

LUBIN SCHOOL OF BUSINESS

Graduate Application and Admission Information **2016**

Lubin School of Business





Table of Contents

Admission Information Eligibility	
Pace University Graduate Merit Scholarships Admission Categories	
Special Programs	
Deferrals and Decision Appeals	
Graduate Assistantships	
International Student Information	
Application Instructions Priority Deadline Dates	
Admission Application	
Recommendation Forms	
Graduate Assistantship Application	15
Visiting Student Application	
Financial Affidavit for International Students	
Sponsor Affidavit of Support	



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 OPA 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 nonbusiness 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 fourvear 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).



UNIVERSITY Work toward greatness.

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 fouryear 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:

INTERNATIONAL STUDENT INFORMATION

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)Office of Graduate Admission (Westchester)Pace UniversityPace UniversityOne Pace Plaza861 Bedford Road, The Vineyard BuildingNew York, NY 10038-1598 USAPleasantville, NY 10570 USAPhone: (212) 346-1531Phone: (914) 422-4283Fax:(212) 346-1585Fax:(212) 346-1585E-mail: graduateadmission@pace.eduE-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 contat 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:

	Domestic	International
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

Pace University Application for Graduate Admission

LUBIN SCHOOL OF BUSINESS

Complete and return the application along with the \$70 non-refundable application fee. Please print neatly using blue or black ink or type.

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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			J Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received: Associate Bachelor's
						O Master's
City	State	Country				
Institution Attended			Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received: Associate Bachelor's
						O Master's
City	State	Country				0
Institution Attended			Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received: Associate Bachelor's Master's None
City	State	Country				
Institution Attended			Start Date (MM/YY)	End Date (MM/YY)	Date or Expected Date of Degree (MM/YY)	Degree Received: Associate Bachelor's Master's
Institution Attended City	State	Country	Start Date (MM/YY)	End Date (MM/YY)		AssociateBachelor's
	State	Country Country Country	Image: start Date (MM/YY) Image: start Date (MM/YY) Image: start Date (MM/YY)	End Date (MM/YY) End Date (MM/YY) End Date (MM/YY)		AssociateBachelor'sMaster's
City Institution Attended	State	Country	Start Date (MM/YY)	End Date (MM/YY)	of Degree (MM/YY)	 Associate Bachelor's Master's None Degree Received: Associate Bachelor's Master's
City Institution Attended City City Have you ever been placed on academic or disciplinary pr	State obation or be lease attach y	Country en dismissed from our statement of th	Start Date (MM/YY)	End Date (MM/YY)	of Degree (MM/YY)	 Associate Bachelor's Master's None Degree Received: Associate Bachelor's Master's

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

APP REC DATE (MM/DD/YYYY)

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 for admission, 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.

Appl	icant's	Signatu	re
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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

FEE REC DATE (MM/DD/YYYY)



RECOMMENDATION FORM

To the Applicant-	Please complete the section	h below. Indicate the l	location to which the reco	mmender sho	ould forward	l this form.	
	Office of Graduate Admissio	on (New York City)	Office of Graduate Admi	ssion (Westch	ester)		
	Pace University		Pace University				
	One Pace Plaza		861 Bedford Road, The V		ing		
	New York, NY 10038-1598 U	ISA	Pleasantville, NY 10570	USA			
	Phone: (212) 346-1531		Phone: (914) 422-4283				
	Fax: (212) 346-1585 E-mail: graduateadmission@)naco odu	Fax: (914) 422-4287 E-mail: graduateadmissio	an@paco.odu			
		pace.euu	E-IIIdil: graduateadillissid	on@pace.euu			
Applicant Name _	First						
	First		Middle		Last		
Applicant Address	·						
Applicant Day Tele	ephone (Evening Telephone	()			
	ephone () Area Code / Number			Area Code / N	Number		
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Applicant Entry To		Coving.					
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To the Decommon	der Diassa samulata hath .	cidae of this form and	voture it to the Office of (Creducto Adm	iccion india	atad abaw	-
	der—Please complete both						е.
If you wish to use a	a letter or different format, p	lease feel free to do s	so. Thank you for your ass	sistance.			
Name of Recomme	ender (please print)						
Signature of Reco	mmender				/	/	Veer
					Month	Day	Year
Position or Title		School or	Firm				
Address							
Numbe	r and Street	City		State	Zip C	ode	
Telephone ()						
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In the state of the state of the state	and the second						
in what capacity h	ave you known the applicar	IL!					
What is your overa	all recommendation?						
,							
□ Strongly recomm	mend 🗌 Recommend	□ Recommend wit	h some reservation	Do not recor	nmend		



