

APPLICATION AND FILING INSTRUCTIONS FOR GRADUATE DEGREE PROGRAMS

APPLICATION REQUIREMENTS

College regulations do not permit an applicant to apply to more than one program at a time. For that reason, please decide which of our programs is most appropriate for you prior to submitting your application.

If you are applying to the Hunter College School of Social Work, **do not** complete the application in this packet. Request application material from:

Hunter College School of Social Work
Office of Admissions
129 East 79 Street
New York, NY 10021
(212) 452-7005

If you wish to apply for a doctoral program, **do not** complete the application in this packet. Request application material from:

City University Graduate Center
Office of Admissions
365 Fifth Avenue, Rm. 6412
New York, NY 10016
(212) 817-7470

Applicants who wish to pursue graduate study but do not wish to pursue a degree should apply for non-matriculated admission. It should be noted however, that acceptance as a non-matriculated student does not imply approval to take specific courses. Course approval rests solely with the departmental advisor. Certain departments only permit matriculants to enroll in their courses. For application, requirements and filing instructions request application material from:

Hunter College
Welcome Center
695 Park Avenue, Rm. 100N
New York, NY 10021
(212) 772-4490

PRIORITY FILING

Filing your application by the priority deadline ensures your consideration for all institutional scholarships.

- **February 1 for Fall Admission**
- **September 1 for Spring Admission**

APPLICATION DEADLINES

To be considered for admission, applications along with all supporting documentation must be received by graduate admissions no later than

- **April 1 for Fall Admission**
- **November 1 for Spring Admission**

Please Note: The following programs have earlier filing deadlines:

Spring Admission:

Art History - October 1
Urban Affairs - October 1
Fall Admission:

Art History - March 1
Art Studio - January 15
Communication Sciences - February 1
Creative Writing - February 1
Integrated Media Arts - February 1
Urban Affairs - March 1

Additionally, applicants who either have undergraduate credits from a non-U.S. institution and/or who require student (F-1) or Exchange (IAP-66) visa must apply by the priority deadlines of:

- **February 1 for Fall Admission**
- **September 1 for Spring Admission**

Applicants unable to file by their respective deadline may still have an opportunity to pursue graduate study by applying for non-matriculated admission status.

THE APPLICATION FEE

A \$125 application fee is required of all applicants. The nonrefundable application fee must be submitted along with the "Application for Graduate Degree Admission." Please make checks or money orders payable to Hunter College. If a check is written for you by someone else, be sure your name appears on the face of the check.

Applicants from outside the U.S. must remit the fee either by International Money Order or by a check drawn on a United States bank.

Applications submitted without the fee cannot be processed. As the application fee is devoted to the administrative cost of processing all applications received, it is not refundable under any circumstances, regardless of the outcome, the date of filing, time of review, or, if for whatever reason, the application is withdrawn.

Students currently attending Hunter as graduate non-matriculants who are applying for matriculation need not pay this fee.

COLLEGE AND UNIVERSITY TRANSCRIPTS

Official college and university transcripts are required. If you have attended more than one post-secondary institution, a transcript is required from each one. Official records are defined as documents sealed in an envelope issued by the institution which bear the actual signature of the Registrar and the seal of the issuing institution. Unofficial and/or faxed photo copies are not acceptable.

If you have previously attended Hunter College and have indicated this on the application, there is no need to request an official record from the Hunter College Registrar's Office. We will obtain this for you.

LETTERS OF RECOMMENDATION

If you are applying to a program that requires letters of recommendation (see "Table of Programs and Supplementary Information" found in this instruction guide), give two "Letter of Recommendation Form", to professors or, when appropriate, to professionals in the field. They must be familiar with your academic or professional background and be able to comment on your ability to undertake graduate study. You should

complete the first section of each form, then give it to the person from whom you are requesting a recommendation, along with a stamped envelope addressed to the Hunter College Graduate Admissions Office. To avoid misdirection of the recommendation forms, be certain to type or print your name and the proposed Hunter program on to the recommendation form in the same manner in which they appear on your application.

If you want the Admissions Office to notify you of the receipt of a recommendation sent directly to us, give a stamped, self-addressed postcard to the recommender with his or her name on it. We will return this postcard to you when it arrives with the recommendation.

Applicants are not permitted to inspect letters of recommendation in their Hunter files. If you are admitted to Hunter and enroll, you will then have access to your letters of recommendation, unless you have previously waived the right of access on the form.

STATEMENT OF PURPOSE

All applicants are required to write and submit a statement of purpose. Please refer to question number 16 on the Application for Graduate Admission.

TRANSFER OF GRADUATE CREDIT

An applicant to a graduate program may petition for transfer of credit for relevant graduate courses taken at regionally accredited institutions of higher education. The transfer of credit is subject to the regulations of the Hunter program to which the student is seeking matriculation. The following additional Hunter College limitations apply:

1. The courses must have been completed within four years prior to awarding of the Hunter graduate degree (a five-year restriction applies for teacher education, health sciences, and nursing programs).
2. Credits for courses for which a grade below "B" was earned, or non-letter grades taken as a pass/fail option, are not transferable.
3. Courses used to satisfy entrance requirements, or courses used as part of a previously completed

bachelor's program, may not be transferred.

4. A maximum of 12 credits may be transferred.

A Graduate Approval and/or Transfer of Credit Form is available in the Office of Admissions, Room 203 North or by calling graduate admissions at 212-772-4481.

THE GRADUATE RECORD EXAMINATION (GRE)

As an additional means of evaluating the qualifications of applicants, a number of programs include among the criteria for judgement, the nationally standardized Graduate Record Examination (GRE).

