



# Queens College

City University of New York  
Office of Graduate Admissions

65 - 30 Kissena Boulevard • Flushing, New York 11367 - 1597  
Tel: (718) 997 - 5200 • Fax: (718) 997 - 5193 • <http://www.qc.edu/gadm/>

## APPLICATION FOR GRADUATE ADMISSIONS

Dear Applicant:

Thank you for your interest in pursuing graduate work at Queens College. The College offers over forty-five graduate programs covering a broad range of academic and professional areas of study.

Enclosed is your application, instructions, and important information about our programs. If you have been accepted for matriculation to Queens College within the past two years, please call (718) 997-5200 and ask for a Reactivation Form; if you have previously *registered* as a graduate matriculated student at Queens College, please call (718) 997-5200 and ask for a Re-entry Form. Please note that the application procedure is *self-managed*. Applicants are responsible for securing all required documentation in sealed envelopes in accordance with the instructions within. This includes securing official transcripts from all institutions of post-secondary study. Make your requests as early as possible to insure that you have all required documentation by the application deadlines listed below. It is important to bear in mind that college registrars usually need a minimum of four Pending Letters to five weeks to respond to transcript requests. Applicants who attended Queens College must follow the same procedures for securing all transcripts *except for* their Queens College academic record, which we will retrieve. Please note that even if you do not have *all* required documentation, you must *still* submit your application *by the stated deadline* so that we may process your application in a timely manner.

We welcome your application and look forward to being of service to you.

Sincerely,

Mario Caruso  
Director, Graduate Admissions

### DEADLINES FOR APPLICATIONS AND REQUIRED DOCUMENTATION

Program	Fall	Spring
Applicants Educated in the U.S. only:	April 1 <sup>st</sup>	November 1 <sup>st</sup>
Applicants Educated Abroad:	March 1 <sup>st</sup>	October 1 <sup>st</sup>
Art Studio (M.F.A.) Program (Code 702):	March 15 <sup>th</sup>	October 15 <sup>th</sup>
Counselor Education (Code 530):	March 1 <sup>st</sup>	-
Physical Education , K - 12 (Code 827):	March 1 <sup>st</sup>	October 1 <sup>st</sup>
School Psychology Program (Code 532):	April 1 <sup>st</sup>	-
Speech Pathology Program (Code 346):	February 1 <sup>st</sup>	-

# INSTRUCTIONS

Please read these instructions before you complete your application. Following them carefully will expedite the processing of your application.

## 1. HOW TO ASSEMBLE YOUR APPLICATION

### Application Fee - \$125.00

Attach a check or U.S. Post Office Money Order only, payable to Queens College, to your application. Write your address and Social Security number (if you have one) on the check or money order. The application fee is non-refundable. Your application will *not* be processed without payment.

### Transcripts (U.S. Institutions)

Write your name and address on an envelope and send it along with a U.S. Institution Transcript Request form (included) to each previously attended college/university.

*Important Note:* All transcripts must be official. Do *not* open the envelopes when you receive them or your documents and application will not be accepted.

### Transcripts - International Students (Foreign Transcripts/Educational Credentials)

Use the special International Transcript Request Form enclosed with this application (*not* the U.S. Transcript Request form) to request your educational records from post-secondary institution(s) (university, colleges, institutes and/or polytechnics).

*Important Note:* All transcripts must be official. It is your responsibility to have your educational records from abroad sent as soon as possible. This documentation must be sent *directly* from the foreign institution to the Queens College Graduate Admissions Office. Any university/college transcripts (grade reports/official attested university marksheets / relevés des notes/index book/notas) that pass through a student's hands are *not* acceptable.

### Essay

Applicants must submit a 500-word essay explaining their objectives in applying for graduate study and including a brief personal statement.

### Interview

Some departments/programs may require an admissions interview.

### 1A. Test Scores

Obtain applicable GRE or TOEFL test scores from the Educational Testing Service (ETS), and GMAT scores from the Graduate Management Admission Council. We prefer that you enclose an unopened score report with your application. For information about these exams, please write to or call the testing service, or check the websites indicated below:

GRE, ETS, P.O. Box 6004, Princeton, NJ 08541	(609) 771-7670	<a href="http://www.gre.org">www.gre.org</a>
GMAT, P.O. Box 6103, Princeton, NJ 08541	(609) 771-7100	<a href="http://www.gmat.org">www.gmat.org</a>
TOEFL, ETS, P.O. Box 6151, Princeton, NJ 08541	(609) 771-7100	<a href="http://www.toefl.org">www.toefl.org</a>

The Institutional Code Number for Queens College is 2750.

