

ROCKLAND GRADUATE
CAMPUS



APPLICATION INSTRUCTIONS

1. The Application Form

Complete the application form enclosed in this booklet. Be sure to answer all questions on the application and to include your signature and the date. Students are advised to file the application and supporting materials as early as possible. Failure to do so may affect your eligibility for scholarships/financial assistance.

2. The Application Fee

Attach a non-refundable check or money order for \$30 to the front of the application form. Make check payable to Long Island University.

3. Transcripts

Request two official copies of your undergraduate and/or graduate transcript(s) from any college(s) you have attended. You may have them sent directly to the Admissions Office at the Rockland Graduate Campus, or you may wish to have them sent to you. You can submit the transcripts in the original sealed envelope as part of your application packet.

Photocopies or student copies are not considered official; however, you may wish to submit a photocopy along with your application for reference until the official copies are received.

4. Letters of Recommendation

Each letter of recommendation should be from an academic source, preferably a professor or academic official who is familiar with your academic history and achievement. If you have been out of school for several years, recommendations may come from your employer or supervisor. Recommendation forms are included in this booklet.

5. Graduate Admissions Tests

Please refer to *Application Requirements* for requirements for your specific program. It is the applicant's responsibility to request to have official copies of their test scores sent to the Admissions Office, Rockland Graduate Campus, Long Island University, 70 Route 340 Orangeburg, NY 10962-2219. Please go to www.ets.org for information concerning the Graduate Record Examination (GRE). Please use Long Island University Rockland Campus Code 2621 for the GRE. Please go to www.mba.com for information concerning the Graduate Management Admission Test (GMAT).

6. Personal Statement

If required, a personal statement should be 1-2 pages typed. Your statement should address the reasons you are interested in pursuing graduate work in your prospective area of study.

7. Additional Materials

Submit any additional materials that are required by your specific discipline with your application packet. Please refer to *Application Requirements* for details.

8. Immunization

The New York State Health Department requires college and university students born on or after January 1, 1957 to be immunized for measles, mumps, and rubella. All students attending the University, including matriculants and non-degree students, must show proof of immunity if they wish to register for classes. For information on student procedures for complying with this law, please contact the Main Office at (845) 359-7200.

*Proof of meningococcal meningitis immunization and/or a signed risk acknowledgement form is also required of all students.

9. Non-Degree Applicants

Applicants who do not wish to matriculate for a degree may take a limited number of courses for certification, professional advancement or personal enrichment, but are not classified as graduate degree-seeking students. Non-degree students are permitted to take only two courses during the regular semester and one course each summer session. Non-degree students may subsequently matriculate by submitting a Change of Status application and official credentials and satisfying the admission requirements of the major department. Courses completed under a non-degree status may be credited toward the degree. Please consult the current Rockland Campus [Graduate Bulletin](#) for further information.

To be considered for admission as a non-degree student, applicants must submit the following to the Graduate Admissions Office at the Rockland Campus:

- Completed application form, accompanied by a non-refundable application fee of \$30. Please enclose a check or money order made payable to Long Island University.
- Evidence that you have earned a bachelor's degree. An unofficial "Student Copy" of the transcript is acceptable.

No application will be evaluated until all of the required supporting materials have been received.

10. International College Credits

Please note that students who have international college/university credits must have their official college transcripts sent directly to World Education Services (WES) for a course by course evaluation of credits. The mailing address is World Education Services, P.O. Box 5087, Bowling Green Station, New York, NY 10274-5087. The telephone number for WES is (212) 966-6311. You can, also, obtain information and apply online at www.wes.org. A copy of the evaluation should be sent to the Admissions Office at the Rockland Graduate Campus, Long Island University, 70 Route 340, Orangeburg, NY 10962-2219.



ROCKLAND GRADUATE CAMPUS LONG ISLAND UNIVERSITY

70 Route 340 • Orangeburg, NY 10962 • (845) 359-7200

APPLICATION FOR GRADUATE ADMISSION

Please print legibly or type all information requested. • Return completed application to the address above.

Semester Applying For: [] Fall [] Spring [] Summer Year: 200___

Intended Program (see previous page for program listings): _____

Applying as a: [] Matriculated Student [] Personal Enrichment/Professional Development Student

Personal Information

Form containing fields for Social Security Number, Date of Birth, Name, Home Phone, Cell Phone, E-Mail, and Address.

Employment Information

Form containing fields for Employer Business Name, Employment Address, Employment Phone, Job Title, and Citizenship status.

Educational Background

Form containing a table for educational background and standardized test information (GMAT/GRE).

For Education Applicants: Please check appropriate box if you are currently certified to teach in New York State.

- Checkboxes for certification status: Provisionally/Initially Certified, Permanently/Professionally Certified, Exam completed.

I certify that the information in this application is complete and accurate, and I agree to abide by all the policies and regulations of the University as they appear in the Graduate Bulletin.

Date _____ Signature _____

Long Island University does not discriminate on the basis of sex, sexual orientation, race, color, creed, national origin, religion, age, handicap or political belief, in any of its educational programs and activities, including employment practices and its policies relating to recruitment and admission of students.