Direct the Educational Testing Service to send your GRE scores to Hunter College, Office of Graduate Admissions, institutional code 2301. We strongly suggest that all nationally administered examinations be taken no later than February for autumn admission and no later than September for spring admission. An applicant's chances of admission may be seriously jeopardized by failure to submit GRE scores by the application deadline.

Applications for and information concerning the GRE may be obtained from the Educational Testing Service, either at P.O. Box 6000, Princeton, New Jersey 08541-6000, or abroad at American Embassies, U.S. Information Agency offices and binational educational centers. GRE information

can also be obtained by calling 1-800-GRE-CALL or by clicking on their website at www.gre.org.

THE LIBERAL ARTS AND SCIENCE TEST (LAST)

The Liberal Arts and Science Test (LAST) of the New York State Teacher Certification Examination is required of all applicants to the School of Education except for those applying to the Administration and Supervision or Counseling Programs. Information and application for this examination can be obtained at the College Welcome Center or by contacting New York State Teacher Certification Examination at 413-256-2882. The New York State Education Department can also be accessed at their website www.nysed.gov/tcert/homepage.htm.

FINANCIAL AID

Many graduate students at Hunter finance their educations through federal, state, and college aid programs. The Office of Financial Aid can provide you with information and a CUNY FAFSA/FAF packet for the following programs:

- New York State Tuition Assistance Program (TAP)
- Federal Stafford Loan
- Federal Supplemental Loan to Students (SLS)
- Federal Perkins Loan
- Federal College Work Study (FCWS)

TUITION AND FEES (PER SEMESTER)	
<i>Students must pay tuition and fees in full at the time of registration.</i>	
<u>Tuition (Per Credit) for all programs except Social Work</u>	
<i>Residents of New York State</i>	<i>\$270</i>
<i>Non-Residents</i>	<i>\$500</i>
<u>Tuition (Per Credit) for Students in Social Work Program</u>	
<i>Residents of New York State</i>	<i>\$320</i>
<i>Non-Residents</i>	<i>\$535</i>
Per excess contact hour over credit value, each course*	
<i>Residents of New York State</i>	<i>\$65</i>
<i>Non-Residents</i>	<i>\$85</i>
<u>Maintenance of Matriculation</u>	
<i>Residents of New York State</i>	<i>\$750</i>
<i>Non-Residents</i>	<i>\$1,250</i>
<u>Additional Cost (Per Semester)</u>	
<i>Student Activity Fee</i>	<i>\$7.85</i>
<i>Consolidated Service Fee</i>	<i>\$15</i>
<i>Technology Fee (Full-Time Attendance)</i>	<i>75</i>
<i>Technology Fee (Part-Time Attendance)</i>	<i>37.50</i>
RESIDENCY DETERMINATION	
<small>Applicants who are not residents of New York State are subject to the non-resident tuition rates. Applicants who are U.S. citizens or permanent residents and who have continuously maintained their place of abode in the State of New York for a period of at least twelve consecutive months immediately preceding the first day of classes may qualify for the resident tuition rate. Inquiries regarding residency requirements and determinations should be directed to the Office of Admissions.</small>	

Contact the academic department to which you are applying for information on the following:

- Graduate assistantships
- Traineeships in Nursing (U.S. Dept. of Health & Human Services)
- Traineeships in Communication Sciences and Rehabilitation Counseling (U.S. Dept. of Education)
- Fellowships in Environmental Health

TEST OF ENGLISH AS A FOREIGN LANGUAGE(TOEFL)

Prospective students whose native language is not English and/or whose post-secondary education was in a country where English is not the native language must possess the ability to read English with ease, understand rapid idiomatic English as used in lectures and group discussions, and express thoughts quickly and efficiently in spoken as well as written English.

Admission is offered only to students who are fully prepared in English as demonstrated in the TOEFL. A TOEFL score of at least 550 on the paper based test, 213 on the computer based (CBT), or 59 (less speaking component) on the internet based test (IBT) is required in order to begin graduate studies in most arts and sciences, nursing, and health science programs and a 575 on the paper based test, 233 on the computer based test (CBT), or 68 (less speaking component) on the internet based test (IBT) is required to begin study in most programs in education. Programs which require higher scores on the TOEFL are listed under the "Table of Programs and Supplementary Information" (found in this instruction guide). Direct the Educational Testing Service to send your TOEFL scores to Hunter College, Office of Graduate Admissions, institutional code 2301. Applications will not be considered without the test scores.

The TOEFL is administered by the Educational Testing Service as a computer based test. Applications for TOEFL may be obtained by writing to TOEFL/TSE Publications, P.O. Box 6151, Princeton, NJ 08541-6151. TOEFL information can also be obtained by calling 1-800-GO-TOEFL or access their website at www.toefl.org. Registration

for the TOEFL closes three weeks before each testing date.

TEST OF WRITTEN ENGLISH(TWE)

The Test of Written English (TWE) is a component of the TOEFL examination and measures writing ability. Applicants to programs in education must present a TWE score. Applicants to all other programs should refer to the "Table of Programs and Supplementary Information", (found in this instruction guide) for the names of those programs that require the test.

TEST OF SPOKEN ENGLISH(TSE)

The Test of Spoken English (TSE) evaluates spoken English proficiency. Applicants to programs in education must present a TSE score. Applicants to all the other programs should refer to the "Table of Programs and Supplementary Information", (found in this instruction guide) for the names of those programs that require the test.

