



OFFICE OF
GRADUATE
ADMISSIONS

SHUSTER HALL, RM 150
250 BEDFORD RK BLVD WEST
BRONX, NY 10468

Phone: 718-960-8702
Fax: 718-960-5860
www.lehman.edu

GRADUATE APPLICATION FOR MATRICULATION

Note: Lehman College does not discriminate on the basis of age, sex, race, color, creed, national origin, physical or mental disability, sexual orientation, marital status, alienage or citizenship status, or veteran's status.

Part A- Personal Information

Semester September 200__
Applying February 200__
for: June 200__

Program Code:

_____ (refer to program list)

Last Name	First Name	Middle Name	Prior Name
Mailing Address:		Apt:	
City:	State:	Zip Code:	Country (if non-U.S.A.)
Daytime Telephone Number: () --	Evening Telephone Number: () --	E-mail Address:	
Social Security Number: -- --	Date of Birth: Month /Day /Year	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	
Are you a U.S. Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	Immigration Status:	*OFFICE USE ONLY*	
Country of Birth	U.S. Permanent Resident		
Country Of Citizenship	Alien Registration (I-551) card #		
	<input type="checkbox"/> Other _____ Specify type of visa	Paid	Processed

****Proof of immigrant or naturalized citizenship status must be shown in the Graduate Admissions Office when submitting this application. Copies of official documents are not accepted.***

"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. That judgment will be based on an individualized determination taking into account any information the college has about a student's criminal record and the particular circumstances of the college, including the presence of a child care center, a public school or public school students on the campus."

OVER ➡

Graduate Application Procedures Checklist

Application Deadline Dates: **Fall Admission—April 1st** **Spring Admission—Nov. 1st**
Speech-Language Pathology--- March 1st (May accept fall semester only. Spring applicants must call department)

Please Note: This is NOT the application for the graduate program in Social Work. Contact the Graduate Admissions Office for the application for the M.S.W. program or go to: www.lehman.edu/deannss/sociologysocwk/pdf/msw_application.pdf

- ✓ **Apply for Matriculation:** Complete **all** parts of the Graduate Application *including* the pink, Bursar Receipt form. Be sure to enter your desired **program and code number** (see enclosure) on the application. Your application with supporting materials **must be complete** before the graduate advisor can review it for admission. Completed applications received after the deadline date will be reviewed only on a space available basis.
- ✓ **Pay Application Fee:** Be sure to include your check or money order payable to Lehman College for the **\$125 non-refundable fee**. There is no fee needed if you are in **current attendance** as a graduate non-degree student and are applying for matriculation. On the enclosed Bursar's Receipt, please enter only your name, address, and social security number and return it with the other materials.
- ✓ **Get Your Transcripts:** Proof of degree earned and all prior official transcripts are required for **all** undergraduate and graduate courses you have taken. Use the Lehman College transcript envelopes provided to request that your official transcript(s) be sent to you. Include the SEALED envelopes with the rest of your application materials that you are to return to the Graduate Admissions Office in the envelope provided. **Official transcripts or other documents in languages other than English must be accompanied by notarized English translations.**

If you are in your final undergraduate semester, submit the *official transcript* of course work completed to date. Upon graduation, an additional transcript showing the degree awarded must be presented. Lehman graduates who attended other colleges are required to submit new official transcripts from those colleges.

- ✓ **Write a Typed Career Objective Essay:** Please write a statement of about 500 words describing as specifically as possible your intellectual and academic interests, accomplishments, and goals. If there is anything anomalous in your undergraduate record, please discuss it. Students applying to the **Special Education program** must submit an additional **scholarly paper**. The **Counselor Education Program** also requires **four additional 150-word typed essay responses** to specific questions generated by the adviser. For more information, contact the Admissions office.
- ✓ **Get Academic Recommendations:** Ask people (preferably from an instructor or supervisor) who can attest to your past scholastic performance and capacity for graduate work to complete a Recommendation Form and return it to you (sealed) in the envelope provided. Return these with your application materials. Two or three recommendations are required depending on the program. Check program information for specifics.
- ✓ **Is a Standardized Test Required?** The Graduate Management Admission Test (**GMAT**) is required for the **M.S. Accounting Program**. The Test of English as a Foreign Language (**TOEFL**) is required for students educated in non-English speaking areas. TOEFL scores should be no more than two years old. Required scores vary by program, with 500 being the minimum score and up to 600 required for some programs. Submit the **TWE** score also, if available. **L.A.S.T SCORES** are required for Graduate Education Programs. Graduate Record Examination (**GRE**) scores are accepted in lieu of L.A.S.T. scores for the Counselor Education program only. Arrange to have any required official scores sent to the Office of Graduate Admissions. You may enclose your copy of scores, if available, with the application. **EPE** is required for the Masters in Nursing. **OPI** for all prospective students for the Masters in Spanish.