### Test of English as a Foreign Language (TOEFL)

INDIVIDUALS WHOSE NATIVE LANGUAGE IS NOT ENGLISH AND WHOSE POST-SECONDARY EDUCATION WAS NOT IN ENGLISH ARE REQUIRED TO TAKE THE TEST OF ENGLISH AS A FOREIGN LANGUAGE (TOEFL). Applicants who score below 600 on the test will be required to register for the Graduate English as a Second Language (GESL) course during the first semester. **Please Note:** TOEFL is also required of applicants from:

Bangladesh, Hong Kong, India, Pakistan, Panama, The Philippines, Puerto Rico, South Africa and Sri Lanka.

### The following persons are exempt from taking the TOEFL:

1. Applicants who have passed the Queens College ELI Final Exam, Level VI with a score of 100 or better and who are applying to programs that require a minimum TOEFL score of 500. \*
2. Applicants who have received a bachelor's degree in the United States.

\* **Exception:** Applicants to programs that require a TOEFL score of 550 or higher are *not exempt* from the TOEFL.

### Letters of Reference

If the program to which you are applying requires letters of reference, send a letter of reference form to each of your recommenders. Master of Science in Education applicants should consult Section 3C in this application.

---

### Important Notice of Possible changes

The City University of New York reserves the right, because of changing conditions, to make modifications of any nature in the academic programs and requirements of the University and its constituent colleges without advance notice. Tuition and fees set forth in this application are similarly subject to change by the CUNY Board of Trustees. The University regrets any inconvenience this may cause.

It is the policy of Queens College of the City University of New York to recruit, employ, and promote employees and to admit and provide services for students without regard to age, sex, sexual orientation, alienage or citizenship, religion, race, color, national or ethnic origin, handicap, or veteran or marital status. The College will comply with Title IX of the Educational Amendments Act of 1972, which protects persons from discrimination on the basis of sex in the operation of its educational programs or activities. Inquiries should be directed to the Affirmative Action Coordinator, Queens College, Flushing, NY 11367-1597

## 2. MAILING INSTRUCTIONS

### Your completed application will include:

- Application fee – \$ 125.00
- Completed, signed, and dated application
- Official transcripts (refer to previous page)
- Essay
- Letters of Recommendation
- Test scores if possible.

Put everything in the large envelope and return to Queens College.

## 3. SPECIFIC DEPARTMENTAL INFORMATION

### 3A. English – Creative Writing

Students applying for an MA in English – Creative Writing must submit a manuscript (at least 20 pages) of their original work to the Graduate Adviser, English Department, Klapper Hall, Room 607, by the application deadline.

### 3B. Art Studio (M.F.A.)

All applicants to the Master of Fine Arts program must send to the Art Department at least 15, and no more than 20, 2" x 2" color slides of creative work. These should include at least two drawings. Each slide should indicate the top and the dimensions of the original material as well as the applicant's name. (Slides of successful candidates will be retained for analysis and discussion. Other slides will be returned if they are accompanied by a self addressed envelope bearing proper postage.) Again, slides must be sent in a *separate envelope directly to the Art Department*, Klapper Hall, Room 172. Only the application for admission and its supporting documents should be sent to the Graduate Admissions Office in the envelope provided with this application.

### 3C. Teacher Education

*Applicants to Teacher Education Programs* must have completed a sequence of academic and professional courses appropriate to teacher certification in New York State, and must include with the application evidence (copies) of NYS provisional or initial certifications held. Those with insufficient background may be admitted under special circumstances. Applicants may consult with the graduate adviser from the individual program involved.

*Applicants for the Special Education program* are required to hold a provisional or permanent certification in general education in the age/grad range of the Special Education program for which they are applying (i.e. Early Childhood (Birth-Grade 2), Childhood (Grade 1-6), and Adolescence (Grades 7-12). Students applying for the Adolescence Special Education program must hold a certification in teaching within a content area (e.g., mathematics or science).

