



**PACE**  
UNIVERSITY

## **LUBIN SCHOOL OF BUSINESS**

Graduate Application and Admission Information



## Table of Contents

Admission Information.....	2
Eligibility	
Pace University Graduate Merit Scholarships	
Admission Categories	
Special Programs .....	3
Deferrals and Decision Appeals.....	3
Graduate Assistantships .....	3
International Student Information.....	4
Application Instructions .....	5
Priority Deadline Dates .....	6
Admission Application .....	7
Recommendation Forms.....	11
Graduate Assistantship Application .....	15
Visiting Student Application.....	16

## 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 US. 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 US 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); and 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 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, they 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 coursework 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.

#### 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 16. 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 advisors in each subject area, to combine two of the available MBA career concentration areas.

A Fast-Track MBA option is offered in financial management and marketing management. Qualified graduates of AACSB-accredited undergraduate programs are able to complete the MBA in one calendar year. For further details please visit [www.pace.edu/FastTrackMBA](http://www.pace.edu/FastTrackMBA).

### 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 Elisabeth Haub School of Law and the Lubin School of Business, which include payment of application fees and submission of the Law School Admission Test (LSAT), the Graduate Management Admission Test (GMAT), or the Graduate Record Exam (GRE). Please refer to instructions on page 6 for GMAT/GRE waiver request options. Admission to either the Elisabeth Haub 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 Elisabeth Haub 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 Elisabeth Haub 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, as well as the Assistant Dean and Director of Academic Advisement or the Associate Dean and Director of Graduate Programs of the Lubin School of Business, of their 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-Certified Public Accountant (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 the 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 a US 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

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](http://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:

- Sent from any NACES ([www.naces.org](http://www.naces.org)) accredited translation evaluator (preferred);
- Sent and attested by the institution of origin;
- The student's Ministry of Education;
- A US consular officer; or
- An EducationUSA advisor ([www.educationusa.state.gov](http://www.educationusa.state.gov)).

**To help expedite the process and review of an application, it is suggested that an academic evaluation by a NACES accredited evaluator of foreign coursework 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.

Based on your score and other requirements, your application will be evaluated for:

- Direct admission
- Admission to the Pace Global Pathways Program
- Admission to the English Language Institute

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](http://www.pace.edu/English).

### STUDENT VISAS

Admitted international students who require an F-1 visa to study in the US will need to receive a Form I-20. For more information, visit [www.pace.edu/accepted-grad](http://www.pace.edu/accepted-grad).

### 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 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 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](http://applicantportal.pace.edu).

Pace University  
Office of Graduate Admission  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531  
[graduateadmission@pace.edu](mailto: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).
- 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.
- Letters may be sent by your recommenders electronically or forwarded in sealed envelopes. Letters sent electronically to [graduateadmission@pace.edu](mailto:graduateadmission@pace.edu) must meet the following requirements:
- Letters must be sent directly from recommender.
  - Letters sent directly from applicants will **not** be accepted.
  - Letters must be on official letterhead and must include the recommender’s signature.
- Visit the Forms and Brochures page for access to printable Recommendation Forms.
- OFFICIAL TRANSCRIPTS** Transcripts from every accredited college or university attended (not just the degree granting institution) must be sent either to Pace University, directly from the academic institution electronically or by mail, or forwarded by the applicant in sealed envelopes from the academic institution.
- Academic records issued in a language other than English are required to be translated and attested to by the institution of origin or a Pace-approved translation agency accredited through NACES. Transcripts are considered official only if they are sent directly to Pace University from the educational institution of origin, or forwarded by:
- Any NACES-accredited translation evaluator (preferred);
  - The student’s Ministry of Education;
  - A US consular officer;
  - An EducationUSA advisor; or
  - The Institute of Foreign Credential Services ([www.ifcsevals.com](http://www.ifcsevals.com)).
- Applicants may send unofficial copies of all transcripts to [graduateadmission@pace.edu](mailto:graduateadmission@pace.edu) for the initial processing and review of your application. Please include your name and program of interest. If you are admitted, your offer is contingent upon the receipt and verification of all official printed transcripts.
- Applicants who have earned a degree or completed coursework at Pace University will not be required to submit a transcript from Pace University, but are required to indicate on the application that they have attended Pace. Transcripts from all other institutions attended are required and must be submitted to be considered for admission.

GRADUATE MANAGEMENT  
ADMISSION TEST (GMAT)  
AND/OR GRADUATE RECORD  
EXAM (GRE)

An official GMAT or GRE score report, no older than five years, is required. Applicants who have achieved an overall cumulative grade point average of 3.2 or higher may request a GMAT/GRE waiver. Applicants to the MS in Human Resources may request a GMAT/GRE waiver and provisional admission if they have achieved a 3.0 or higher overall cumulative undergraduate average. Applicants to the Advanced Graduate Certificate program may also request a waiver based on possession of a prior MBA or MS in a business area.