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 —F	Please complete the section	n below. Indicate the	location to which the rec	commender sho	uld forward this fo	orm.
(Office of Graduate Admissi	on (New York City)	Office of Graduate Adm	nission (Westche	ester)	
	Pace University		Pace University			
	One Pace Plaza	10.4	861 Bedford Road, The		ng	
	New York, NY 10038-1598 L	JSA	Pleasantville, NY 10570			
	Phone: (212) 346-1531 Fax: (212) 346-1585		Phone: (914) 422-4283			
	E-mail: graduateadmission@	mace edu	Fax: (914) 422-4287 E-mail: graduateadmiss			
L		space.euu		ion@pace.euu		
Applicant Name	First					
	First		Middle		Last	
Applicant Address						
Applicant Day Teler	hone (Evening Telephone	()		
Applicant Day Telep	hone () Area Code / Number			Area Code / Num	ıber	
Fax ()	per	E-mail				
Area Code / Numb	ber					
Location 🗆 New Yo	rk City 🗌 Westchester					
Applicant Entry Terr	m 🗆 Fall	□ Spring	Summer I Year	Summer II _		
	Year	Year	Year		Year	
To the Recommend	er—Please complete both	sides of this form and	l return it to the Office of	Graduate Admi	ssion indicated al	hove
	letter or different format, p				ssion malcated a	0000.
ii you wish to use a	letter of unreferit format, p		so. Indrik you for your as	sistance.		
	aday (alagaa ayint)					
Name of Recommer	nder (please print)					
					,	,
Signature of Recom	mender				/ Month Day	_/ Year
					Month Day	fear
Position or Title		School or	· Firm			
		001100101				
Address						
Number a	and Street	City		State	Zip Code	
		,				
Telephone ()					
Area Cod) le / Number					
In what capacity ha	ve you known the applicar	nt?				
What is your overal	I recommendation?					
what is your overal						
□ Strongly r	ecommend 🗌 Recomm	nend 🗌 Recomme	nd with some reservatio	n 🗆 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						
nitiative/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.							
L	ast	First			U Number		
Present Address	weat	City		Ctoto	Zin Codo		
	reet	City		State	Zip Code		
Permanent AddressSt	reet	City		State	Zip Code		
Day Telephone () Area Code / Nu	mbor		Evening Telephone	() Area Code / I	Numbor		
				Alea Coue / I	number		
Fax () Area Code / Number	E-	mail					
Please indicate your anticipate	ed entry term:	□ Fall Year	□ Spring Year	_ 🗆 Su	mmer l Year	🗆 Summe	er II Year
Please indicate your intended	location: 🗆 Ne	w York City 🛛 W	/estchester				
Please indicate whether you a	re interested in	a full-time or part	-time assistantship:	□ Full-time	e 🗆 Part-time		
Please indicate the Pace Unive	rsity degree pro	ogram to which yo	ou are applying:				
Undergraduate Institution							
Undergraduate Major			Undergraduate	Grade Poin	t Average		
Previous graduate institution,	major, graduate	e grade point aver	age (if applicable)				
GMAT score Verbal	Quantitativ	ve Tot	tal Writing	g	Date/_	/ Day Year	
TOEFL score and date (if applied	able)						
On a scale from 1 to 5 (where 5	is excellent and	1 is poor), rate you	urself on each of the fo	llowing skill	S:		
		*Please List Sof	ftware	[
Programmin Specialized Software	-		Library	⊤Typing Research			
Quantitative Skil		_	Administrativ				
Communication/Writing Skil		[Research			
l understand and agree that my rules, regulations, and procedu they may be amended, includir	res set forth in t	he current bulletir	ns, catalogs, and other	[,] publication	s and notices of P	ace University	and as
Signature					Date	/	_/
					Mo	onth Day	Year
APPLICANT: DO NOT WRITE B	ELOW THIS LINE	Ε.					
Applicant Approved:			Not Approve				
Assigned to:	Signature/Date	2		S	ignature/Date		

□ Full □ Half

Period of Assistantship: _



Work toward greatness

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.