### 3D. Music

All music applicants (except Musical Education, program code 524, see Section 3C) should send a photocopy of their application directly to the School of Music when they file the original application with the Graduate Admissions Office. Performance majors should list their major instrument below the program code (335) on the application, and should contact the School of Music directly to obtain repertory requirements and arrange for their major audition. Applicants living overseas or at a considerable distance may send an audition tape. All other applicants (program code 334) should submit copies of their recent work: composition majors, send two or three recent compositions; theory majors, send one or two examples of music written in the traditional tonal system (e.g., fugue, a movement in sonata or rondo form, etc.), and a recent paper; history majors, send a recent paper. These materials or tapes should be sent directly to the Graduate Adviser, Aaron Copland School of Music, Queens College, CUNY, 65-30 Kissena Boulevard, Flushing, NY 11367-1597.

### 3E. Art History

Applicants must describe their proficiency in reading foreign languages within the 500-word essay. The GRE score is not required for admission, but if desired by the applicant, score may be submitted and will be considered as part of the admissions credentials.

### 3F. School Administration & Supervision

M.S.Ed. applicants to the Administration Programs must indicate the names of three individuals who have been their immediate supervisors (including their present supervisor) in the portion of the application entitled "References." No Letters of recommendation are required at the time of filing, but may be requested by the department at a later date.

### 3G. Art Education

While your papers are under review, you must submit a 15-slide portfolio of your work. On a page accompanying the slides you must provide the following information for each slide:

- Title (if any)
- Size
- Medium
- Date

Include a self-addressed envelope stamped with sufficient postage for the material to be returned. *Original artwork will not be accepted and will not be reviewed.*

These materials are due at the graduate Admissions Office at the same time all other materials are submitted. Admission is competitive, and the submission dates will not be extended.

### 3H. Psychology

Applicants must submit results of both the aptitude test and the advance test in psychology of the Graduate Record Examination.

*Please Note:* The GRE is not required for the Applied Behavior Analysis program (Initial Advanced Certificate, Code 803).

# APPLICATION FOR GRADUATE ADMISSION

Social Security (optional) or Student ID Number (if you have previously attended Queens College) \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If you cannot provide a Social Security number, a unique identifying number will be assigned to your file. This will in no way affect your admission status.

Name of applicant:  Mr.  Ms. \_\_\_\_\_  

Last (family name)
First (given name)
Middle

Any prior last name(s) used: \_\_\_\_\_

Date of birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_      Gender:  Male  Female  

Month
Day
Year

Permanent Address: \_\_\_\_\_  

House #
Street
Ap.t#

\_\_\_\_\_  

City
County
State
Zip code
Country

Telephone: Day ( \_\_\_\_\_ ) \_\_\_\_\_      Evening ( \_\_\_\_\_ ) \_\_\_\_\_  

Area code
Area code

E-mail address: \_\_\_\_\_      Portfolio URL: \_\_\_\_\_

Length of time at the above address: \_\_\_\_\_      Length of time in New York State: \_\_\_\_\_  

Years
Months
Years
Months

(If different from above or local address for international students) Mailing address \_\_\_\_\_  

House #
Street
Ap.t#

\_\_\_\_\_  

City
County
State
Zip code
Country

Expected semester and year of enrollment:     Fall     Spring     Summer Session I/II    Year 20 \_\_\_\_\_

Program to which you are applying \_\_\_\_\_

Program Code Number \_\_\_\_\_ **(Your application cannot be processed without this code - see Information Chart.)**

**Music applicants**, check area:     Performance     Composition     History  
 If performance:     Classical     Jazz    Instrument: \_\_\_\_\_

**Literacy Education applicants**, check area:     Birth – Grade 6     Grades 5 – 12

**Special Education applicants**, check area     Birth – Grade 2     Grades 1 – 6     Grades 7 – 12

If you are currently enrolled at Queens College or another institution, please list the titles of your courses and the name of your institution:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

List all post-secondary institutions (universities, institutes of higher education, or polytechnics) you have attended beginning with the most recent. Indicate breaks if your education has not been continuous. **You are responsible for obtaining all official transcripts.**

Name of institution	Dates of attendance		Approx. no. of credits completed	Degree (Major/Minor)	For office use only	
	From Mo./Yr.	To Mo./Yr.			U	O

Have you taken the Test of English as a Foreign Language (TOEFL)?  Yes, when? \_\_\_\_\_