ADMISSION CRITERIA

An applicant for graduate admission is expected to hold a bachelor's degree from a regionally accredited U.S. institution, comparable in standard and content to a bachelor's degree from Hunter College.

Degrees granted on the basis of work completed at institutions which are not fully accredited, or on the basis on non-academic prior learning, test scores, and other than organized supervised course work in academic subjects will not be considered comparable.

In addition, each applicant is expected, at minimum, to have a "B" average for courses in the area of specialization, an overall "B minus" average for the baccalaureate, and a "B" average for any courses taken on the graduate level. International applicants are expected to demonstrate above average scholarship. Furthermore, applicants to the School of Arts and Sciences usually must have a minimum of 18 credits of preparation in the area of specialization.

An applicant who is presenting post-secondary course work taken outside the U.S. must file the supplementary

"Summary Form of Non-U.S. Studies", along with the application.

Please do not translate, abbreviate, or otherwise modify, the full actual name of any institution attended or the title of any diploma or degree obtained.

Assessment of non-U.S. credentials is done by the Hunter College Office of Admissions and is based on the characteristics of a national system of education, the type of institution attended, and the level of studies completed.

Please note that all records of academic study from non-U.S. institutions must be official. Official records are defined as documents issued by the institution and bear the actual — not photocopy signature of the Registrar and the seal of the issuing institution, (for additional details, please refer to the previous section on "College and University Transcripts").

Unless academic records and diplomas are issued in English by the institutions, the official records in their original language must be submitted with authorized, complete and *exact English translations*.

Records should show the dates of enrollment; the subjects or courses taken; the units of credit or time allotted to each subject per term or year; marks or ratings in each subject, and, if rank is determined, rank in the total class or group. In all cases, the institutional grading scale or other standard of evaluation, including maximal passing and failing marks and definition of all grades between them, should appear on official records or as an official attachment.

Evidence of conferral of all degrees, diplomas, or professional titles must also be submitted to Graduate Admissions. This may be in the form of officially certified copies of the actual diploma, or entries on official records or official statements from the granting institutions.

In all cases, the statement must include the exact, original title of the degree and the date of its formal conferral (month and year). *Certificates of completion of required courses or of degree examinations cannot be*

accepted as evidence that the degree was granted. International applicants who wish to transfer to Hunter from another U.S. university must provide Graduate Admissions with, in addition to any U.S. records, credentials from all non-U.S. institutions.

VISA PROCEDURES FOR INTERNATIONAL APPLICANTS

International applicants may attend Hunter College on either a J-1 or F-1 visa. The J-1 (exchange visitor status) is for students whose program of study will be fully or partially funded by the U.S. Government, their home government, or an international or non-profit organization. The F-1 (student status) is for students whose program of study will be funded privately. International applicants who will need F-1 or J-1 visas must complete and return the "Declaration and Certification of Finances" form contained herein.

U.S. immigration law requires the College to verify that an applicant has adequate financial resources. Since the College cannot assume financial

responsibility for its students, we must be satisfied that entering students have sufficient funds to meet all expenses while enrolled at Hunter College. To do this, the College must be provided with documentation to support the "Declaration & Certification of Finances." This evidence must be provided before a Certificate of Eligibility for a visa (I-20 or IAP-66) can be issued.

The appropriate form (I-20 for F-1 students and IAP-66 for J-1 students) will be sent only to those students who are deemed admissible to the College and who have provided proof of adequate funds.

To secure the appropriate visa either the I-20 (F-1 visa) or the IAP-66 (J-1 visa), the admission letter, proof of adequate funds for study in the U.S., and intent to return to your home country should be presented to the U.S. consulate. Students should enter the U.S. on one of these two visas only. Visa status changes in the U.S. are seldom approved. Students transferring from another U.S. university must report to the Hunter College

International Advisor in the Office of Student Services no later than the end of the second week of their first semester.

REVIEW AND NOTIFICATION

The required application materials are evaluated by the Graduate Admissions Office. Ordinarily, only the applications of those students who have fulfilled at least the minimum requirements are referred to the department. Faculty admissions committees then evaluate and select the most qualified candidates. The number of qualified applicants far exceeds the number of applicants who can be admitted. Since these departmental committees base recommendations for admission upon careful comparison of applications, there may be considerable but unavoidable delay before final action is taken. Graduate Admissions cannot, therefore, guarantee that applicants will receive a response, favorable or unfavorable, on or before any specific date. Only the written notice of the Director of Admissions constitutes approval of admission.

ESTIMATED EXPENSES FOR INTERNATIONAL APPLICANTS SEEKING FI OR JI VISA STATUS

9 MONTHS

<i>Tuition & Fees</i>	\$12,840
<i>Books/Supplies</i>	1,200
<i>Room (Housing)*</i>	5,850
<i>Board (Food)</i>	2,650
<i>Local Transportation</i>	756
<i>Personal</i>	3,304
TOTAL	\$26,600

12 MONTHS**

<i>Tuition & Fees</i>	\$12,840
<i>Books/Supplies</i>	1,200
<i>Room (Housing)*</i>	7,800
<i>Board (Food)</i>	3,650
<i>Local Transportation</i>	1,008
<i>Personal</i>	4,502
TOTAL	\$31,000

The total amount must be available now for the first academic year.

**The amount allocated for housing is predicted on shared information.*

***If you plan to stay in the U.S. during the summer you must have this amount readily available for the first academic year. In addition you should be aware that educational expenses for a Summer Session range from \$1,605 to \$4,867.50 for 3-9 credits.*

Students who plan to be accompanied by dependents must also verify an additional \$5,000 for a spouse and additional \$3,000 for a child per year. The amount indicated for a dependent child does not include the cost of full-time day or nursery care which can range from \$1,200 - \$1,500 per month.

