



SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

Graduate Application and
Admission Information **2016**

Seidenberg
School of Computer Science
and Information Systems

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 post-secondary 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 on page 3.

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, motivation, leadership potential, and maturity as evidenced by work and/or volunteer experience, extracurricular activities, recommendations, and responses to questions on the application.

Non-Degree Status (NDS)

The objective of the non-degree status is to enable students who qualify by virtue of previous education or experience to enroll in appropriate graduate courses on a space-available basis.

Students who elect to register or are advised to register for course work under this status must return the Application for Non-Degree Status, with a \$70 application fee, to the Office of Graduate Admission after obtaining written approval from the chairperson of the department offering the course(s). Students may register for a maximum of 12 credits in non-degree status. However, students who wish to become fully-matriculated in the Seidenberg School of Computer Science and Information Systems graduate program, should apply to the Office of Graduate Admission for matriculation prior to enrolling in a third course.

The Application for Non-Degree Status can be found on page 17.

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. Applications for auditor status are available from the Office of Student Assistance.

Alumni Auditor

Alumni of Pace University's CSIS 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 15. Applicants accepted as visiting students may take a maximum of

two courses in a Pace graduate program. Registration for courses is on a space-available basis and the courses must be completed in the semester for which the visiting student applied.

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.

DPS IN COMPUTING

Pace University and the Seidenberg School of Computer Science and Information Systems offer a doctoral program in computing leading to the DPS degree. This unique program is designed for the experienced computing professional and consistent with that mission, the goal of the DPS admission process is to identify and admit those individuals who have the capabilities to succeed in this program. The online application may be accessed at www.seidenberg.pace.edu/dps.

PHD IN COMPUTER SCIENCE

The PhD program at the Seidenberg School of Computer Science and Information Systems is designed to produce productive research scholars who will typically assume academic positions in their chosen fields. The degree requirements for the PhD focus on acquiring research skills to conduct rigorous research.

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.

INTERNATIONAL STUDENTS WITH THREE-YEAR BACHELOR'S DEGREES

Please visit www.pace.edu/BridgeProgram for more information.

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 minimum TOEFL score of 78 (Internet version), an IELTS score of 6.5, or a Pearson PTE score of 52 is preferred to demonstrate the requisite proficiency in English for admission to Pace University. If a TOEFL, IELTS, or Pearson 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, he or she 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 the form I-20 from Pace University, which is required 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 country 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 achievement you have received (e.g. licenses, publications, and awards). DPS applicants should include a substantive description of their current position. PhD Computer Science applicants must hold a master's degree in Computer Science or a closely related field. Applicants will be required to make a research presentation, <i>in-person or online</i> , to an admission committee comprising professors for admission to the PhD Computer Science program.
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 also be included as a supplement. DPS applicants should address their most significant professional contributions to date and the impact of that work.
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. DPS applicants should submit one of the recommendations from a current supervisor.
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. PhD Computer Science applicants must submit transcripts of coursework in post-secondary programs.
ADMISSION CRITERIA	The GRE general test, no older than five years, is required only for those applicants applying for the DPS, PhD, and the Bridge Program for International Students, or a graduate assistantship. The reporting code for the Pace University NYC Campus is 2635 , the Westchester Campus is 2644 . For more information about the GRE, visit www.gre.org . PhD in Computer Science: <ul style="list-style-type: none"> • Applicants must have earned a master's degree in Computer Science or a closely related field. • Applicants are required to make a research presentation, <i>in-person or online</i>, to an admission committee composed of professors for admission to the PhD Computer Science program. • Applicant's GPA should be 3.5 or better (on a scale of 4.0).
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. (Please note: the Admission Committee may request an interview and/or supplemental application information.)

Priority deadline dates for master's applicants are as follows:

	Domestic	International	DPS Domestic Deadline (Domestic students only)
Fall Entry Term (September)	August 1	June 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

SEIDENBERG SCHOOL OF COMPUTER SCIENCE AND INFORMATION SYSTEMS

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

Mr. Ms. [Last Name Box] [First Name Box]

[Middle Name Box] [Jr., III, etc. Box] [Date of Birth (MM/DD/YYYY) Box] [Social Security Number* Box]

[Gender Box] Male Female

*Please be advised that your Social Security Number is required in order for your Free Application for Federal Student Aid (FAFSA) to be processed. Your SSN will not be used for identification purposes at Pace University.

If any records will be under another name(s), please indicate.

[Mailing Address Box] [Apt. # Box] [Address 2 Box]

[City Box] [State Box] [Zip/Postal Code Box] [Country Box]

[Home Phone Number Box] [Business Phone Number Box] [Fax Number Box]

[E-mail Address Box]

Ethnicity (optional) Are you Hispanic/Latino? Yes, Hispanic or Latino (including Spain) No If yes, please describe your background _____

If you answered No, or if you answered Yes and wish to describe yourself further, please check one or more from the list below.

American Indian or Alaska Native (including all Original Peoples of the Americas) Are you enrolled in a Tribe? Yes No _____
If yes, please enter Tribal Enrollment Number

Asian (including Indian subcontinent and Philippines) Black or African American (including Africa and Caribbean)

Native Hawaiian or Other Pacific Islander (Original Peoples) White (including Middle Eastern) Other _____

Is English your native language? Yes No Native language (if other than English) _____

.....

