Graduate Application
Thank you for your interest in The State University of New York at Potsdam. Applying to graduate school is an important step in planning for your career, and we look forward to supporting your candidacy for a masters degree. Below are the requirements to apply for masters degree work at SUNY Potsdam. All requirements must be complete prior to being reviewed by your selected program of study. Please review each program’s admissions requirements on our website or in the Graduate Catalog, as some additional items may be required.

Application Checklist & Admissions Requirements

- **Graduate Application** (this includes a non-refundable $50 application fee in U.S. funds. Note: SUNY Potsdam alumni, current students, faculty/staff and US military personnel and their families do not need to pay an application fee)
- **GRE Exam (or equivalent):** Required only for teacher preparation program candidates who are seeking initial certification through the MST programs (for applicants seeking admission for fall 2015 forward). **All other graduate programs do not require this exam.** SUNY Potsdam’s code for sending official reports is 2545.
- **Acceptable Grade Point Average** (Please visit the admissions requirements page on the website for requirements by program (Note: For applicants seeking admission into an MST program fall 2015 forward, a minimum 3.0 in the most recent 60 credit hours is required) as requirements vary by program.
- **Letter of Intent**
  - Submission of a typed Letter of Intent (minimum of one full page and a maximum of three pages typed) written by the candidate expressing the candidate’s professional goals as related to program pursuit, with attention to any specific program guidelines. Your letter should address: (1) why you are applying for the program, (2) how your degree program relates to your long-range career or professional objectives, and specifically how the program at Potsdam will assist you in achieving the goals you have described.
  - For Literacy candidates, the letter of intent must be completed using specific guidelines (see website for these requirements)
- **Recommendation letters and required forms** *(Cover form may be obtained online)*
- **Unofficial and Official transcripts** sent directly to the Center for Graduate Studies:
  - Evidence of an earned baccalaureate degree from an accredited college or university. Applicants finishing their baccalaureate requirements at the time of application may complete the admissions process. Proof of a conferred degree will be required in order to continue in the program prior to the end of the fourth week of class.
    - Unofficial transcripts may be submitted for the purpose of evaluation for an admissions decision.
    - Submission of official transcripts from all colleges and universities attended, even if a degree was not earned are required no later than one month from the start of a degree program. **Official transcripts involve no student intervention and are forwarded directly from the Registrar’s Office of the institution to the Center for Graduate Studies. Transcripts submitted in an admission package will be considered “official” only if they are sealed in an envelope by the school and bear the signature of the Registrar. Canadian students who have attended high school in Ontario are encouraged to also forward an official high school transcript, however it is not required.**
- **A current resume**
- **Copy of current teaching certification** *(for professional certification programs only)*
- **International Students**
  For non-native English speaking applicants, a minimum TOEFL score of 79 (internet-based), 550 (paper-based), 213 (computer-based), a minimum IELTS score of 6.0, or a 169 on the Cambridge English Exams is required. Conditional admission may be available for alternative evidence of English proficiency.

*Additional policies for international students can be found on our website*

**Please Note:** Specific programs may require additional materials such as auditions, teaching videos, or other items consistent with that of the proposed graduate program, and/or other requirements as listed on the Center for Graduate Studies website.
### Personal Information

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<th>First</th>
<th>M.I.</th>
<th>Former/Other</th>
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Date of Birth (MM/DD/YY)

Gender: Male | Female

Are you a NY State Resident? Yes | No
Are you a U.S. Citizen? Yes | No
If no, are you a permanent resident (green card holder)? Yes | No
Alien Registration # __________________________
If no, are you an international student? Yes | No
Dual Citizenship (with U.S.)? Yes | No

Country of Birth
Country of Citizenship

**Optional Information:**

Your response to the following questions will be used for research purposes only. SUNY Potsdam supports Affirmative Action and Equal Opportunity and does not discriminate against individuals or groups on the basis of race, sex, age, national origin, religion, disability, veteran status, marital status, or sexual orientation, in education or employment, or in any of its policies or programs.

Are you Hispanic/Latino? Yes | No
If Hispanic/Latino is your background: (circle one)
- Central American
- Dominican
- Mexican
- Puerto Rican
- South American
- Other Hispanic/Latino

Please indicate your race (circle one or more):
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

E-mail Address: ____________________________

[ ] (___) ___________ [ ] (___) ___________ [ ] (___) ___________
Home Phone Cell Phone Work Phone

Preferred number: Home | Cell | Work

**Permanent Address:**

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<th>Street</th>
<th>City</th>
<th>State/Province</th>
<th>Zip/Postal Code</th>
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**Mailing Address or Temporary Address (if different)*:**

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<th>Street</th>
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Date we may contact you at this address until: __________________________
(Expiration Date)

Are you, or have you ever been, a SUNY Potsdam student? Yes | No
If yes, what is your P#? _______________________

If you answered yes, please indicate any former name(s) you had while enrolled at Potsdam:

________________________________________________

*This is the address the office will send correspondence to if it is filled out until the expiration date provided.
Enrollment Plans

A) Entry Terms
Fall semester begins in late August/early September
Spring semester begins in mid-January
Summer sessions begin in late May

I plan to enroll beginning: Fall 20____ | Spring 20____ | Summer 20____

B) Degree/Programs of Study (check the program/concentration you are applying to)