GENERAL APPLICATION INQUIRY

The principal purpose for information requested on the application is to determine eligibility for graduate admission. College policy authorizes maintenance of this information. Furnishing all information required on the application form is mandatory. Failure to provide such information may delay or even prevent completion of the admission process. Information furnished on the application is used by the College departments for determination of admissibility into the graduate program, and will be transmitted to the state and federal governments if required by law. You have the right to review, in accordance with college policy, personal information maintained about you by contacting the office of record.

While the College has attempted to ensure the accuracy of every statement, applicants should understand that all graduate programs, deadlines, requirements, and fees contained herein are subject to change without further notice.

FALL 2006 - SPRING 2007
TABLE OF GRADUATE PROGRAMS AND SUPPLEMENTAL INFORMATION

School & Program	Adm. Code	Spec. Code	Degree Offered	Advisor	Room #	Phone #	Refer to Footnotes
SCHOOL OF ARTS & SCIENCES						772-5121	
Accounting	593		MS	Toshi Mitsudome	1524 West	772-5400	2,14,27,31
Anthropology	500		MA	Gerald Creed	707 North	772-5651	1,2,14
Art History	503		MA	Ulka Bates	11021 North	650-3352	1,2,14
Art Studio	501		MFA	Joel Carreiro	11060 North	650-3398	2,7,14,15,17,23
Biochemistry	505		MA	Yujia Xu	1304C North	772-4310	1,2,14
Biological Sciences	506		MA	Roger Persell	912 North	772-4106	1,2,14
Creative Writing	523		MFA	Sue Nacey	1202 West	772-5164	1,2,14,22,23
Economics	517		MA	Randall Filer	1502 West	772-5399	1,2,14,27
English Literature	521		MA	Sarah Chinn	1203 West	772-5178	1,2,14,18,30
French	522		MA	Marlene Barsoum	1311 West	650-3511	1,2,14
Geographic Information Science	----	301	Cert.	Jochen Albrecht	1030 North	772-5265	
Geography	549		MA	Marianna Pavlovskaya	1041 North	772-5320	1,2,14
History	526		MA	Barbara Welter	1512 West	772-5480	1,2,14
Integrated Media Arts	525		MFA	Andrea Polli	650 North	650-3415	2,3,24,28,29
Italian	528		MA	Paolo Fasoli	1307 West	772-5129	1,2,14
Statistics & Applied Mathematics	529		MA	Edward Binkowski	942 East	772-4715	1,2,14
Mathematics (Pure)	527		MA	John Loustau	913 East	772-4600	1,2,14
Music	532		MA	Victor Bobetsky	400A North	650-3574	2,9,14
Physics	539		MA	Steven Greenbaum	1237A North	772-4806	2,14
Psychology	542		MA	Sheila Chase	611 North	772-5432	1,2,14
Social Research	550		MS	Joong-Hwan Oh	1604A West	772-5643	1,2,14, 27
Spanish	555		MA	Magdalena Perkowska	1346 West	772-5100	1,2,14
Theatre	559		MA	Mira Felner	520B North	650-3338	1,2,14
Urban Affairs	554		MS	Peter Kwong	1616 West	772-5598	2,14
Urban Planning	553		MUP	William Milczarski	1614 West	772-5601	2,7,14
SCHOOLS OF THE HEALTH PROFESSIONS						481-4320	
<i>School of Health Sciences</i>							
Programs in Communication Sciences							
Communication Science	556		MS	comsc@hunter.cuny.edu	Brookdale W900	481-4467	1,2,14,23
Tcher of Stud with Spch/Lang Dis.	130		MS		Brookdale W900	481-4467	1,2,14,23
Programs in Urban Public Health							
Community Health Education	618	040	MPH	Lynn Roberts	Brookdale 1015	481-5111	1,8,14,24
Enviro./Occupa. Hlth. Sci.	618	041	MPH	Jack Caravanos	Brookdale 1007	481-5111	1,8,14,24
Public Health Nutrition	618	042	MPH	Arlene Spark	Brookdale 1000A	481-5111	1,8,14,24
Enviro./Occupa. Hlth. Sci.	605		MS	Jack Caravanos	Brookdale 1007	481-5111	1,2,8,14
<i>School of Nursing</i>							
Adult Nurse Practitioner	616		MS	Steve Baumann	Brookdale W514	481-4457	2,12,13,14,21,23
Geronto/Adult Nurse Practitioner	N01		MS	Steve Baumann	Brookdale W514	481-4457	2,12,13,14,21,23
Psych. Mental Hlth Nrse Pract.	N03		MS	Kunsook Bernstein	Brookdale W524	481-4346	2,12,13,14,21
Psych. Mental Hlth Nrse Pract.	307		Adv. Cert.	Kunsook Bernstein	Brookdale W524	481-4346	2,13,14,19,21
Community/Public Health CNS	N10		MS	Kathy Nokes	Brookdale W515	481-7594	2,12,13,14,21
Comm/Public Hlth Nurs/ Urban Publ Hlth	N14		MS/MPH	Kathy Nokes	Brookdale W515	481-7594	1,2,12,13,14,21
Nurs Admin /Public Administration	N04		MS/MPA	Donna Nickitas	Brookdale W512	481-4376	1,2,12,13,14,21
Nursing Education – Adv. Cert.	310		Ad. Cert.	Stephen Holzemer	Brookdale W408	481-5157	2,13,14,19,21
SCHOOL OF EDUCATION						772-4624	
Guidance & Counseling	850		MSEd	John O'Neill	1121 West	772-5188	6,7,14,23
Rehabilitation Counseling	852		MSEd	John O'Neill	1121 West	772-5188	6,7,14
Supervision & Administration	303		Adv. Cert.	Marcia Knoll	1025 West	772-4761	6,7,11,16,34
T.E.S.O.L.	182		MA	Virginia Tong	1011 West	772-4687	5,7,14
Childhood Special Education	176		MSEd	David Connor	917 West	772-4746	6,14
Special Education-Deaf	178		MSEd	Elaine Gale	918 West	772-4702	6,14
Special Education-Blind	179		MSEd	Roseanne Silberman	916 West	772-4740	6,14
Special Education-Severe/Multiple	177		MSEd	Roseanne Silberman	916 West	772-4740	6,14
Early Childhood Special Education	174		MSEd	Diane Taranto	911 West	772-5667	6,14
Early Childhood Special Education	175		MSEd	Diane Taranto	911 West	772-5667	6,14,26
Early Child. Sp. Ed.-Severe/Multiple	169		MSEd	Roseanne Silberman	916 West	772-4740	6,14
<i>(School of Education Continued on Back)</i>							