No, when are you scheduled to take it? \_\_\_\_\_

Have you taken the GRE?  Yes, when? \_\_\_\_\_

No, when are you scheduled to take it? \_\_\_\_\_

Have you taken the GMAT?  Yes, when? \_\_\_\_\_

No, when are you scheduled to take it? \_\_\_\_\_

**Employment** (start with current position – include military service)

Name of school or firm	Position (teachers indicate grade or subject taught)	Full time or per diem	Dates

Academic honors, distinctions, and scholarships \_\_\_\_\_

\_\_\_\_\_

Articles or publications (submit copies if available) \_\_\_\_\_

\_\_\_\_\_

Memberships in professional organizations \_\_\_\_\_

\_\_\_\_\_

**References**

List references (see Information Chart for number of references required)

Name of recommender	Title	Mailing address
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Certification for Applicants to Teacher Education Programs Only:**

If you hold a permanent or provisional/initial *New York State Teacher's certificate* (not the New York city license), complete the following information and attach a photocopy of your *New York State Certification*.

Permanent Certification No.

Provisional or Initial Certificate No.

Field and Age/Grade Range

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Citizenship Status

Citizenship status and alienage are used to determine if any other documents are needed to evaluate your application and to begin the visa process for temporary visa applicants. They are used to determine your eligibility for available financial aid programs.

Are you a United States citizen?  Yes  No If no, of what country? \_\_\_\_\_

If not a United States citizen, indicate immigration status:  Student (F1, J1)  Permanent Resident

Other (Specify) \_\_\_\_\_

U.S. Permanent Resident \_\_\_\_\_

Alien Registration (Green) Card #

Date Obtained

**Note for Permanent Residents:** Proof of Naturalization or Alien Registration must be submitted with the application.

## This section must be completed by all applicants:

I hereby certify that all the information in this application is accurate and complete. I realize that failure to file the appropriate application may affect my admission status. I understand that all the information contained in this application will be treated confidentially and will be used for institutional purposes only.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Optional Ethnic Data Section

Responses to questions in this section are voluntary and have no bearing on either admission or academic decisions. The information will be used to meet research and federal reporting requirements.

1. Which category describes you best?

- (1) White, non-Hispanic;  (2) Black, non-Hispanic  (4) Hispanic  (5) Asian or Pacific Islander  
 (7) American Indian or Alaskan Native  Other (specify) \_\_\_\_\_

2. From what country did you or your family originally come? (Check the box next to the country with which you most closely identify.)

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> (032) China Mainland  | <input type="checkbox"/> (139) South Africa       | <input type="checkbox"/> (153) Trinidad               |
| <input type="checkbox"/> (148) China -Taiwan   | <input type="checkbox"/> (033) Colombia           | <input type="checkbox"/> (160) England/Scotland/Wales |
| <input type="checkbox"/> (170) Hong Kong       | <input type="checkbox"/> (038) Cuba               | <input type="checkbox"/> (056) Germany                |
| <input type="checkbox"/> (083) Korea           | <input type="checkbox"/> (045) Dominican Republic | <input type="checkbox"/> (060) Greece                 |
| <input type="checkbox"/> (070) India           | <input type="checkbox"/> (046) Ecuador            | <input type="checkbox"/> (074) Ireland                |
| <input type="checkbox"/> (150) Thailand        | <input type="checkbox"/> (065) Guyana             | <input type="checkbox"/> (076) Italy                  |
| <input type="checkbox"/> (178) Vietnam         | <input type="checkbox"/> (066) Haiti              | <input type="checkbox"/> (122) Poland                 |
| <input type="checkbox"/> (121) The Philippines | <input type="checkbox"/> (077) Jamaica            | <input type="checkbox"/> (158) Russia                 |
| <input type="checkbox"/> (075) Israel          | <input type="checkbox"/> (117) Panama             | <input type="checkbox"/> Other, specify _____         |
| <input type="checkbox"/> (113) Nigeria         | <input type="checkbox"/> (185) Puerto Rico        |   |

3. Where were you and each of your parents born?

	You	Mother	Father
Born in the United States excluding Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born in Puerto Rico or U.S. Territories	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Born outside the United States	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4. Do you speak a language other than English at home?  Yes, Language: \_\_\_\_\_  No

If yes, with which language do you feel most comfortable?

