



LUBIN SCHOOL OF BUSINESS

Graduate Application and
Admission Information **2016**

Lubin
School of Business

PACE
UNIVERSITY
Work toward greatness.



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ADMISSION INFORMATION

ELIGIBILITY

Applicants to Pace University graduate degree and certificate programs must hold a bachelor's degree from an accredited college or university if postsecondary education was completed in the United States. Applicants who are currently in their senior year at an undergraduate institution may apply for admission, but acceptance is contingent upon receipt of a final transcript indicating all senior year grades and receipt of the bachelor's degree. Applicants who have attended institutions outside of the United States should review the Bridge Program description on page 4.

All information provided in the application must be accurate and complete. Any misrepresentation in or omission of facts from the application will justify a denial or revocation of admission or subsequent dismissal from the graduate program. The Office of Graduate Admission reserves the right to verify any or all information in the application and supporting documentation.

PACE UNIVERSITY GRADUATE MERIT SCHOLARSHIPS

Merit-based scholarships are awarded to entering full-time and part-time matriculated graduate students who demonstrate exceptional scholastic ability. The Scholarship Committee considers each applicant's academic record to determine the scholarship award. All students admitted to a degree program are automatically reviewed for scholarship. There is no separate application to be completed. Domestic scholarship recipients must register for a minimum of six (6) credits per fall and spring semesters. International scholarship recipients must register for nine (9) credits per fall and spring semesters.

ADMISSION CATEGORIES

Matriculant

Applicants who wish to pursue a graduate degree or certificate at Pace University should apply for matriculant status. The University has established the following criteria as the most critical in the evaluation of applications for matriculant status: scholastic achievement and a desire to excel as evidenced by previous academic work; aptitude for graduate study as indicated by scores on the Graduate Management Admission Test (GMAT) and Graduate Record Exam (GRE); motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

Conditional Matriculant

An applicant who wishes to pursue a degree program but who has not taken a required GMAT or GRE prior to application may apply as a conditional matriculant. If an applicant is accepted as a conditional matriculant, he or she will be permitted to enroll for a maximum of two courses in the first semester. (Note: Summer I and II are considered one semester.) To continue beyond the first semester, a conditional matriculant must complete Pace graduate course work with at least a 3.0 QPA and must submit an official GMAT or GRE score report and receive written confirmation of matriculation from the Office of Graduate Admission. The matriculation decision will be based upon a student's undergraduate and graduate records, satisfactory performance on the admission test and other application information. An applicant who needs a student visa is not eligible to apply under this status.

Special Student

Graduates of accredited colleges or universities who do not wish to pursue a graduate degree program in the Lubin School of Business may apply for

admission as a special student. Admission as a special student will be granted only to those applicants who meet admission standards established by the Faculty Council of the Lubin School of Business. Individuals granted special student status may enroll for a maximum of two courses.

Auditor

Individuals holding a US bachelor's degree or its equivalent may apply to audit a maximum of two graduate courses at Pace University. The objective of auditor status is to enable students seeking a renewal or extension of knowledge related to their careers to enroll in appropriate graduate courses. Auditors are granted neither grades nor credit for audited courses. An audited course will not be applied to a degree program.

Alumni Auditor

Alumni of Pace University's Lubin graduate programs are eligible to audit graduate classes subject to the approval of the instructor and space limitations. Students must have the necessary background for admission to courses; not every course is open to alumni auditors. Interested alumni should file an Alumni Auditor Application with the Office of Student Assistance during the second week of the desired semester.

Visiting Student

A student currently in good standing in a comparable graduate program at another institution may apply to take courses in a graduate program of Pace University by completing the Visiting Student Application on page 17. Registration for courses is on a space-available basis and the courses must be completed in the semester for which the visiting student applied. Applicants accepted as visiting students may take a maximum of two courses in a Pace graduate program.

SPECIAL PROGRAMS

Dual Concentration MBA

A dual concentration MBA is available for those students who wish to do advanced work in two career concentrations. In this program, the student may choose, in consultation with faculty advisers in each subject area, to combine two of the available MBA career concentration areas.

