



# Lehman College

## Graduate Application Procedures Checklist

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

- ✓ **Apply for Matriculation:** Complete all parts of the Graduate Application *including* the pink payment receipt form (**Bursar Receipt**). 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 **\$100** non-refundable fee (The fee will be **\$125** in Fall 2005.) 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 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.**

Check the Graduate Bulletin for the specific academic admission requirements of your desired program. A 3.0 index in the undergraduate major and a B- (2.7) cumulative index are generally required for admission. Meeting these requirements does not guarantee admission. 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 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. 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. **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.

- ✓ **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., ATS-W, and the C.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 Specialized Services in 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 must 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 **Guidance and Counseling** 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.
- ✓ **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) to determine their in-state or out-of-state tuition and financial aid status.