F-1 Candidates:

Please provide contact information for the individual that will act on your behalf if you are not currently in the United States. This person will receive information about your admissions status.

Last Name:	First Name:	Mailing Address:	Apt.
City:	State:	Zipcode:	Telephone Number: () --

Important Note for All Students: To be eligible for New York State resident tuition rates, you must prove that you have been a New York State resident and that you are either a U.S. citizen or permanent resident or that you possess an eligible non-immigrant status. The information requested will be used to determine if you qualify for the New York State resident rate. **A failure to answer these questions will require you to complete the City University Residency Form.**

Where were you and each of your parents born? Check one in each column?	You	Mother	Father
Born in the United States, excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born in Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born outside of the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Country you most identify with: _____

Is a language other than English spoken at home? Yes No

Which language are you most comfortable with? _____

Have you been a New York State resident for the past 12 months? Yes No

If yes, please give the month and year New York State residency began _____

Did you file a New York City/State resident income tax return during the past twelve months? Yes No

Did you file a federal income tax return during the past twelve months? Yes No

Part B- Educational Background

Applicants who have completed any degree or coursework at Lehman College after 1993 do not need to request a transcript from Lehman. This includes undergraduate, graduate, and non-degree courses.

Undergraduate College or University	Dates of Attendance	Major	Degree (If Applicable)	Date Conferred

List below all your addresses *during the past five years*, starting from your *current* address and working backwards: (Attach a separate sheet of paper if necessary).

FROM	TO	COMPLETE ADDRESS:
_____ -- _____ Month Year Month Year		_____

		City State Zip Code

_____ -- _____ Month Year Month Year		_____

		City State Zip Code

Statement of Agreement

- I understand that all applications and supporting documents received by Lehman College become the property of Lehman College and cannot be returned or sent elsewhere.
- I hereby certify that the statements made in this application are true and complete and will be treated confidentially for institutional purposes only.
- I understand that any omissions or misstatement of mine in this application, whenever discovered may result in the voiding of my admission or registration and the receipt of no credit from Lehman College.
- I understand that the application fee cannot be waived or refunded.
- I understand that the submission of the application and supporting documents does not guarantee admission to the graduate program at Lehman College.

Date: _____ Signature: _____

Applications must be signed and dated to be valid.



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- ✓ **Added Requirements for Early Childhood and Childhood Education:** Programs in Early Childhood and Childhood Education accommodate students (1) who have earned initial teacher certification to teach in a related area of teacher education and who are interested in certification to teach in either pre-school through second grade or graded one-six or (2) who have twelve or fewer undergraduate credits in teacher education. To enter the programs, you must submit two letters of recommendation submit scores on the L.A.S.T. and complete an interview with program faculty. Students seeking admission to the Childhood Education program must also complete an additional TEL form (available from the Graduate Admissions Office) as part of the application. (See **Graduate Programs- Addendum for programs for changes**)
- ✓ **Added Requirements for the Department of Middle and High School Education:** Programs in the Department of Middle and High School Education prepare candidates to teach in Grades 7-12. To enter one of these programs, you must submit scores on the L.A.S.T., submit two letters of recommendation (English Education and Science Education require three letters), and complete an interview with program faculty. Programs in Social Studies Education, TESOL, and Mathematics Education also require a written essay. (See **Graduate Programs- Addendum for programs for changes**)
- ✓ **Added Requirements for the Department of Counseling, Leadership, Literacy and Special Education:** Students applying for admission to a program in Special Education must possess initial or professional certification in teaching general education students, must submit a graded scholarly paper from a previous course and an essay outlining career goals, must participate in an interview with program faculty, and submit two letters of recommendation. Students applying for admission to a program in **Literacy Studies** must possess an initial teaching certificate, submit an essay outlining career goals, submit two letters of recommendations, and complete an interview with program faculty. The **Counselor Education** program is being revised, pending approval from the New York State Education Department. (See **Graduate Programs-Addendum for programs for changes**)
- ✓ **Applicants for the MFA.** Present a slide portfolio with your application. (See **Bulletin**)
- ✓ **International Student's Affidavit of Support:** Before the College can send an admitted international student the Form I-20 needed to obtain the F1 Student Visa, the student must provide the College with a documented Affidavit of Support which will be mailed by the international student adviser upon acceptance into a graduate program.