N

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First	Middle	Last	
Present Address Street			
		State	Zip
Home Telephone () Area Code / Number	Busines	s Telephone () Area Code / Num	hor
	E		Del
Tax ()Area Code / Number	E-mail		
Are you a US citizen or permanent resident? 🗆 Yes 🛛	No		
nternational students who require an F1 visa are not el		siting student.	
nstitution Currently Attending	-	-	
Name		Location	
Semester in which you wish to enroll: 🛛 🗆 Fall	_	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	1		
Counseling			
Environmental Policy			
 Environmental Science Forensic Science 			
 Forensic Science Media and Communication Arts 			
\square Psychology			
 Public Administration 			
Publishing			
LUBIN SCHOOL OF BUSINESS			
□ SCHOOL OF EDUCATION			
SEIDENBERG SCHOOL OF COMPUTER S	CIENCE AND INFORM	ATION SYSTEMS	
ou may register for a maximum of TWO COURSES on a sp	ace-available basis. Co	ourses must be completed in t	he semester indicated above
		·	
Course Number		Ti	tle

 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 admision is complete and accurate. I acknowledge that I am

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 mo or 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		1	/
	Month	Dav	Year

2016

Signature of Applicant





E-mail: graduateadmission@pace.edu

E-mail: graduateadmission@pace.edu

Office of Graduate Admission

New York, NY 10038 USA

Phone: (212) 346-1531 Fax: (212) 346-1585

(New York City)

One Pace Plaza

(Westchester) The Vineyard Building

861 Bedford Road

Pleasantville, NY 10570 USA

Phone: (914) 422-4283

Fax: (914) 422-4287

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 (insert amount from below) education at Pace University.

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.

LUBIN SCHOOL OF BUSINESS

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

	Dollars If or sponsor**)	Source of Support (self, sponsor**, or scholarship)
Tuition and Fees (18 credits)	\$ 23,554.00	
Living Expenses (room and board)	\$ 17,343.00	
Health Insurance	\$ 950.00	
Other (books, personal expenses, and transportation)	\$ 2,780.00	
Total:	\$ 44,627.00	

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*

					(sel	Dollars f or sponsor**)	Source of Support (self, sponsor**, or scholarship)
	Tuition and Fees (6 cre				\$	7,545.00	
	Living Expenses (room				\$	7,978.00	
	Other (books, personal	expenses, a	and trans	portation)	\$	651.00	
	Total:				\$	16,174.00	
	Grand Total:				\$	60,801.00	
				.//			
Signature			Month	Day	Yea	r Print Nam	le
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.



This form may be reproduced.

SPONSOR AFFIDAVIT OF SUPPORT

TO BE COMPLETED BY SPONSOR 1

I certify that I am willing and able to sponsor						
				(insert student name)		
with the minimum amount of	US dollars for her/his graduate tuition and living expenses while attending t amount)					
Pace University. I have attached original bank o	documentat	tion in L	JS dollars	dated and signed by a bank official no more than six account funds sufficient to sponsor the student.		
Signature	/ Month	Day	_/	Relationship to Student		
Signature	MOILLI	Day	real			
Print Name		Sponso	r Citizenshi	0		
Print Address				Telephone Number		
Fax Number E-mail			-			
SPON	SOR AF	FIDA	VIT OF S	SUPPORT		
TO BE COMPLETED BY SPONSOR 2						
I certify that I am willing and able to sponsor						
				(insert student name)		
with the minimum amount of(insert amount	US do	ollars fo	r her/his g	raduate tuition and living expenses while attending		
Pace University. I have attached original bank of	documentat	tion in L	JS dollars	dated and signed by a bank official no more than six s account funds sufficient to sponsor the student.		
	1		/			
Signature	/ Month	Day	/Year	Relationship to Student		
Print Name		Sponso	r Citizenshij	0		
Print Address				Telephone Number		
Fax Number E-mail			-			
SPON	SOR AF	FIDA	VIT OF S	SUPPORT		
TO BE COMPLETED BY SPONSOR 3						
I certify that I am willing and able to sponsor						
				(insert student name)		
with the minimum amount of		ollars fo	r her/his g	raduate tuition and living expenses while attending		
				dated and signed by a bank official no more than six s account funds sufficient to sponsor the student.		
Signature	/ Month	Day	/Year	Relationship to Student		
Print Name		Sponso	r Citizenshij	0		
Print Address				Telephone Number		
Fax Number E-mail			-			





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