Adm. Spec. School & Program	Degree Code Code	Offered	Advisor	Refer to Room #	Phone #	Footnotes
<i>(School of Education Continued)</i>						
<u>Early & Childhood Education</u>						
Childhood Ed - Grades 1-6	170	MSEd	Jason Riffaterre	1001 West	772-4638	6,14
Childhood Ed - Bilingual Ext.	171	MSEd	Yvonne De Gaetano	929 West	772-4683	6,7,10,14
Childhood Ed - Math/Science	167	MSEd	Patrick Burke	1104 West	772-4618	6, 16, 25
Early Childhood Ed. - Bilingual Ext.	168	MSEd	Yvonne De Gaetano	929 West	772-4683	6,7,10,14
Early Childhood Ed. - Birth-Grade 2	172	MSEd	Elizabeth Matthews	1105 West	772-4712	6,14
Literacy – Birth-Grade 6	173	MSEd	Yang Hu	901 West	772-4753	6,7,16,25
Adv. Cert. in Bilingual (Spanish) Ext	311	Adv. Cert	Yvonne De Gaetano	929 West	772-4683	6,7,11,16,33
Adv. Cert. in Visual Impairment	302	Adv. Cert	Roseanne Silberman	916 West	772-4740	6,14,25
Adv. Cert. in Orientation & Mobility	309	Adv. Cert	Roseanne Silberman	916 West	772-4740	6,14,32
Adv. Cert. in Gifted & Talented	313	Adv. Cert	Dona Matthews	913 West	772-4703	6,7,14,34
<u>Adolescent Education</u>						
Biology	185	MA	Stephen DeMeo	908 West	772-4476	6,14
Chemistry	186	MA	Stephen DeMeo	908 West	772-4476	6,14
Earth Science	187	MA	Stephen DeMeo	908 West	772-4476	6,14
English	188	MA	David Carlson	922 West	772-4691	6,14,18,30
French	189	MA	Jennie Castillo	905 West	772-4614	6,14
Italian	190	MA	Jennie Castillo	905 West	772-4614	6,14
Latin	191	MA	Carla Asher	1000 West	772-4621	6,14
Math	192	MA	Patrick Burke	1104 West	772-4728	6,14,20
Music "K - 12"	193	MA	Carla Asher	1000 West	772-4621	6,7,14
Physics	194	MA	Stephen DeMeo	908 West	772-4476	6,14
Social Studies	195	MA	Terri Epstein	911 West	772-4677	6,14
Spanish	196	MA	Jennie Castillo	905 West	772-4614	6,14

