

www.potsdam.edu

Potsdam

THE STATE UNIVERSITY OF NEW YORK

Graduate Application

Thank you for your interest in The State University of New York at Potsdam. Applying to graduate school is an important step, and we look forward to working with you throughout the application process.

Office of Graduate Studies
315-267-2165
1-800-458-1142
8 a.m. - 4 p.m. EST, weekdays

Graduate Music Admissions
315-267-2415
1-877-POTSDAM

Application Checklist

- Application
- Letter of Intent
- Recommendation letters and required forms, if any, for programs (please check one below)
Additional forms are required for:
 - MST Childhood Literacy Special Education
- Official transcripts sent directly to the Office of Graduate Studies
- Copy of current teaching certificate
- Non-refundable \$50 application fee in U.S. funds
- I-20 documentation (international applicants, please see below)

Requirements for Graduate Admission

For specific department requirements please refer to the Graduate Catalog available online at www.potsdam.edu/catalog/graduate

- Evidence of an earned baccalaureate degree from an accredited college or university
- Submission of the Graduate Application
- Submission of a typed letter of intent written by the candidate expressing the candidate's professional goals as related to program pursuit, with attention to any specific program guidelines
- Submission of official transcripts from all colleges and universities attended, even if a degree was not earned. *Official transcripts involve no student intervention and are forwarded directly from the Registrar's Office of the institution to the Office of 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 must also forward an official high school transcript.
- A minimum undergraduate grade point average as indicated within each specific program of study
- Submission of a non-refundable \$50.00 (U.S. funds) application processing fee
- Specific programs may require additional materials such as letters of recommendation, submission of proof of a current teaching certificate consistent with that of the proposed graduate program, and/or other requirements as listed in the Graduate Catalog or program web site.
- **International students must provide the following documents:**
 - ▶ Certification of finances
 - ▶ Foreign student financial statement
 - ▶ For non-native English speaking applicants, a minimum TOEFL score of 550 (paper) or 213 (computer-based)
- Immunization requirements: New York State law has implemented a number of mandatory health requirements for all enrolled students. See the back cover for specifics or www.potsdam.edu/shs

Office of Graduate Studies
SUNY Potsdam
44 Pierrepont Avenue
Potsdam, New York 13676

315-267-2165
E-mail: graduate@potsdam.edu

1-800-458-1142
www.potsdam.edu

Personal Information

Last	First	M.I.	Maiden/Other Name
Social Security / Social Insurance #	Date of Birth (mm/dd/yy)		Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Country of Birth	Country of Citizenship		Dual Citizenship? <input type="checkbox"/> Yes <input type="checkbox"/> No
Ethnicity (optional) <input type="checkbox"/> American Indian/Native Alaskan <input type="checkbox"/> Native Alaskan, Asian or Pacific Islander			
<input type="checkbox"/> Black (non-Hispanic) <input type="checkbox"/> White (non-Hispanic)			
<input type="checkbox"/> Non-resident Alien			
E-mail Address _____			

Home Address

Street	City	State/Province	Zip/Postal Code
(_____) _____	(_____) _____	(_____) _____	_____
Home Phone	Cell Phone	Work Phone	

Mailing Address (if different)

Street	City	State/Province	Zip/Postal Code
(_____) _____	_____	_____	_____
Telephone _____			

Enrollment Plans

Degree/Program of Study

Master of Arts

- English & Communication
- Mathematics

Master of Music

- Composition
- Music Education
- Performance

Master of Science in Teaching (initial certification)

- Childhood Education
- Adolescence Education, English (fall enrollment only)
- Adolescence Education, Mathematics (summer enrollment only)
- Adolescence Education, Social Studies (summer enrollment only)
- Adolescence Education, Science (summer enrollment only)
 - Biology
 - Chemistry
 - Earth Science
 - Physics

Master of Science in Education

- Curriculum & Instruction
- Information & Communication Technology
 - Educational Technology Specialist
 - Information Technology Specialist
 - Organizational Leadership
 - Human Performance Technology
 - Technology Educator
- Literacy
 - Literacy Specialist (birth-grade 6)
 - Literacy Specialist (grades 5-12)
 - Literacy Educator
- Adolescence English Education
- Adolescence Mathematics Education
- Adolescence Social Studies Education
- Special Education (fall enrollment only)
 - Early Childhood (birth-grade 2)
 - Childhood (grades 1-6)
 - Middle Childhood (grades 5-9)
 - Adolescence (grades 7-12, Subject Area)

Enrollment Plans

Interest in graduate assistantship? Yes No See Graduate Catalog Financial Assistance for specifics.

I plan to enroll beginning: Fall 20__ Spring 20__ Summer 20__

I plan to study: Full time Part time
 On campus Off campus: __Ottawa (*part time only available*) __Watertown

Entry Terms

Fall semester begins late August/early September
 Spring semester begins mid-January
 Summer sessions begin late May
 Refer to the Graduate Catalog for specific terms of entry based on program of study.

Enrollment Status

Full-time study is 12 or more credit hours.
 Part-time study is less than 12 credit hours.