Advanced Graduate Certificate Program in Business

Current MBA and MS students may pursue these certificates to build their resume while taking classes at Pace.

Applicants for this program must be qualified professionals who hold a master's degree. An MBA or other business master's is preferred. Applicants must present a record of strong academic performance and show evidence of relevant professional experience. Applicants with non-business graduate degrees such as law, engineering, etc. are evaluated on the basis of their previous academic performance and the relevance of their graduate degree and work experience.

MBA/JD

Applicants should follow the application procedures for the Pace University School of Law and the Lubin School of Business, which include payment of application fees and taking the Law School Admission Test (LSAT), the Graduate Management Admission Test (GMAT), or the Graduate Record Exam (GRE). Admission to either the School of Law or the Lubin School of Business does not guarantee admission to the other school. Applicants must meet the independent admission requirements of each school in order to be admitted to the joint program. Students who begin in the MBA program must apply to and be accepted by the School of Law by the end of their first year of full-time business study or by the end of their second year of

part-time business study. Students who begin in the Law School must apply to and be accepted by the Lubin School of Business no later than during the fourth semester of law study (if in the three-year program), or no later than during the fifth semester of law study (if in the four-year program). Once a student in either the School of Law or the Lubin School of Business has been admitted to the other school, the student should notify the associate dean for Academic Affairs in the School of Law, and the director of Academic Advisement or the associate dean of the Lubin School of Business, of his or her intention to participate in the joint program.

BBA/MBA-CPA, BBA-ACC/MS-FM, BBA-ACC/MS-Taxation for Pace University Undergraduates

Admission to the Pace BBA/MBA-CPA program must originate at the undergraduate level. Candidates will be required to have a personal interview with the undergraduate program coordinator and must demonstrate maturity and their ability to present themselves in a professional manner. Candidates must submit a graduate application for admission to an Office of Graduate Admission. Admission to the MBA program will require a strong cumulative quality point average for all undergraduate work completed at Pace University and a satisfactory score on the Graduate Management Admission Test (GMAT). The final decision on admission to the graduate portion of the program will be made by the Graduate Admission Committee in accordance with guidelines established by the Faculty Council of the Lubin School of Business.

SPECIAL INSTRUCTIONS

DEFERRALS

Students who have been admitted to a graduate program at Pace University but who wish to delay their entrance for a period of time may request a deferral

by writing to the Office of Graduate Admission prior to the start of the semester for which admission has been granted. The request must specify the semester the student anticipates entering the program. The graduate admission staff considers each request for deferral individually and retains the right to grant or deny admission for a future semester.

DECISION APPEAL

An applicant who is not approved for admission may appeal the decision. The appeal should be made in writing to the Office of Graduate Admission within one month of notification of denial.

MERIT-BASED GRADUATE ASSISTANTSHIPS

A limited number of merit-based graduate assistantships are offered to highly-qualified full-time students. Criteria are as follows:

- **GMAT**—Minimum score: 550;
GMAT AWA—Minimum score: 4.5
- **GRE**—Minimum score: 550 (Verbal); 650 (Quantitative); 4.5 (Analytical Writing). Current score scaling deemed equivalent to 550 GMAT score by the Graduate Admission Committee.
- **UG cQPA**—Minimum score: 3.5
- **TOEFL**—Preferred score: 100 (Internet-based); 600 (paper-based)
- **IELTS**—Preferred score: 7.5
- **Managerial work experience**—Students may be required to interview in-person for an assistantship position, at which point the applicant's managerial experience is reviewed and evaluated.

Eligible students may apply for one 10-hour contract, which qualifies for 6 credits and includes a small stipend. Some students may also apply for two contracts (20 hours).



INTERNATIONAL STUDENT INFORMATION

APPLICATION FEE

Applicants from outside the United States must remit the \$70 application fee by international money order or by a check drawn from a US bank.

DEADLINE DATE AND STATUS

International applicants who require a student visa are advised to apply well before the priority deadline dates and must apply for full-time matriculated status.