FOOTNOTES

- Official score report of the general section of the GRE is required.
- Applicants who have taken all or part of their undergraduate education in a country where English is not the native language are required to submit an official TOEFL score report. These applicants must score at least a 550 on the paper-administered test or 213 on the computer administered test or 60 (less speaking component) on the TOEFL IBT.
- Official score report of the Test of Written English (TWE) or the IBT Writing Section is required of applicants required to take the TOEFL.
- Official score report of the Test of Spoken English (TSE) or the IBT Speaking Section is required of applicants required to take the TOEFL.
- Applicants who have taken all or part of their undergraduate education in a country where English is not the native language are required to submit an official TOEFL score report. These applicants must score at least a 600 on the paper-administered test or 250 on the computer administered test or 75 (less speaking component) on the TOEFL IBT. They must score at least 5.0 on the Test of Written English (TWE) or 24 on the IBT Writing Section; and 50 on the Test of Spoken English (TSE) or 26 on the IBT Speaking Section.
- Applicants who have taken all or part of their undergraduate education in a country where English is not the native language are required to submit an official TOEFL score report. These applicants must score at least a 575 on the paper-administered test or 233 on the computer administered test or 68 (less speaking component) on the TOEFL IBT. They must score at least 4.5 on the Test of Written English (TWE) or 22 on the IBT Writing Section; and 45 on the Test of Spoken English (TSE) or 23 on the IBT Speaking Section.
- An interview is required of all qualified applicants. A preliminary review of the applicant's dossier will be conducted to determine eligibility for the interview. Those qualified will be contacted directly by the academic department to schedule this interview.
- Field related experience required (see program description).
- Music applicants must also submit to the Music department a sample of work in the area in which they plan to concentrate: an audition for performers (applicants will be contacted by the department to arrange the audition), a portfolio of compositions for composers, and a research paper on a musical subject for music historians and ethnomusicologists.
- An essay in Spanish, in addition to the general statement of purpose, is required.
- An approved Master's degree is required (see program description).
- Must be a graduate of an NLN approved BSN program.
- License and current registration to practice professional nursing in New York State must be submitted.
- Two letters of recommendation are required.
- Supplementary application is required: contact the academic department.
- Two letters of recommendation required (at least one of them must be from a school supervisor).
- Ten slides are required.
- Preparation in English literature in an American college or university is required.
- Must be a graduate of an NLN approved Master's degree program in Nursing.
- For applicants with certification in an area other than Mathematics.
- Applicants for graduate nursing programs must submit a resume which shows professional practice experience with populations relevant to the program.
- Creative Writing Manuscript: Poetry (10-20 pages) or Fiction (20-30 pages) must be submitted along with the graduate degree application.
- Fall only program.
- Applicants who have taken all or part of their undergraduate education in a country where English is not the native language are required to submit an official TOEFL score report. These applicants must score at least a 600 on the paper-administered test or 250 on the computer administered test or 75 (less speaking component) on the TOEFL IBT.
- New York State initial or provisional Teacher Certification in Early Childhood Education, Childhood Education, Elementary Education or Special Education is required.
- New York State initial or provisional Teacher Certification in Early Childhood Education, Childhood Education, or Elementary Education is required.
- Official score report of the GMAT is required for MS in Accounting. Official score report of the GMAT can substitute for the required GRE for MA in Economics and MS in Social Research.
- A creative portfolio consisting of work in journalistic writing, screen and treatment writing, video, film, graphic arts, interactive digital design, or photography is required along with the submission of the Graduate Degree Application.
- Three letters of recommendation are required.
- A writing sample/paper of literary criticism, preferably with research is required.
- Must have an earned undergraduate degree in accounting.
- New York State initial or provisional Teacher Certification in Blind and Visually Impaired is required.
- New York State initial or provisional Teacher Certification in Early Childhood Education, Childhood Education, Middle Childhood Education, Adolescent Education, Special Subjects, Literacy Education, Special Education or Speech and Language Impaired is required.
- New York State provisional, permanent, initial, or professional certification as a teacher is required.

APPLICATION FOR GRADUATE DEGREE ADMISSION

Hunter College does not discriminate on the basis of age, sex, race, creed, national origin, physical or mental disability, sexual orientation, marital status, or alienage or citizenship status.

PLEASE TYPE OR PRINT IN BLACK INK ALL INFORMATION REQUESTED.

- 1 Program Name _____ Admissions Code _____ Specialization Code(if any) _____
- 2 Desired Start Date: Fall/September 20____ Spring/February 20_____.
- 3 Have you previously applied for graduate study at Hunter? If Yes, Matriculated, Non-Matriculated?
For which semester? _____
- 4 Are you currently enrolled in graduate studies at Hunter? Yes, No
If Yes, are you Matriculated, Non-Matriculated?
a. If matriculated, are you applying for a second master's or a change in curriculum?

BIOGRAPHICAL INFORMATION

- 5 Name _____ Date of Birth _____
Last (Family) First (Given) Month Day Year
- 7 _____ 8 Sex: _____ Male _____ Female
Other family name(s) on previous academic records if different from above.
- 9 Social Security Number _____. If you do not have a Social Security Number, a student I.D. Number will be assigned once you are accepted.
- 10 Current Address _____
Number and Street City, Town, or Borough State Zip Code
- 11 Length of time at above address ____ Yrs. ____ Months 11A Length of time in NYS ____ Yrs. ____ Months
- 12 Mailing Address (if different from your current address) _____
Number and Street City, Town, or Borough St. Zip Code
- 13 E-mail Address _____
- 14 Telephone Number Day (_____) _____ Evening (_____) _____
Area Code Area Code
- 15 Are you a U.S. citizen? Yes No (If No, please complete section 15a.)
a. Are you permanent resident of the U.S.?
 Yes, Alien Registration Number _____ Date obtained _____
Please enclose a photocopy (both sides) of your Alien Registration Card.
 No (Please complete section 15b.)
b. What is your country of birth? _____ What is your country of citizenship? _____
What visa do you currently hold _____ or are you planning to obtain? _____

PROGRAM - SPECIFIC INFORMATION

APPLICANTS TO ALL GRADUATE PROGRAMS

16 Please write a statement of purpose of approximately 300 words indicating your objectives in undertaking graduate study. (This should be typed on a separate 8 1/2 by 11 unlined sheet of paper.) In reviewing applications, considerable importance is placed on the applicant's interest in and commitment to advanced study and professional improvement.

17 How proficient are you in reading/writing a language (languages) other than English?

Language: _____ Proficiency: Poor Fair Good Excellent

Language: _____ Proficiency: Poor Fair Good Excellent

APPLICANTS TO THE SCHOOL OF EDUCATION

18 Do you hold a **New York State** Teacher's Certificate? Permanent Provisional Certificate of Qualification(CofQ)
 No, If no, have you taken and passed the Liberal Arts and Sciences Test (LAST) of the N.Y.S. Teacher Certification Examination? Yes, No, If no are you scheduled to take the LAST exam? Yes, No, If yes, date to be taken: _____.
The attachment of copies of certificates and/or LAST scores are required.