- English  Language other than English  Equally comfortable with both

# Information Chart

## MA, MALS, MFA & MS Degree Programs

Program Code	Program	Degree	Letters Of Ref	Semester to Apply	See Instruction(s)	TOEFL Score	500 Word Essay	Other Req.
300	Accounting	M.S.	3			600	√	GMAT
302	Applied Linguistics	M.A.	3	Fall Only		650	√	*
304	Art History	M.A.	3		3E	500	√	
702	Arts Studio	M.F.A.	3		3B	600	√	
308	Biology	M.A.	3		1A	600	√	GRE <sup>†</sup>
310	Chemistry	M.A.	3		1A	500	√	
314	Computer Science	M.A.	3			500	√	*
320A	English-Creative Writing	M.A.	3		3A	600	√	
320	English-Literature	M.A.	3			600	√	
322	French	M.A.	3			500	√	
324	Geology	M.A.	3		1A	500	√	GRE
326	History	M.A.	3			575	√	
328	Italian	M.A.	3			500	√	
402	Liberal Studies	M.A.L.S.	3			500	√	
332	Mathematics	M.A.	3			500	√	
334	Music	M.A.	3		3D	550	√	
335	Music-Performance	M.A.	3		3D	550	√	
329ES	Nutrition & Exercise Sci. - Ex. Sci Specialist	M.S.	3			500	√	
329NE	Nutrition & Exercise Sciences	M.S.	3			500	√	
329NU	Nutrition and Exercise Sci.–Nutrition Special.	M.S.	3			500	√	
336	Physics	M.A.	3			500	√	
340	Psychology	M.A.	3		1A,3H	600	√	GRE
341	Psychology-Clinical Behavioral	M.A.	3		1A,3H	600	√	GRE
343	Social Sciences	M.A.	3			500	√	
342	Sociology	M.A.	3			500	√	
344	Spanish	M.A.	3			500	√	
346	Speech Pathology	M.A.	3	Fall Only	1A	650	√	GRE
348	Urban Affairs	M.A.	3			500	√	

## Library Science Programs

Program Code	Program	Degree	Letters Of Ref	Semester to Apply	See Instruction(s)	TOEFL Score	500 Word Essay	Other Req.
821	Childhood/Youth Public Library	Initial Advanced Certificate	3			550	√	*
602	Library Science - Public Librarianship	M.L.S.	3			550	√	*
604	Library Science, School Media Specialist	M.L.S.	3			550	√	*
906	Library Science	Post-Masters Prof. Certif.	3			550	√	

## Post-Baccalaureate Advanced Certificate Program

Program Code	Program	Degree	Letters Of Ref	Semester to Apply	See Instruction(s)	TOEFL Score	500 Word Essay	Other Req.
803	Applied Behavior Analysis	Initial Advanced Certificate	3	Fall Only	3I	600	√	

\* Interview may be required

† GRE Strongly Recommended

## Post-Baccalaureate Advanced Certificate in Education Programs

For students who wish to pursue an M.S. Ed. degree but have no undergraduate preparation in Education.

Program Code	Program	Degree	Letters Of Ref	Semester to Apply	See Instruction(s)	TOEFL Score	500 Word Essay	Other Reqs.
801	Art – Visual Arts, (K – 12)	Initial Advanced Certificate	2		3G	600	√	
810	Biology (7 - 12)	Initial Advanced Certificate	2			600	√	
812	Chemistry (7 - 12)	Initial Advanced Certificate	2			600	√	
851	Childhood (1-6)	Initial Advanced Certificate	2			600	√	
852	Early Childhood Ed. (Birth-2)	Initial Advanced Certificate	2			600	√	
814	Earth Science (7 - 12)	Initial Advanced Certificate	2			600	√	
806	English (7 - 12)	Initial Advanced Certificate	2			600	√	
819	Family & Consumer Sci (K – 12)	Initial Advanced Certificate	2			600	√	
808	French (7 - 12)	Initial Advanced Certificate	2			600	√	
820	Italian (7 - 12)	Initial Advanced Certificate	2			600	√	
822	Mathematics (7 - 12)	Initial Advanced Certificate	2			600	√	
827	Physical Education (K – 12)	Initial Advanced Certificate	3			600	√	
816	Physics (7 - 12)	Initial Advanced Certificate	2			600	√	
834	Social Studies (7 - 12)	Initial Advanced Certificate	2			600	√	
836	Spanish (7 - 12)	Initial Advanced Certificate	2			600	√	