Any international student whose undergraduate degree is equivalent to a four-year baccalaureate conferred by an American college or university and who meets all other requirements, may be admitted directly into an MBA/MS program in the Lubin School of Business as a matriculant. Likewise, an international student who holds a three-year baccalaureate and has completed a master's program is eligible for matriculation.

INTERNATIONAL STUDENTS WITH THREE-YEAR BACHELOR'S DEGREES

For more information, visit www.pace.edu/bridgeprogram.

BRIDGE PROGRAM FOR INTERNATIONAL STUDENTS

A special program designed for the highly qualified international student whose undergraduate degree does not meet the US equivalency criteria.

For more information, visit www.pace.edu/bridgeprogram.

TRANSCRIPTS

If foreign language transcripts are issued, English translations must accompany the **original** transcript. Pace will accept translations and evaluations in the following manner:

- 1) sent from any NACES (www.naces.org) accredited translation evaluator (preferred)
- 2) sent and attested by the institution of origin
- 3) the student's Ministry of Education
- 4) a US consular officer or
- 5) an EducationUSA adviser (www.educationusa.state.gov).

To help expedite the process and review of an application, it is suggested that an academic evaluation of foreign course work be submitted with all translations.

All materials submitted become the confidential property of Pace University and cannot be returned or forwarded to the applicant or a third party.

ENGLISH LANGUAGE PROFICIENCY TESTS

Students who earned a bachelor's degree in a country where English is not the official language and English is not their first language must submit a Test of English as a Foreign Language (TOEFL), International English Language Testing System (IELTS), or Pearson Test of English (PTE) score that is no more than two years old.

A TOEFL score of 577 (paper version), 90 (Internet version), an IELTS score of 7.0, or a PTE score of 61 is preferred to demonstrate the requisite proficiency in English for admission to Pace University. If a TOEFL, IELTS, or PTE score is below the minimums stated above, or if Admissions determines that an applicant needs additional English language preparation to become a fully matriculated student, they may be a candidate for the **Pace University Global Pathways** program. Once a student submits an application, the Admission Committee will advise about being admitted into this program.

Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived. For more information, visit www.pace.edu/English.

STUDENT VISAS

To receive Form I-20 from Pace University, which is required in order to obtain an entry visa, the applicant must demonstrate that he or she has sufficient funds available to pay for tuition and living expenses for one year of study in the United States. Students must provide evidence of additional financial support of \$5,000 per year for a spouse and \$5,000 per year for each child that accompanies the student to the United States.

All applicants who will require a Pace University student visa must submit the Pace University Financial Affidavit for International Students included in this application packet.

All monies pledged on the Pace University Financial Affidavit for International Students must be verified. Monies can be verified in any one or more of the following ways:

- A. A bank letter on bank letterhead in English, which contains the applicant's or applicant's sponsor's name, account number, the amount of money in US dollars, and the signature of a bank official;
- B. A letter of support from a sponsoring scholarship program, fellowship program, or grant organization.

ADDITIONAL INFORMATION

Information regarding applying for a non-immigrant visa or transferring/changing status if already in the US will be included in the official acceptance packet. In order to assist students, it is required that a home address be provided on the application for admission.

Please note that, as specified by US immigration regulations, students who have entered the US on a tourist visa or on a visa waiver must be in proper status prior to enrolling in classes.

Special situations regarding immigration status should be discussed with an adviser in the Office of International Programs and Services.

Students should please submit a copy of the first page (data information) and last page (current address) of their current passport. This should be submitted with the other documentation required for Pace University to issue the form I-20.



APPLICATION INSTRUCTIONS

Please complete and mail your application to the appropriate Office of Graduate Admission. Be sure to sign the last page of the application and all additional papers. To check the status of your application, visit applicantportal.pace.edu.