TESOL Applicants - Complete Questions 19 and 20

19 How many college level courses have you completed in foreign language study? _____

19a. What was the last level of study completed? Beginning Intermediate Advanced

20 Are you planning to seek N.Y.S. certification(pre K-12) in TESOL? Yes No

APPLICANTS TO THE SCHOOLS OF HEALTH PROFESSIONS

Nursing Applicants - Complete Questions 21

21 Are you currently registered/licensed in New York State as a Professional Nurse?

Yes, Registered (*attach copy, refer to footnote #13*). No
 Yes, Licensed — License Number _____ Expiration Date _____ (*attach copy, refer to footnote #13*). No

21a. List professional practice experience with populations relevant to the program to which you are applying.

_____ Date(s) _____

_____ Date(s) _____

APPLICANTS TO THE SCHOOL OF ARTS AND SCIENCES

Creative Writing Applicants - Complete Question 22

22 Please indicate the area of specialization you plan to concentrate.

Fiction Poetry Non-Fiction

Music Applicants - Complete Question 23

23 Please indicate the area of specialization you plan to concentrate.

History Ethnomusicology Composition Performance Multifocused

Date materials were (will be) submitted to the Music Department (*see footnote #9*) _____.

Studio Art (MFA) Applicants (Fall Admission Only) - Complete Question 24

24 Candidates must submit a supplemental application and slide review material to the Art Department.

Date materials were (will be) submitted (*refer to footnotes #15 & #17*) _____.

SUPPLEMENTARY INFORMATION

APPLICANTS TO ALL PROGRAMS - Complete Questions 25-31

25 List the names and affiliations of persons from whom you have requested letters of recommendation.

Name	Position	Institution

26 If you have corresponded with, or been interviewed by, a member of our faculty about your plans for graduate study, please indicate the date and the individual concerned.

Name	Department	Date

27 How did you learn about the Hunter College program to which you are applying _____

28 List academic awards, prizes, honors, fellowships, or any non-academic distinctions you have received. _____

29 If pertinent to your proposed field of study, please list your publications and any scholarly or professional organizations in which you hold membership.

30 List any employment, occupation or activities pertinent to your graduate goals during or since your college studies.

31 List any other colleges/universities to which you have applied. _____

ACADEMIC INFORMATION *List chronologically all colleges and universities since high school, including institution now attending. Attach extra sheet if needed.*

Office Use	Name of School, College, or University	Location (City, State and Country)	Approx. # of credits completed	Entered Month/Year	Withdrew Month/Year	Major	Title of Degree	Date or Expected Date of Conferral Month/Year	Office Use

Office Use **Major Concentration:** _____ **Credits** _____ **GPA** _____ **Total Undergrad. Cr.** _____ **Cum. GPA** _____

WORK IN PROGRESS *If you are currently attending a college, please name the institution and list the work in progress.*

Institution: _____

Department	Course No.	Descriptive Title	Office Use	Department	Course No.	Descriptive Title	Office Use

EXAM SCORES

Date if taken, or future date for taking: **GRE** _____ **LAST** _____ **TOEFL** _____ **TSE** _____ **TWE** _____

Exam	GRE			LAST	TOEFL	TSE	TWE
	Verbal	Quantitative	Analytical				
Score							

ALL APPLICANTS MUST SIGN BELOW

I hereby certify that all the information I have provided in this application is true and complete to the best of my knowledge. I agree that if I am admitted for graduate study at Hunter College, I will be bound by the rules and regulations of Hunter College as specified in the Graduate Catalog. I understand that all information contained in this application will be treated confidentially and will be used for institutional purposes only.

Applicant's Signature _____ Date _____

DO NOT WRITE BELOW THIS LINE - FOR COLLEGE USE ONLY

ADMISSIONS DIRECTOR'S COMMENTS: _____

 _____ Date _____

ADMISSIONS COMMITTEE ACTION

Approved			Not Approved	
<input type="checkbox"/> Unconditional	<input type="checkbox"/> Hold For Grades	<input type="checkbox"/> Non-Matriculation	<input type="checkbox"/> Ineligible	
<input type="checkbox"/> With Conditions	<input type="checkbox"/> Specialization Code _____	<input type="checkbox"/> Continued Non-Matric.	<input type="checkbox"/> BINC	

Condition/Comment: _____

Program Director's Signature _____ Date _____

DEAN'S ACTION

Approve Admissions Committee's Decision. Disapprove Admissions Committee's Decision.
 Comment: _____
 Dean's Signature _____ Date _____

Confidential

RECOMMENDATION FORM FOR GRADUATE ADMISSION

HUNTER Of The City University of New York 695 Park Avenue, New York, NY 10021

To the Applicant:

Fill in the information below and then give this form to a professor or, if appropriate, to a professional in the field. This person should be familiar with your academic and/or professional background and be able to evaluate your ability to undertake study at the graduate level. Please provide each recommending person with a stamped envelope addressed to: Graduate Admissions, Hunter College, 695 Park Avenue, New York, NY 10021-5085.

Name of Candidate: Last Name First Name M.I.

Social Security Number: Desired Graduate Program:

I hereby waive my right of access, under the Family Educational Rights and Privacy Act of 1974, to this letter of recommendation in connection with my application for graduate admission to Hunter College.

Signature Date

Note that signing of this statement is optional. Under law, refusal to sign the statement cannot be used against you in the admission process.

To the Person Supplying the Recommendation:

The person whose name appears above has applied for admission to the Graduate Program at Hunter College-CUNY. The Committee on Admissions would be grateful if you would provide the information requested below. Thank you for your assistance.