Campus: New York City Westchester Semester: Fall Spring

Status: Full-Time Part-Time Summer I Summer II 20 [Year Box]

If accepted for graduate study, will you need campus housing? Yes No

International applicants who will require a student visa must apply for full-time study.

Are you a spouse of a veteran using their benefits? Yes No Are you a dependent of a veteran using their benefits? Yes No

Have you previously applied to or enrolled in any school or program of Pace University? Yes No

If yes, please explain (include school, program, and entry term date): _____

Please indicate your degree or certificate objective:

- | | | |
|---|---|---|
| <ul style="list-style-type: none"><input type="radio"/> MS in Computer Science<input type="radio"/> MS in Enterprise Analytics<input type="radio"/> MS in Information Systems<ul style="list-style-type: none"><input type="radio"/> Security and Information Assurance<input type="radio"/> Telecommunications Management and Technologies<input type="radio"/> Database Management and Technologies<input type="radio"/> MS in Internet Technology<ul style="list-style-type: none"><input type="radio"/> Security and Information Assurance<input type="radio"/> Network Administration<input type="radio"/> MS in Software Development and Engineering (New York City only, BS in Computer Science or experience in the field is required)<input type="radio"/> MS in Telecommunications Systems and Networks | <ul style="list-style-type: none"><input type="radio"/> PhD in Computer Science<input type="radio"/> DPS in Computing (Westchester only)<ul style="list-style-type: none"><input type="radio"/> Computing and IT Professionals<input type="radio"/> Advanced Certificate in Chief Information Security Management Officer<input type="radio"/> Advanced Certificate in Information and Communication Technology (ICT) Strategy and Innovation<input type="radio"/> Advanced Certificate in Information Systems<input type="radio"/> Advanced Certificate in Security and Information Assurance<input type="radio"/> Advanced Certificate in Software Development and Engineering (New York City only)<input type="radio"/> Advanced Certificate in Telecommunications Systems and Networks (also offered online) | <p>For Pace University undergraduate students only:</p> <ul style="list-style-type: none"><input type="radio"/> Combined BA in Computer Science/ MS in Computer Science<input type="radio"/> Combined BA in Computer Science / MS in Information Systems<input type="radio"/> Combined BA in Computer Science/ MS in Telecommunications Systems and Networks<input type="radio"/> Combined BS in Computer Science/ MS in Software Development and Engineering |
|---|---|---|

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

GRE Date (MM/DD/YYYY)

If applicable, please indicate when the TOEFL, IELTS, or Pearson PTE tests was or will be taken:

Test Date (MM/DD/YYYY)

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

Please provide the information below:

Current Employer

Current Employer

City State Country

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

Occupation in Your Home Country

City of Birth Country of Birth Country of Citizenship

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

Last Name

First Name Middle Name

First Name

Middle Name

Date of Birth (MM/DD/YYYY)

Date of Birth (MM/DD/YYYY)

City of Birth Country of Birth Relationship to Student

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

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 recommendations are required. Please refer to page 4 of this booklet for further detail.

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

____ / ____ / _____
APP REC DATE (MM/DD/YYYY)

____ / ____ / _____
FEE REC DATE (MM/DD/YYYY)



PACE UNIVERSITY 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
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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



PACE UNIVERSITY 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)	Office of Graduate Admission (Westchester)
Pace University	Pace University
One Pace Plaza	861 Bedford Road, The Vineyard Building
New York, NY 10038-1598 USA	Pleasantville, NY 10570 USA
Phone: (212) 346-1531	Phone: (914) 422-4283
Fax: (212) 346-1585	Fax: (914) 422-4287
E-mail: graduateadmission@pace.edu	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 the dean indicated below:

Fran O’Gara, Administrative Director
Seidenberg School of Computer Science and Information Systems
Pace University
Goldstein Academic Center
861 Bedford Road
Pleasantville, NY 10570

Please do not submit this form to the Office of Graduate Admission.

Name Ms. Mr. _____
Last First

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) _____

GRE Score Verbal _____ Quantitative _____ Analytical Writing _____ Date ____/____/____
(Required) Month Day Year

TOEFL, IELTS, or Pearson PTE score and date (if applicable) _____

Please indicate any specific skills that you have that would enable you to perform well as a graduate assistant:

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

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 Westchester

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

* Please be advised that your Social Security Number (SSN) is required for federal aid application processing. Your SSN will not be used for identification purposes at Pace University.

APPLICATION FOR GRADUATE NON-DEGREE STATUS



To apply and register as a non-degree student, you must:
Contact the academic department listed below in order to schedule an advisement session and to obtain approval.
(You will need to provide a copy of your undergraduate and/or graduate transcripts.)