Office of Graduate Admission (New York City)
Pace University
One Pace Plaza
New York, NY 10038-1598 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: graduateadmission@pace.edu

Office of Graduate Admission (Westchester)
Pace University
861 Bedford Road, The Vineyard Building
Pleasantville, NY 10570 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: graduateadmission@pace.edu

Please submit the following:

APPLICATION FEE	Applications may be printed or typed and must be accompanied by a non-refundable application fee of \$70 in the form of a check or money order in US dollars payable to Pace University.
RESUME	A resume or typewritten outline, describing at least the past five years of your employment history and significant community, professional, or college extracurricular activities should be sent. Please include recognitions of achievements you have received (e.g., licenses, publications, and awards).
PERSONAL STATEMENT	Send a typewritten essay explaining to the members of the Graduate Admission Committee why you would like to pursue the program of graduate study you have chosen. Additional information regarding your academic performance, as well as professional experience, may be included as a supplement.
LETTERS OF RECOMMENDATION	Two recommendations from individuals who can knowledgeably comment on your ability to successfully complete graduate study are required. These references may be either academic or professional and must be forwarded in envelopes sealed by the recommenders. Recommendation forms can be found in this application packet. Recommenders may write their recommendation on personal stationery or company letterhead.
OFFICIAL TRANSCRIPTS	Transcripts are considered official if sent directly from academic institution(s) to Pace University, or if they are submitted by the applicant, unopened, in the institution's original, sealed envelopes. Be sure to request transcripts from all institutions you have attended prior to your anticipated start date at Pace University.
GRADUATE MANAGEMENT ADMISSION TEST (GMAT) AND/OR GRADUATE RECORD EXAM (GRE)	A GMAT or GRE score report, no older than five years, is required of all applicants to a graduate program, with the exception of the Advanced Graduate Certificate program unless a waiver is granted by the Lubin Admission Committee. The reporting code for Pace University New York City is 2635 and Westchester is 2644 . For more information about the GMAT, visit www.gmat.org . For more information about the GRE, visit www.gre.org . You may be eligible to receive a waiver of the GMAT or GRE. For more information, visit www.pace.edu/apply or contact the Office of Graduate Admission.
ENGLISH LANGUAGE PROFICIENCY	If you earned a bachelor's degree in a country where English is not the official language, you are required to submit a TOEFL, IELTS, or PTE score. The ETS reporting codes for Pace University are: New York City, 2635 , and Westchester, 2644 . Students who submit proof of citizenship from a country where English is the official language may have the English language proficiency test requirement waived.

Note: All documents submitted in support of an application for admission become the permanent possession of Pace University and cannot be returned to the applicant or photocopied for the applicant. For your records, please make photocopies of all materials submitted, except for transcripts and recommendation forms, which must be received unopened, in the original, sealed envelopes.

Priority deadline dates for applications are as follows:

	<u>Domestic</u>	<u>International</u>
Fall Entry Term (September)	August 1	June 1
Spring Entry Term (January)	December 1	October 1
Summer I (June) and II (July) Entry Term	May 1	March 1

If applicable, please indicate when the Graduate Management Admission Test (GMAT) was or will be taken:

Note: applicants to the advanced graduate certificate program should submit the GMAT score if available.

GMAT Date (MM/DD/YYYY)

Please submit a separate statement of explanation.

If you are an MBA applicant who holds another master's or doctoral degree or are an MS Tax applicant and are a CPA, CMA, or have been admitted to the bar and are requesting waiver of the GMAT, please check here:

GRE Date (MM/DD/YYYY)

If applicable, please indicate when the Graduate Record Exam (GRE) was or will be taken:

TOEFL Date (MM/DD/YYYY)

If applicable, please indicate when the Test of English as a Foreign Language (TOEFL) was or will be taken:

Are you or an immediate family member an employee of Pace University? Yes No If yes, please explain:

Please provide the information below:

[Empty grid for providing information]

Current Employer

City State Country

Does your employer provide tuition reimbursement? Yes No

Are you a citizen of the United States? Yes No Are you a permanent resident of the United States? Yes No

If you are not a US citizen or permanent resident, please complete the following:

If accepted for admission to Pace University, will you need a Certificate of Eligibility (I-20) for a student visa? Yes No

If no, please indicate visa status you hold or will hold: Visa

If yes, please provide the information below:

Occupation in Your Home Country

City of Birth Country of Birth Country of Citizenship

Are you now in the USA? Yes No If yes, please indicate your present visa status below and provide your home country address:

Visa Status College / Organization / Employer City State

Home Country Address:

Please explain here if this visa status expires prior to your anticipated Pace University enrollment date: (Please note: If you do not provide this information we cannot process your I-20.)