ENGLISH LANGUAGE  
PROFICIENCY

The GMAT/GRE test reporting code for Pace University’s NYC Campus is **2635** and Westchester Campus is **2644**.

For information about the GMAT, visit [www.gmat.org](http://www.gmat.org) and for information about the GRE, visit [www.gre.org](http://www.gre.org).

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)	<b>August 1</b>	<b>June 1</b>
Spring Entry Term (January)	<b>December 1</b>	<b>October 1</b>
Summer I (June) and II (July) Entry Term	<b>May 1</b>	<b>March 1</b>



# 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.

Mr.  Ms.  Mx. Last Name \_\_\_\_\_ First Name \_\_\_\_\_

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

Gender  Male  Female  Self-identify \_\_\_\_\_

\*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 \_\_\_\_\_ Apt. # \_\_\_\_\_ Address 2 \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip/Postal Code \_\_\_\_\_ Country \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Home Phone Number Business Phone Number Fax Number (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

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 **20** \_\_\_\_\_ If accepted for graduate study, will you need campus housing?  Yes  No

Status:  Full-Time  Part-Time  Summer I  Summer II  Conditional Matriculant (please refer to Admissions Information page)

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:

**MBA**

- Accounting: CPA Preparation
- Financial Management
  - Executive MBA
  - Financial Management  
(Fast-Track option available. To apply, visit [www.pace.edu/fasttrack/MBA](http://www.pace.edu/fasttrack/MBA))
- Information Systems
- International Business
- International Finance
- Investment Management
- Management
  - Entrepreneurship
  - Human Resources Management
  - Strategic Management
- Marketing Management  
(Fast-Track option available. To apply, visit [www.pace.edu/fasttrack/MBA](http://www.pace.edu/fasttrack/MBA))
- Taxation

**MBA (Dual concentration)**  
Specialization \_\_\_\_\_

**MBA/JD**  
Specialization \_\_\_\_\_

**MS**

- Accounting: CPA Preparation
- Accounting Data Analytics and Technologies
- Arts and Entertainment Management
- Customer Intelligence Analytics
- Finance for Professionals
- Financial Management
- Financial Risk Management
- Investment Management
- Strategic Management

Certificates

- Human Resources Management
- Post-Master's Advanced Graduate Certificate  
(For more information, see [www.pace.edu](http://www.pace.edu))
- Specialization \_\_\_\_\_
- Social Media and Mobile Marketing
- Taxation

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)

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

Please submit a separate statement of explanation.

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 Test of English as a Foreign Language (TOEFL) was or will be taken:

\_\_\_\_ / \_\_\_\_ / \_\_\_\_  
TOEFL 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

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

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).

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

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

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

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 163 William Street, New York, New York 10038, 10th Floor, 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 the Westchester Campus (914) 773-3710.

<b>FOR OFFICE USE ONLY</b>	_____ / _____ / _____	_____ / _____ / _____
	<b>APP REC DATE (MM/DD/YYYY)</b>	<b>FEE REC DATE (MM/DD/YYYY)</b>



## RECOMMENDATION FORM

**To the Applicant**—Please complete the section below.

Pace University  
 Office of Graduate Admission  
 Graduate Application Processing Center  
 One Pace Plaza  
 New York, NY 10038  
 (212) 346-1531  
 graduateadmission@pace.edu

Applicant Name \_\_\_\_\_  
First Middle Last

Applicant Address \_\_\_\_\_  
 \_\_\_\_\_

Applicant Day Telephone (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code / Number Area Code / Number

Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
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.

Pace University  
 Office of Graduate Admission  
 Graduate Application Processing Center  
 One Pace Plaza  
 New York, NY 10038  
 (212) 346-1531  
 graduateadmission@pace.edu

Applicant Name \_\_\_\_\_  
First
Middle
Last

Applicant Address \_\_\_\_\_  
 \_\_\_\_\_

Applicant Day Telephone (\_\_\_\_\_) \_\_\_\_\_ Evening Telephone (\_\_\_\_\_) \_\_\_\_\_  
Area Code / Number
Area Code / Number

Fax (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
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 Lubingradassist@pace.edu or by mail:

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

Ms.  Mr.  Mx. \_\_\_\_\_  
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 (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
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 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) \_\_\_\_\_

*I understand and agree that my admission, if granted, my registration 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

**Note: After mailing this application, you will receive detailed information regarding the process, requirements, and timeline.**

## VISITING STUDENT APPLICATION

Please submit this application with a \$70 non-refundable application fee to Pace University, Office of Graduate Admission Application Processing Center, One Pace Plaza, New York, NY 10038 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 (\_\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_  
Area Code / Number

Are you a US citizen or permanent resident?  Yes  No

International students who require an F-1 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:

**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



**OFFICE OF GRADUATE ADMISSION**

graduateadmission@pace.edu

Pace University  
Office of Graduate Admission  
Graduate Application Processing Center  
One Pace Plaza  
New York, NY 10038  
(212) 346-1531