College of Health Professions	(212) 346-1531		
Dyson College of Arts and Sciences		New York City	Westchester
Biochemistry and Molecular Biology	(212) 346-1853		
Counseling	(914) 773-3309	Lubin School of Business	(212) 346-1531
Environmental Policy	(914) 422-4283	School of Education	(212) 346-1338
Environmental Science	(914) 773-3655	Seidenberg School of Computer Science and Information Systems	(212) 346-1005
Forensic Science	(212) 346-1967		(914) 773-3829
Media and Communication Arts	(914) 773-3790		(914) 422-4191
Psychology	(212) 346-1506		
Public Administration	(914) 422-4299		
Publishing	(212) 346-1431		

Submit the department-approved application and registration form with a non-refundable \$70 check or money order to the appropriate Office of Graduate Admission.

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

- Name _____
Last First Middle
- Female Male (Optional)
- Current Mailing Address _____
- Day Telephone (_____) _____ 5. Evening Telephone (_____) _____
Area Code / Number Area Code / Number
- Fax (_____) _____ 7. E-mail _____
Area Code / Number
- Please indicate the entry term for which you are applying:
 Fall _____ Spring _____ Summer I _____ Summer II _____
Year Year Year Year
- At which campus location do you plan to attend classes? New York City Westchester
- Have you previously applied to any graduate program of Pace University? Yes No If yes, please explain: _____

11. Please list, in chronological order, all institutions attended since your high school graduation.

Undergraduate/Graduate Institution Attended	Location	Dates Attended	Major	Degree Awarded	Date or Expected Date of Degree

If I enroll in the Seidenberg School of Computer Science and Information Systems as a non-degree student, I confirm that I have the appropriate undergraduate course work or its equivalent for the courses in which I register. If I enroll in the College of Health Professions, Dyson College of Arts and Sciences, Lubin School of Business, or School of Education, I confirm that I hold a US bachelor's degree or its equivalent. My signature below further confirms that I do not require a student visa or exchange visitor's visa to attend graduate classes at Pace University. I understand that I may enroll for a maximum of 12 credits as a non-degree student and that I am not guaranteed acceptance to a graduate program of Pace University. I further understand that if I am accepted to a degree program, generally, credit for only two courses successfully completed as a non-degree student may be applied to a 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, rules, and regulations of Pace University, whether published or unpublished, and I agree to comply with them.

Signature _____ Date _____ / _____ / _____
Month Day Year

FOR OFFICE USE ONLY

□□ / □□ / □□□□ BY _____
FEE REC DATE (MM/DD/YYYY)

□□ / □□ / □□□□ BY _____
DATA ENTRY DATE (MM/DD/YYYY)



REGISTRATION FORM FOR GRADUATE NON-DEGREE STATUS

_____ U Number _____ Last Name _____ First _____ Middle _____

Fall _____ Year Spring _____ Year Summer I _____ Year Summer II _____ Year

(Course Selection)

CAMPUS NY/MT/WT/GC/PL/BR/OC	SUBJECT X Y Z	COURSE 1 0 0 A	DAY R=THUR U=SUN M	COURSE REFERENCE NO. 9 9 9 9 3	CRS

(Department Approval)

CHAIR SIGNATURE	DATE	GAS/GCS GDN/GED

Please provide information below. (Optional)

DATE OF BIRTH ____/____/____

ETHNICITY (OPTIONAL):

1. African-American, non-Hispanic
 2. Asian or Pacific Islander
 3. Hispanic
 4. American Indian or Alaskan Native
 5. Caucasian, non-Hispanic
 6. Other _____
(please specify)

EMERGENCY NAME: _____ RELATIONSHIP _____
Last First

EMERGENCY ADDRESS: _____

EMERGENCY TELEPHONE: (_____) _____

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, immunization requirements, and payment or abatement of fees.

Signature _____ DATE ____/____/____
Month Day Year

FOR OFFICE USE ONLY _____
REG. OPERATOR'S SIGNATURE

--	--	--	--	--	--	--	--

 / ____/____/____
DATE (MM/DD/YYYY)



PHD IN COMPUTER SCIENCE 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
(insert amount)

Pace University. I have attached original bank documentation in US dollars dated and signed by a bank official no more than six months before the student's enrollment at Pace University indicating savings account funds sufficient to sponsor the student.

Signature Month / Day / Year Relationship to Student

Print Name Sponsor Citizenship

Print Address Telephone Number

Fax Number E-mail

SPONSOR AFFIDAVIT OF 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 _____ US dollars for her/his graduate tuition and living expenses while attending
(insert amount)

Pace University. I have attached original bank documentation in US dollars dated and signed by a bank official no more than six months before the student's enrollment at Pace University indicating savings account funds sufficient to sponsor the student.

Signature Month / Day / Year Relationship to Student

Print Name Sponsor Citizenship

Print Address Telephone Number

Fax Number E-mail

SPONSOR AFFIDAVIT OF 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 _____ US dollars for her/his graduate tuition and living expenses while attending
(insert amount)

Pace University. I have attached original bank documentation in US dollars dated and signed by a bank official no more than six months before the student's enrollment at Pace University indicating savings account funds sufficient to sponsor the student.

Signature Month / Day / Year Relationship to Student

Print Name Sponsor Citizenship

Print Address Telephone Number

Fax Number E-mail

Seidenberg

School of Computer Science
and Information Systems



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



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