Additional Admissions Criteria:

- ✓ **Foreign-Born Applicants** must present to the Graduate Admissions Office evidence of their current immigration status (i.e., permanent alien registration card or Certificate of Naturalization, visa, etc.) to determine their in-state or out-of-state tuition and financial aid status. These **original documents must be brought in person** to the Graduate Admissions Office. Copies are not acceptable.

- ✓ **1 Year NYS Residency Requirement:** In order to qualify for the New York State tuition rates, applicants must be U.S. citizens, permanent residents, asylees, or have a qualified visa (Please refer to the City University Residency form for information on approved visa types) and be able to document residence in New York State for the twelve (12) month period preceding the first day of classes in the semester they intend to attend graduate school.

You are required to prove NYS residency if:

1. The last college attended was outside of New York State.
2. The answers provided on the graduate application pertaining to residency are incomplete, unclear, or blank

New York State Residency can **only** be established by completing the City University of New York Residency Form **and** providing **original** documents from the list of **valid forms of proof** on the first page of the Residency Form. All applications are reviewed by a residency specialist.

- ✓ **Proof of Identity:** If the support documents (i.e. transcripts, immigration documents, etc.) to your graduate application contain more than one name, a legally documented change of name is required. Approved documents to establish identity are: Marriage certificate, Divorce decree, Court decrees, etc. These **original** documents must be **brought in person** to the Graduate Admissions Office.
- ✓ **Immunization Requirement:** Under New York State Public Health Law, Section 2165, all students born after December 31, 1956, are required by state law to prove immunity to Measles, Mumps, and Rubella in order to attend college. You must complete the blue immunization form enclosed and provide proof of immunity to the Student Health Center located in the T-3 Building room 118, prior to registration. Acceptable proofs of immunity include: childhood immunization cards, immunization records from other schools attended, or records from your doctor or clinic. If you do not have proof of immunization, you must be immunized again or have a blood test (M.M.R. titer) to show you are immune to all three diseases. A record of laboratory results for the titer exam must be attached to the blue immunization form.

New York State Public Health Law 2167 took effect on August 15, 2003. It requires that all colleges inform their students about meningococcal meningitis and the meningitis vaccine. It further requires you to complete **Part 1** of the immunization form indicating that you have received information about meningitis and the meningitis vaccine and indicate that you have **either** been vaccinated against meningitis within the last 10 years or have decided **not** to obtain the vaccination.

****Please Note:** Noncompliance with the New York State immunization requirement will prohibit you from registering for classes.**

***Please call the Student Health Center at (718) 960-8900 for further information.**



Information for International Applicants

- ✓ International students should allow extra time for the completion of the application process. Foreign transcripts must first be reviewed by the **International Evaluator** for college and degree accreditation prior to their submission to the **Graduate Program Adviser** for academic review. Applicants interested in obtaining a **Student Visa** should plan accordingly to avoid delays in obtaining the **I-20 Form**.
- ✓ **Foreign-Born Applicants** must present to the Graduate Admissions Office evidence of their current immigration status (i.e., permanent alien registration card or Certificate of Naturalization, visa, etc.) to determine their in-state or out-of-state tuition and financial aid status. Candidates for the **F1 Student Visa F1** are **not eligible** for in-state tuition or financial aid.
- ✓ **Transcript Request:** Send your request by **Registered Air Mail (Return Receipt Requested)** directly to the appropriate office of the issuing institution or the Examination Board, whichever is applicable. **Keep the Postal Receipt as proof your request was sent.** Lehman College will not mail the request for you. It is your responsibility to forward the request form to the institution(s) attended. The **registered mail receipt** should be completed in **English** with the appropriate information.