Enrollment Sites

Ottawa:
 available only to Canadian students in the part-time MST Childhood Education program
Watertown:
 available only to students who are interested in completing coursework primarily in the Watertown area. Please contact the Graduate Studies Office for program availability.

Colleges/Universities Attended

List all college(s)/university(ies) attended even if a degree was not earned. Please list schools attended beginning with the most recent.

College/University	Start Date	End Date	Major	Degree

Teacher Certification

If you currently hold certification, please mark one of the following:
 Provisional/Initial Permanent/Professional

 Certification Number Area(s) State Effective Date

Current Employer

 Name of School, Business or Agency Position Held

Processing Fee

All applicants must submit the \$50 non-refundable processing fee. Make checks payable to SUNY Potsdam. International students should submit a bank check or money order of \$50 in U.S. funds
 Please mail Graduate Application, Letter of Intent and processing fee (see Application Checklist) to the Office of Graduate Studies, 44 Pierrepont Avenue, Potsdam, New York 13676.

 Signature Date

My signature above indicates that all information provided in this application is complete, factually correct and honestly prepared. I understand that any misrepresentation may result in refusal or cancellation of admission.

Felony/Dismissal Information

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 to the felony question below by indicating a response of no.

Suspension is defined as a sanction imposed for disciplinary reasons that results in a student leaving school for a fixed time period, 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 your college choices to provide additional information. This information will be reviewed by a campus committee to ensure campus safety. Any falsification or omission of data may result in a denial or 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.

If you have academic records under another name, please indicate below:

Former Last Name

Former First Name

Letter of Intent

Please see page 5.

Letter of Intent

Please type on this page or on a separate sheet explaining your reasons for pursuing a graduate degree. Include information such as professional and/or career plans as it relates to the program to which you are applying. For specific programs of study, refer to the Graduate Catalog for more information that should be included.

Signature

Print Name

Date





Office of Graduate Studies
SUNY Potsdam
44 Pierrepont Avenue
Potsdam, New York 13676

315-267-2165
1-800-458-1142
E-mail: graduate@potsdam.edu
www.potsdam.edu

Applicant Materials and Filing Dates

Admission documents may be mailed in the envelope provided. However, a candidate's application will not be processed until the Office of Graduate Studies receives all required admission documents.

The Crane School of Music candidates:

Enrollment may begin during the summer or fall terms only.

All admission auditions should be scheduled for the January on-campus date. See the Potsdam/Crane web site for the specific audition dates: www.potsdam.edu/crane and click on Crane Admissions.

School of Education and Professional Studies candidates:

Recommended admission application filing dates are as follows:

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

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

Application Fee/Mailing:

U.S. students should submit the non-refundable \$50 application processing fee in the form of a check or money order made payable to **SUNY Potsdam**.

Canadian and other international students should submit the non-refundable \$50 application processing fee in **U.S. funds** through a bank check or money order (not a personal check) made payable to **SUNY Potsdam**.

Please mail the completed application materials along with the \$50 application fee to:
Office of Graduate Studies
SUNY Potsdam
44 Pierrepont Avenue
Potsdam, NY 13676

Admission Review Process

The overall admission process is structured as follows: once a candidate has submitted all of the required application materials, the Office of Graduate Studies will forward the materials to the appropriate School and academic department for an admission decision. The Graduate Admissions Committee of the selected program of study reviews the candidate's application and forwards a recommendation to the Dean of Graduate Studies.

The Office of Graduate Studies will then mail a letter of acceptance or denial to the address provided on the application.

Financial Assistance

Graduate students are eligible for assistance as described in the SUNY Potsdam Graduate Catalog. Please keep in mind that an application for financial aid 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/admissions/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.

Candidates interested in graduate assistantships should contact the Office of Graduate Studies at 315-267-2165.

Crane School of Music students interested in music assistantships should contact the dean's office at The Crane School of Music at 315-267-2415.

Student Health Requirements

Upon acceptance to SUNY Potsdam, the Office of Graduate Studies will forward all required health forms to comply with New York State law. Candidates must submit a completed Student Health History form to Student Health Services. The form must include the following:

- a. For students enrolled in 6 credit hours or more per semester, proof of immunization against measles, mumps and rubella OR show immunity by titer (the law applies to all students born on or after January 1, 1957);
- b. A signed meningitis response form; and
- c. Proof of a test for tuberculosis (PPD) within the last year.

Candidates should be aware that failure to comply with New York State health laws will result in disenrollment 30 days from the first day of class for U.S. students and 45 days from the first day of class for out-of-state students.

Health forms may be downloaded from www.potsdam.edu/shs. The meningitis response form can be completed online through BearPAWS.

For additional information, contact Student Health Services at 315-267-2377.

Non-Degree Study

SUNY Potsdam welcomes students who wish to take courses to update their skills, to study a new field or just for personal pleasure.

Students may apply to take graduate courses on a non-degree basis by submitting the Non-Matriculated Graduate Student Application and official transcripts confirming their baccalaureate degree to the Office of Graduate Studies.

Non-matriculated graduate students are limited to a maximum enrollment of six graduate credits on a space-available basis.

Summer Programs

A wide variety of course offerings during the summer months supplements 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.