Will dependents accompany you in the US? Yes No

If yes, please provide information below: (Please attach information regarding additional dependents who will accompany you.)

Last Name

First Name

Middle Name

Date of Birth (MM/DD/YYYY)

City of Birth

Country of Birth

Relationship to Student

Which of the following was the biggest influence in your decision to apply to Pace University? (Fill in the appropriate circle):

- Accelerated Admission Day Event
Attended a Pace Information Session
Campus Location
Career Services and Internship Program
College or Professional Fair
Course Offerings
Financial Aid/Scholarship Offerings
Information on Pace Website
Online Chat with Department/Admissions
Phone or In-Person Meeting with Pace Admission Counselor
School Publication Received in the Mail
Recommendation from Current Pace Student
Recommendation from Pace Alumni
Recommendation from Pace Faculty/Staff Member
Recommendation from Employer
Tour of Pace University Campus
Attended Special Event with Chosen Program

Please list, in chronological order, all colleges or universities attended since your high school graduation. Be sure to include all institutions at which you were, are, or will be enrolled prior to your anticipated Pace University graduate program entry term, not only those institutions from which you received a degree. An official transcript from each institution must be received by the Pace University Office of Graduate Admission to which you are sending this application. All documents not issued in English must be supplemented by professionally certified English translations (please see International Student Information).

Institution Attended		Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received:
					<input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country			

Institution Attended		Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received:
					<input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country			

Institution Attended		Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received:
					<input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country			

Institution Attended		Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received:
					<input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country			

Institution Attended		Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received:
					<input type="radio"/> Associate <input type="radio"/> Bachelor's <input type="radio"/> Master's <input type="radio"/> None
City	State	Country			

Have you ever been placed on academic or disciplinary probation or been dismissed from any institution? Yes No
If yes, please attach your statement of the circumstances.

Have you ever been convicted of or plead guilty to a misdemeanor or felony? Yes No
If yes, please explain on a separate piece of paper (response required).

Note: Answering yes to either of the two questions above does not automatically bar you from admission to Pace University

A personal statement, resume, and recommendation are required. Please refer to page 5 of this booklet.

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

I acknowledge that the application fee I have paid or will pay in the future is not refundable.

I acknowledge that I am bound by the policies, practices, and procedures of Pace University, whether published or unpublished, and I agree to comply with them.

Applicant's Signature

Date (MM/DD/YYYY)

Please print name

Non-Discrimination Statement

Pace University prohibits and will not tolerate discrimination or harassment in any of its programs or activities on the basis of sex, race, color, national origin, religion, creed, age, disability, citizenship, marital status, sexual orientation, genetic predisposition or carrier status, veteran status, or any other characteristic protected by law. Pace University's Affirmative Action Officer has been designated to handle inquiries regarding the University's non-discrimination and harassment policy and may be contacted at 156 William Street, New York, New York 10038, (212) 346-1310, or at Marks Hall, Room 20, 861 Bedford Road, Pleasantville, New York 10570, (914) 773-3856.

Reasonable Accommodations

Pace University prohibits discrimination on the basis of disability and is committed to ensuring equal access to the application process for applicants with disabilities. An applicant who may require a reasonable accommodation in order to complete the application process should contact the Director of Disability Services on either the New York City (212) 346-1526 or Westchester campus (914) 773-3710.

FOR OFFICE USE ONLY	<input type="text"/> / <input type="text"/> / <input type="text"/> APP REC DATE (MM/DD/YYYY)	<input type="text"/> / <input type="text"/> / <input type="text"/> FEE REC DATE (MM/DD/YYYY)	
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RECOMMENDATION FORM

To the Applicant—Please complete the section below. Indicate the location to which the recommender should forward this form.