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<tr>
<th>Master of Arts (MA)</th>
<th>Master of Music (MM)</th>
<th>Master of Science (MS)</th>
<th>Master of Science for Teachers (MST)</th>
<th>Master of Science in Education (MSED)</th>
<th>Certificate of Advanced Study (CAS)</th>
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<td>English &amp; Communication</td>
<td>Music Education</td>
<td>Community Health</td>
<td>Adolescence Education: English</td>
<td>Curriculum &amp; Instruction(^W) Certification</td>
<td>Inclusive and Special Education(^W)</td>
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<tr>
<td>Mathematics</td>
<td>Music Performance</td>
<td>Information &amp; Communication Technology</td>
<td>Adolescence Education: Mathematics</td>
<td>Or</td>
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<td>Concentration programs: Organizational Leadership(^W) (Watertown only)</td>
<td>Adolescence Education: Science</td>
<td>Educational Technology Specialist Certification</td>
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<td>Or</td>
<td>Biology</td>
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<td>Non-Certification</td>
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<td>Chemistry</td>
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<td>Physics</td>
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<td>Adolescence Education: Social Studies</td>
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<td>Childhood Education(^W)</td>
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\(^W\)The “W” designation indicates that the program is offered both on campus and at the Watertown extension site.

Refer to the Center for Graduate Studies web site for specific terms of entry based on program of study.

Center for Graduate Studies • SUNY Potsdam • 44 Pierrepont Ave. • Potsdam, NY 13676
E-mail: graduate@potsdam.edu • www.potsdam.edu/graduate
Colleges/ Universities  List all institutions attended even if a degree was not earned (Most recent first)

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<tr>
<th>College/University</th>
<th>Start Date</th>
<th>End Date</th>
<th>Major</th>
<th>Degree</th>
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Professional References List the names of the recommenders you will be using in support of your application:

1. __________________________ 2. __________________________ 3. __________________________

Current Employer

Name of School, Business or Agency _______________________________________________________________________ Position __________

Teacher Certification  If you currently hold certification, please mark the following (Note: You may be asked to provide your SSN# so that we can verify your certification credentials after beginning a program if not furnished with your application):

Provisional | Initial | Permanent | Professional

Certification Number __________ Area(s)______ State __________ Effective Date __________

*Note: You must provide a copy of your certificate as a component to your application.

How did you hear about Graduate Studies at Potsdam?

____________________________________________________________________________________

Felony/Dismissal REQUIRED FOR ALL APPLICANTS: even if you have never attended college, a response is required.

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 the felony question below by indicating a response of no.

Suspension is defined as a sanction imposed for disciplinary reasons that result in a student leaving school for a fixed period of time, less than permanently. 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 by SUNY Potsdam to provide additional information. A campus committee to ensure campus safety will review this information. 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 dismissed and/or suspended from a college for disciplinary reasons?  Yes  |  No

Even if you have never attended college, a response is required.

Signature __________________________ Date __________________________

Center for Graduate Studies • SUNY Potsdam • 44 Pierrepont Ave. • Potsdam, NY 13676

E-mail: graduate@potsdam.edu • www.potsdam.edu/graduate
Application Fee
All applicants must submit the $50 non-refundable processing fee. Please make checks payable to SUNY Potsdam. International students should submit a bank check or international money order of $50 in U.S. funds.

SUNY Potsdam alumni, current students, faculty/staff and U.S. military personnel and their families are exempt from the application fee.

Please mail all application materials found on checklist to:

Center for Graduate Studies
SUNY Potsdam
44 Pierrepont Avenue
Potsdam, New York 13676

With the exception of official transcripts, supporting documents can also be scanned and emailed to the Center for Graduate Studies at graduate@potsdam.edu.

Application Materials and Filing Dates
A candidate's application will not be submitted to the appropriate committee until the Center for Graduate Studies receives all required admissions documents.

Crane School of Music Candidates:
For specific application and audition information, including deadlines, see http://www.potsdam.edu/academics/Crane/graduate_studies/Graduate-Music-Admissions.cfm. Note: All students who wish to submit a video audition must still sign up for an on site audition slot.

School of Arts and Sciences and School of Education and Professional Studies candidates:
We have a rolling admissions policy. However, priority consideration will be given to candidates who apply by the following dates:

• Summer Session - March 1  • Fall Semester - April 1  • Spring Semester - October 15

Please refer to Enrollment Plans and Entry Terms on the application for specific program entrance dates.

Review Process
The overall admission process is structured as follows: Once a candidate has submitted all of the required application materials, the Center for Graduate Studies will forward the materials to the appropriate school and academic department for an admission decision. The selected program of study reviews the candidate’s application and forwards a recommendation to the Dean of Graduate Studies. The Center for Graduate Studies then communicates the decision to the address provided on the application.
Financial Assistance

Graduate students are eligible for assistance as described on the SUNY Potsdam web site. This includes loans, assistantships, scholarships or fellowships. Please keep in mind that an application for financial aid (student loans) should be completed well in advance of the term for which funds are needed. Summer financial aid requires a separate application, which can be downloaded from the SUNY Potsdam web page at www.potsdam.edu/admission/financial; it is available beginning in March of each year.

Students interested in receiving information relative to other forms of financial assistance should contact the Financial Aid Office at 315-267-2162.

Summer Programs

We offer a wide variety of course offerings during the summer months that supplement the academic year program. Courses, workshops and seminars are offered for both degree and non-degree students in the School of Arts and Sciences, School of Education and Professional Studies, and The Crane School of Music. Short-term and innovative format courses are available as well. For further information regarding summer courses and summer programs, contact the Office of Extended Education, Raymond Hall 206, toll free 1-800-458-1142 or 315-267-2166 or visit www.potsdam.edu/academics/ExtEd.

Non-Matriculated Students

Students may apply to take graduate courses on a non-degree basis by submitting the Non-Matriculated Graduate Student Application, letter of intent, and official transcript confirming their baccalaureate degree to the Center for Graduate Studies. Please visit www.potsdam.edu/graduate to download the Non-Matriculated Graduate Student Application.