- 1. I have known the applicant for ... years as ... I have known the applicant: ... well ... slightly.
2. The applicant ranks in the ... quarter of the graduating class of ... students.
3. Do the applicant's grades indicate probable success in the graduate program selected? ... Yes ... No - Please explain:
4. Applicant's promise for graduate study and ability to conduct research:
5. Please write a brief statement in the space provided below evaluating the applicant. We are interested in character, industry, ability, originality, and other personal qualities. If additional space is required, please use the reverse side of this form.

6. Summary Evaluation: Comparing the applicant with a representative group of students in the same field who have had approximately the same amount of experience and training, how do you rate the applicant in general all-round academic ability and promise for graduate study?

Table with 8 columns: BELOW AVERAGE, AVERAGE, SOMEWHAT ABOVE AVERAGE, GOOD, UNUSUAL, OUT-STANDING, TRULY EXCEPTIONAL, INADEQUATE OPPORTUNITY TO OBSERVE. Includes percentage breakdowns: Lowest 40%, Middle 20%, Next 15%, Next Highest 15%, Highest 10%.

Date Signature Title & Institution

Print Name

Confidential

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- 1. I have known the applicant for ... years as ... I have known the applicant: well slightly.
2. The applicant ranks in the ... quarter of the graduating class of ... students.
3. Do the applicant's grades indicate probable success in the graduate program selected? Yes No - Please explain:
4. Applicant's promise for graduate study and ability to conduct research:
5. Please write a brief statement in the space provided below evaluating the applicant. We are interested in character, industry, ability, originality, and other personal qualities. If additional space is required, please use the reverse side of this form.

6. Summary Evaluation: Comparing the applicant with a representative group of students in the same field who have had approximately the same amount of experience and training, how do you rate the applicant in general all-round academic ability and promise for graduate study?

Table with 8 columns: BELOW AVERAGE, AVERAGE, SOMEWHAT ABOVE AVERAGE, GOOD, UNUSUAL, OUT-STANDING, TRULY EXCEPTIONAL, INADEQUATE OPPORTUNITY TO OBSERVE. Includes percentage breakdowns: Lowest 40%, Middle 20%, Next 15%, Next Highest 15%, Highest 10%.

Date Signature Title & Institution

Print Name

SUMMARY OF ALL NON-U.S STUDIES

Hunter College
Of The City University of New York
Office of Admissions
695 Park Avenue
New York, NY 10021-5085

_____ Last Name	_____ First Name	_____ M.I.	_____ Address
_____ Date of Birth	_____ Place of Birth	_____ Native Language	_____ Desired Program of Study

Each school you have attended should be listed separately. All schools should be listed in the order in which you have attended them. The column "Dates Attended" should provide a chronological sequence of your studies. If the name of the school does not indicate its character, explain briefly. If the school was conducted in a language other than the language of the country where the school was located, indicate this fact in the "Notes" column. In the column "Dates Attended" specify dates e.g. September 1980 - June 1984.

I - Elementary Schools (Give name and location)

If you attended elementary school for more than 5 years and a foreign language was one of the subjects taught to you there, indicate this fact in the "Notes" column.

	<u>Name of School</u>	<u>Location of School</u>	<u>Dates Attended</u>	<u>Notes</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

II - Secondary Schools

A. Regular Secondary Schools (List schools teaching academic subjects only)

Schools teaching other subjects such as home economics, commercial nursing, teacher training schools, music academies etc. should be listed under section B "Occupational and Professional Schools". If you attended several secondary schools, number them and list them in chronological sequence. If, for instance, you changed from your first regular secondary school (to be listed under II-A and numbered as No. 1) to an occupational school, list it under II-B and number it No. 2. If you then returned to a regular secondary school, list this again under II-A and number it No. 3.

	<u>Name of School</u>	<u>Location of School</u>	<u>Dates Attended</u>	<u>Degree Earned</u>
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____

B. Occupational and Professional Schools

List here all schools attended which offer other than strictly academic subjects, such as teacher training schools, etc.

(OVER)

If professional schools have the same entrance requirements as the universities of the country in which the professional schools are located, they should be listed under section III "Universities or University Level Schools".

<u>Name of School</u>	<u>Location of School</u>	<u>Dates Attended</u>	<u>Degree Earned</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. The diploma received upon graduation from secondary school sometimes specifies the privileges to which it entitles the recipient, e.g. to enter the university as a matriculated student. Sometimes no such specific statement is contained in the diploma, or sometimes a reference is made to a statute of the country. The following question is intended to clarify this issue. In case of doubt, you may have to procure a statement regarding the rights conferred by the diploma in question from the consulate or the embassy of the country in which the institution is located.

Do you have a diploma which qualifies you to enter a university as a matriculated student?

III - Universities or Institutions of Learning on University Level

<u>Name of School</u>	<u>Location of School</u>	<u>Dates Attended</u>	<u>Degree Earned</u>
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____

IV - Additional Notes or Explanations

V - List of Credentials Submitted

1. _____	2. _____	3. _____
4. _____	5. _____	6. _____

PLEASE BE SURE TO FILL OUT THIS SUMMARY FORM ACCURATELY. IT IS YOUR ADVANTAGE NOT TO OVERSTATE YOUR PREPARATION. IF A DECISION MADE BY THE COMMITTEE ON ADMISSION AND STANDING HAS TO BE REVERSED BECAUSE OF A MISSTATEMENT ON YOUR PART, IT CAN RESULT IN THE REVOCATION OF YOUR ADMISSION STATUS.

I hereby certify that the statements made in this summary blank are true and complete to the best of my knowledge and belief.

Signature of Applicant _____ Date _____