Office of Graduate Admission (New York City)
Pace University
One Pace Plaza
New York, NY 10038-1598 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: graduateadmission@pace.edu

Office of Graduate Admission (Westchester)
Pace University
861 Bedford Road, The Vineyard Building
Pleasantville, NY 10570 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: graduateadmission@pace.edu

Applicant Name _____
First
Middle
Last

Applicant Address _____

Applicant Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number
Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Location New York City Westchester

Applicant Entry Term Fall _____ Spring _____ Summer I _____ Summer II _____
Year
Year
Year
Year

CONFIDENTIALITY STATEMENT— Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you attend Pace University. You may waive your right of access to this specific recommendation if you choose. Your decision to waive or not to waive your right of access will have no effect on your application for admission. Please check the appropriate box and sign your name below:

I hereby waive my right of access to this recommendation. I do not waive my right of access to this recommendation.

To the Recommender—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above. If you wish to use a letter or different format, please feel free to do so. Thank you for your assistance.

Name of Recommender (please print) _____

Signature of Recommender _____ / ____ / ____
Month
Day
Year

Position or Title _____ School or Firm _____

Address _____
Number and Street
City
State
Zip Code

Telephone (_____) _____
Area Code / Number

In what capacity have you known the applicant? _____

What is your overall recommendation?

Strongly recommend Recommend Recommend with some reservation Do not recommend



The Admission Committee would appreciate your candid appraisal of the applicant.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgment
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						

What are the applicant's primary strengths and weaknesses? If possible, please describe specific instances or accomplishments that demonstrate them. Describe the applicant's current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



RECOMMENDATION FORM

To the Applicant—Please complete the section below. Indicate the location to which the recommender should forward this form.

Office of Graduate Admission (New York City)
Pace University
One Pace Plaza
New York, NY 10038-1598 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: graduateadmission@pace.edu

Office of Graduate Admission (Westchester)
Pace University
861 Bedford Road, The Vineyard Building
Pleasantville, NY 10570 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: graduateadmission@pace.edu

Applicant Name _____
First Middle Last

Applicant Address _____

Applicant Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Location New York City Westchester

Applicant Entry Term Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

CONFIDENTIALITY STATEMENT— Under the provisions of the Family Educational Rights and Privacy Act of 1974 (Buckley Amendment), you have the right to review your educational records if you attend Pace University. You may waive your right of access to this specific recommendation if you choose. Your decision to waive or not to waive your right of access will have no effect on your application for admission. Please check the appropriate box and sign your name below:

I hereby waive my right of access to this recommendation. I do not waive my right of access to this recommendation.

To the Recommender—Please complete both sides of this form and return it to the Office of Graduate Admission indicated above. If you wish to use a letter or different format, please feel free to do so. Thank you for your assistance.

Name of Recommender (please print) _____

Signature of Recommender _____ / / _____
Month Day Year

Position or Title _____ School or Firm _____

Address _____
Number and Street City State Zip Code

Telephone (_____) _____
Area Code / Number

In what capacity have you known the applicant? _____

What is your overall recommendation?

Strongly recommend Recommend Recommend with some reservation Do not recommend



The Admission Committee would appreciate your candid appraisal of the applicant.

	Outstanding (Top 2%)	Superior (Top 10%)	Good (Top Third)	Fair (Middle Third)	Poor (Bottom Third)	No basis for judgment
Intellectual Ability						
Ability to Work with Others						
Ability in Written Expression						
Ability in Oral Expression						
Maturity						
Initiative/Independence						
Creativity/Originality						
Potential for Career Advancement						

What are the applicant’s primary strengths and weaknesses? If possible, please describe specific instances or accomplishments that demonstrate them. Describe the applicant’s current assignment and special responsibilities, if applicable.

