employment](#)

[Military Info](#)

[Academic History](#)

[Employment](#)

[Release Waiver](#)

[Signature](#)

[Review](#)

After signing below and clicking confirm, you will need to review your application and click submit on the next page.

After submitting your application, additional instructions will become available within your applicant portal on how to upload or send in required supplemental items such as essays, transcripts, and letters of recommendation.

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***Property Rights***

*In accordance with American Association of Collegiate Registrars and Admission Officers policies, all materials submitted with this application will become the property of SUNY New Paltz and will not be returned to the applicant. I certify that the information given in this application for admission is complete and correct. I understand that any falsification or omission of data may result in the denial of admission.*

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

**Confirm**

# Take a moment to review your application and submit!

Please note that submitting your application does not mean it will go to review. Upon submission, an application portal and checklist will be created for you, and you will be able to upload additional materials and fulfill remaining requirements (references, essay, etc.).

- [Home](#)
- [Personal](#)
- [Program](#)
- [Graduate Employment](#)
- [Military Info](#)
- [Academic History](#)
- [Employment](#)
- [Release Waiver](#)
- [Signature](#)

## REVIEW

Please note that an applicant portal will be created for you once you submit your application. The applicant portal will provide you with further instructions on submitting transcripts, essays, recommendation letters, and other admissions materials, should your program require them. Your application will not be reviewed by SUNY New Paltz until you have submitted all required materials.

**If you are satisfied with your application and are ready to submit it, click Submit Application.**

Review

**Submit Application** Save for Later



admissions.newpaltz.edu says

I acknowledge that I will be unable to make changes to my application after I submit it online. I have ensured that my application is accurate, complete, and ready for submission.

**OK** Cancel

Wait for your checklist to update. The application takes time to process. After approximately one hour, you should see checklist items for you to complete.

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## Welcome, Kaitlyn!

Please review your status page and submit all requested items.  
Once all items have been received your application will begin the review process.

Additionally, please note the following SUNY vaccination requirements.



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Application Information:  
Application Status: **Awaiting Submission**

Graduate Programs ▾

# Upload required materials and request references.

You may also upload optional materials such as a resume to your application.

Not all materials listed in the dropdown menu are required for all applications. Refer to your checklist for materials that are required for your application.

Application Information:  
Application Status: **Awaiting Materials**

0905 - MS Com Dis: Speech Language Pathology - 23 Summer ▾

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Payment Due: 60.00 USD

✘ Awaiting Graduate Application Fee - [Submit Payment for 60.00 USD](#)

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Application Checklist

Status	Details	Date
✘ Awaiting	<a href="#">Applicant Prereq Form</a>	
✘ Awaiting	<a href="#">Reference #1</a>	
✘ Awaiting	<a href="#">Reference #2</a>	
✘ Awaiting	<a href="#">Reference #3</a>	
✘ Awaiting	Graduate Admission Essay	

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Upload Materials

To submit documents that we have requested, please select the document type below and upload a Word document, PDF, or scanned image file. If we have not requested that you submit documents to us, you may disregard this.

▾

No file chosen



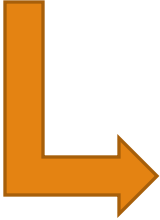
- Applicant Resume
- GR - Proof of Professional Development for Returning TAs
- GR - TA/GA Assignment
- GR - TAGA Application Letter of Interest
- GR - TAGA Application Resume or CV
- Graduate Admission Essay
- Board Certification
- Clinical Hours
- Employer Verification
- GMAT Score Report
- Writing Sample #1 - Upload two 4-5 page academic writing samples
- Writing Sample #2 - Upload two 4-5 page academic writing samples
- GRE Score Report
- School Leadership Professional Standards Essay
- Teaching/Professional Certificate



# Requesting References

Note: Recommendations should be from academic and professionals references.

Name	Status
<a href="#">Add Recommender</a>	

**Continue** 

### Add Recommender

First Name

Last Name

Organization

Position/Title

Telephone

Email

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

Your name will be displayed to recommender as:  
Jasmine Stout [Change](#)

FERPA Rights

I waive my right to access this report.

I do not waive my right to access this report.


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

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

**Send To Recommender**

Entering your recommender's contact information will prompt an email to be sent to them with a link to submit a recommendation.

Once you have sent a recommendation request, it will appear in your checklist. You can re-send notification emails to your recommenders if needed. Click edit, then click "Send Reminder"



Name	Status
<a href="#">Add Recommender</a>	
Matuszewski, Alana	Sent to recommender on February 9 <a href="#">Edit</a>

Once all materials are received and your checklist is complete, your application will go to review! Please continue to check your portal and email for updates. We will reach out to you if any additional information is needed.

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Please reach out to us with any questions or concerns at any stage of the application process!



**Email:** [gradadmissions@newpaltz.edu](mailto:gradadmissions@newpaltz.edu)



**Phone:** 845-257-3187



**Schedule an appointment:**

[https://calendly.com/grad\\_recruitment/graduate-recruitment-meeting](https://calendly.com/grad_recruitment/graduate-recruitment-meeting)