Send your **First** request form (for each institution attended) by registered air mail as soon as possible. **You must submit a second request four (4) weeks later whether or not you have received confirmation.** After you send the **second** registered air mail request, you may bring photo static copies of the original transcript/marks sheets, English translations, if required, and copies of all registered air mail receipts to the Graduate Admissions Office. The office will screen all documents and present them to the Director of Admissions to make a final decision regarding official or unofficial documentation and the processing of your application. **Note: the submission of two registered mail receipts (dated one month apart) for each institution attended, with photo static copies of all documents, does not guarantee your application will be processed.**

- ✓ **TOEFL Requirement-** Applicants whose undergraduate degree was taken in a language other than English or educated in a country where the primary language is not English (regardless of residency status) must submit scores on the **Test of English as a Foreign Language (TOEFL)**. For this test the Lehman College code for score reporting is **#2312**. Arrange to have any required official scores sent to the Office of Graduate Admissions. You may enclose your copy of scores, if available, with the application. TOEFL scores should be no more than two years old. The required TOEFL score for the MSW program is 500. Applicants may be provisionally accepted without TOEFL for the first semester but acceptable scores must be submitted prior to registering for a second semester. Submit the **TWE** score also, if available. Information about the TOEFL can be obtained by accessing their website at www.toefl.org or by writing to:

TOEFL
P.O. Box 6151
Princeton, NJ 08541-6151

- ✓ **International Student's Affidavit of Support:** Before the College can send an admitted international student the **Form I-20** needed to obtain the **F1 Student Visa**, the student must provide the College with a documented Affidavit of Support which will be mailed by the International student adviser upon acceptance into a graduate program.

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 translation. The following guidelines must be followed for the translations to be official. **The Office of Graduate Admissions reserves the right to reject translations that do not meet these guidelines.**

Official translations are accepted by one of the following:

1. Consulate or embassy of the country that issued the document; or translations verified by consulate or embassy of the country issuing the document.
2. Translation service or agency; or immigrant/refugee association.
3. Issuing institution.
4. Faculty member of a U.S. high school or University.

In this case, the translation:

- a. Must be typed on school letterhead stationery.
- b. Must state that the translator is a faculty member and which he/she is a member of; and
- c. Must include a signed statement from the translator attesting to his/her familiarity with the foreign language.

The following translations **ARE NOT ACCEPTED** as official translations:

1. Those done by the student or members of the student's family.
2. Those done by an individual unless they are affiliated with any of the organizations listed above.
3. Translations done by non-faculty school personnel.
4. Translations done by faculty members from schools abroad
5. Translations done by a notary public.

Official translations must meet the following guidelines:

1. All translations must be prepared in the same format as the original.
2. All information must be translated.
3. The translation must be verbatim.
4. No interpretation or evaluation of information should be included.
5. The translation must be typed and must be signed by the translator.

Translation services can be found in the Yellow Pages of your local telephone book. Please make sure that the translation service selected complies with the guidelines outlined above.

Although most of the translation services are competitive in cost, students should call to inquire about the exact price. Prices will vary according to following:

- The type of language translated.
- The type of document translated.
- The length of the document (the number of words.)
- Other special services such as overnight mail, etc.



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RECOMMENDATION FORM

PART A: TO BE COMPLETED BY APPLICANT

Full Name Last First (PLEASE PRINT) Social Security Number

I expect to enroll for the: Fall semester Spring semester 20

Program Title Program Code

Name of Recommender

I agree that the recommendation I am requesting shall be held in confidence by officials of Lehman College and hereby waive any rights I may have to examine it. Yes No

Signature of Applicant Date

PART B: TO BE COMPLETED BY THE RECOMMENDER

How long and in what capacity have you known the applicant?

Blank lines for text entry

We would appreciate your assessment of the applicant's scholarship, character, and potential for success in graduate school. Please include an assessment of strengths and weaknesses. If additional space is needed, feel free to use the reverse side of this sheet. If you prefer, you may write the statement on your own stationery. Place the form in the envelope provided, seal it, sign your name across the seal and return it to the applicant.

STATEMENT section with blank lines

Recommender's Signature Title Address Institution