Please assess the applicant in the following areas:

- a. Area of specialization (technical knowledge, analytical ability, attention to detail, etc.)
- b. Potential for achievement in graduate study
- c. Potential for professional achievement



GRADUATE ASSISTANTSHIP APPLICATION

Please attach a copy of your resume and forward this assistantship application to:

Melissa Grant, Assistant Dean
Pace University, Office of Graduate Advisement and Student Development
One Pace Plaza
New York, NY 10038-1598 USA

Name Ms. Mr. _____
Last First U Number

Present Address _____
Street City State Zip Code

Permanent Address _____
Street City State Zip Code

Day Telephone (_____) _____ Evening Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Please indicate your anticipated entry term: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Please indicate your intended location: New York City Westchester

Please indicate whether you are interested in a full-time or part-time assistantship: Full-time Part-time

Please indicate the Pace University degree program to which you are applying: _____

Undergraduate Institution _____

Undergraduate Major _____ Undergraduate Grade Point Average _____

Previous graduate institution, major, graduate grade point average (if applicable) _____

GMAT score Verbal _____ Quantitative _____ Total _____ Writing _____ Date _____ / _____ / _____
Month Day Year

TOEFL score and date (if applicable) _____

On a scale from 1 to 5 (where 5 is excellent and 1 is poor), rate yourself on each of the following skills:

Programming		*Please List Software		Typing	
Specialized Software*				Library Research	
Quantitative Skills				Administrative Ability	
Communication/Writing Skills				Internet Research	

I understand and agree that my admission, if granted, my registration and continuance on the rolls and graduation are subject to all policies, rules, regulations, and procedures set forth in the current bulletins, catalogs, and other publications and notices of Pace University and as they may be amended, including but not limited with respect to scholarship, discipline, attendance, and payment or abatement of fees.

Signature _____ Date _____ / _____ / _____
Month Day Year

APPLICANT: DO NOT WRITE BELOW THIS LINE.

Applicant Approved: _____ Not Approved _____
Signature/Date Signature/Date

Assigned to: _____

Period of Assistantship: _____ Full Half



VISITING STUDENT APPLICATION

Please submit this application with a \$70 non-refundable application fee to the appropriate Office of Graduate Admission, accompanied by a sealed envelope containing an original statement from the graduate school in which you are currently enrolled that includes the following:

1. The graduate degree program in which you are matriculated;
2. Verification that you are a graduate student in good standing; and
3. An official university seal or signature.

Name _____
First Middle Last

Present Address _____
Street City State Zip

Home Telephone (_____) _____ Business Telephone (_____) _____
Area Code / Number Area Code / Number

Fax (_____) _____ E-mail _____
Area Code / Number

Are you a US citizen or permanent resident? Yes No

International students who require an F1 visa are not eligible to enroll as a visiting student.

Institution Currently Attending _____
Name Location

Semester in which you wish to enroll: Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year

Campus: New York City White Plains

Graduate program you wish to attend:

- COLLEGE OF HEALTH PROFESSIONS
- DYSON COLLEGE OF ARTS AND SCIENCES
 - Biochemistry and Molecular Biology
 - Counseling
 - Environmental Policy
 - Environmental Science
 - Forensic Science
 - Media and Communication Arts
 - Psychology
 - Public Administration
 - Publishing
- LUBIN SCHOOL OF BUSINESS
- SCHOOL OF EDUCATION
- SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

You may register for a maximum of TWO COURSES on a space-available basis. Courses must be completed in the semester indicated above.

Course Number	Title
Course Number	Title

Have you ever applied to or enrolled in any graduate program at Pace University? Yes No

If yes, please indicate: Semester _____ Year _____ Program _____

I certify that all of the information provided by me or on my behalf in support of my application for admission is complete and accurate. I acknowledge that I am obligated to supplement my application as soon as I know or reasonably should know if the information I have provided or that was provided on my behalf is inaccurate or incomplete. I also certify that the personal statement submitted in support of my application for admission is solely my own original work. I acknowledge that Pace University may, at its sole discretion, verify any information submitted in conjunction with my application. I acknowledge that if I omit relevant information or provide inaccurate information or information that is misleading, submit a personal statement that is not solely my own original work, or if I fail to supplement my application as required, Pace University may, at its sole discretion, deny my application for admission, rescind my admission, impose disciplinary sanctions against me, dismiss me from Pace University, and/or rescind any degrees or certificates awarded to me by Pace University.

I acknowledge that the application fee I have paid or will pay in the future is not refundable.

I acknowledge that I am bound by the policies, practices, and procedures of Pace University, whether published or unpublished, and I agree to comply with them.

Date _____ / _____ / _____ Signature of Applicant _____
Month Day Year



FINANCIAL AFFIDAVIT FOR INTERNATIONAL STUDENTS

An international applicant accepted for admission to a graduate program at Pace University who requires a Certificate of Eligibility for a student visa **must** submit the International Applicant Financial Affidavit below. The completed affidavit must be submitted with a letter from a bank indicating the availability of sufficient funds in US dollars available for one year of study. Applicants are advised to obtain two sets of bank documentation in order to have one set for the embassy use.

If any financial support is to be provided by one or more sponsors, the Sponsor(s) Affidavit(s) of Support must also be submitted and the sponsor(s) must provide the required bank documentation.
(Note: The Sponsor Affidavit of Support which follows this page may be reproduced.)

I certify that I have _____ US dollars available to me for the following expenses of my graduate education at Pace University.
(insert amount from below)

I have indicated the source of my financial support below and have attached original bank documentation in US dollars. The information I have provided on this affidavit is correct and complete. I know that giving false information on this affidavit or in support documentation may result in the cancellation of my admission to Pace University. I also understand that the entire tuition and general institution fee is due at the time of registration for each term, that the insurance cost is an annual fee, and that costs may rise in succeeding terms. I also understand that if I am required to enroll for English language coursework, additional costs will ensue.

Office of Graduate Admission

(New York City)
One Pace Plaza
New York, NY 10038 USA
Phone: (212) 346-1531
Fax: (212) 346-1585
E-mail: graduateadmission@pace.edu

(Westchester)
The Vineyard Building
861 Bedford Road
Pleasantville, NY 10570 USA
Phone: (914) 422-4283
Fax: (914) 422-4287
E-mail: graduateadmission@pace.edu

LUBIN SCHOOL OF BUSINESS

2016–2017 TOTAL ESTIMATED EXPENSES FOR THE FALL AND SPRING TERMS*

	US Dollars (self or sponsor**)	Source of Support (self, sponsor**, or scholarship)
Tuition (18 credits)	\$ 21,510.00	_____
Fees	\$ 990.00	_____
Housing	\$ 19,000.00	_____
Health Insurance	\$ 938.00	_____
Other (books, personal expenses, and transportation)	\$ 2,780.00	_____
Total:	\$ 45,218.00	

If you have been awarded a merit scholarship, you may deduct the amount here:

Total: \$ _____

If you plan on enrolling in summer 2016, then you must include the following as well:

ESTIMATED EXPENSES FOR THE OPTIONAL SUMMER I AND SUMMER II TERMS*

	US Dollars (self or sponsor**)	Source of Support (self, sponsor**, or scholarship)
Tuition and Fees (6 credits)	\$ 7,170.00	_____
Housing	\$ 3,680.00	_____
Other (books, personal expenses, and transportation)	\$ 2,780.00	_____
Total:	\$ 13,630.00	
Grand Total (12 months):	\$ 58,848.00	

_____/_____/_____
Signature Month Day Year Print Name

Print Address

Telephone Number Fax E-mail

* Subject to change.

** Each sponsor must complete an affidavit of support (see reverse side) and submit official bank documentation verifying availability of funds.

Lubin

School of Business



Work toward greatness.

Office of Graduate Admissions

graduateadmission@pace.edu

New York City Campus
One Pace Plaza
New York, NY 10038
(212) 346-1531

Westchester Campus
The Vineyard Building
861 Bedford Road
Pleasantville, NY 10570
(914) 422-4283



@PaceAdmissions