## MAT & M. S. Ed. Degree Programs in Education

Program Code	Program	Degree	Letters Of Ref	Semester to Apply	See Instruction(s)	TOEFL Score	500 Word Essay	Other Reqs.
554	Childhood Ed./ Bilingual Extension (1 – 6)	M.S.	2		3C	600	√	
555	Childhood Ed./ Bilingual Extension (1 – 6)	M.S. Ed.	2		3C	600	√	
550	Childhood Education (1 – 6)	M.S. Ed.	2		3C	600	√	
551	Childhood Education (1 – 6)	MAT	2		3C	600	√	
530	Counselor Education	M.S. Ed.	3	Fall Only		600	√	
552	Early Childhood Education (B – 2)	MAT	2		3C	600	√	
553	Early Childhood Education (B – 2)	M.S. Ed.	2		3C	600	√	
559	Literacy Education (5 – 12)	M.S. Ed.	3	Fall Only	3C	600	√	*
529	Literacy Education (B – 6)	M.S. Ed.	3	Fall Only	3C	600	√	*
560	Music (pre – K – 12)	Initial/Prof Adv. Certificate	2			600	√	
562	Physical Education (K – 12)	M.S. Ed.	3			600	√	
914	School Admin & Supervision	Post-Masters Certificate	See 3F	Fall Only	3F	600	√	
532	School Psychology	M.S. Ed.	3	Fall Only		600	√	*
502	Sec Ed. – Art	M.S. Ed.	2		3C,3G	600	√	
506	Sec Ed. – English	M.S. Ed.	2		3C	600	√	
557	Sec Ed. – Family & Consumer Science	M.S. Ed.	3			600	√	
508	Sec Ed. – French	M.S. Ed.	2		3C	600	√	
510	Sec Ed. - General Science, Biology	M.S. Ed.	2		3C	600	√	
512	Sec Ed. - General Science, Chemistry	M.S. Ed.	2		3C	600	√	
514	Sec Ed. - General Science, Earth Science	M.S. Ed.	2		3C	600	√	
516	Sec Ed. - General Science, Physics	M.S. Ed.	2		3C	600	√	
520	Sec Ed. – Italian	M.S. Ed.	2		3C	600	√	
522	Sec Ed. - Math	M.S. Ed.	2		3C	600	√	
561	Sec Ed. – Music (K – 12)	M.S. Ed.	2		3C	600	√	
562	Sec Ed. – Physical Education (K – 12)	M.S. Ed.	2		3C	600	√	
534	Sec Ed. - Social Studies	M.S. Ed.	2		3C	600	√	
536	Sec Ed. – Spanish	M.S. Ed.	2		3C	600	√	
566	Special Education (1 – 6)	M.S. Ed.	3	Fall Only	3C	600	√	
567	Special Education (7 – 12)	M.S. Ed.	3	Fall Only	3C	600	√	
565	Special Education (B – 2)	M.S. Ed.	3	Fall Only	3C	600	√	
540	Teach. Eng. to Speakers of Other Languages	M.S. Ed.	3	Fall Only	3C	650	√	*

\* Interview may be required

† GRE Strongly Recommended





# Queens College

City University of New York  
Office of Graduate Admissions

65 - 30 Kissena Boulevard • Flushing, New York 11367 - 1597  
Tel: (718) 997 - 5200 • Fax: (718) 997 - 5193 • <http://www.qc.edu/gadm/>

## Letter of Reference

**To the Applicant:**

Please complete *all* entries above the dotted line.

Print Full Name \_\_\_\_\_ S.S. # \_\_\_\_\_

Year and Semester of Expected Enrollment:  Fall  Spring Year 20\_\_\_\_\_

Program of Study \_\_\_\_\_ Program Code No. \_\_\_\_\_

Name of Recommender \_\_\_\_\_

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974, as amended. I hereby  do  do not waive my right to examine the contents of this reference. I understand that by waiving my right I do so under the condition that the reference is use solely for the purpose for which it is requested.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**To the Recommender:**

The student whose name appears above has applied for admission to a master's program at Queens College. This form is submitted to you for your evaluation of the applicant's qualifications both for graduate study and for a fellowship or an assistantship. Please tell us how long you have known the applicant and what you know about his/her academic ability, and include any other information that might make a difference concerning the student's application.

---

---

---

---

---

---

---

---

---

---

How would you compare this student with recent graduates in his/her Field?

Upper Tenth  Upper Third  Average  Below Average

Date \_\_\_\_\_ Recommender's Signature \_\_\_\_\_

Recommender's Name and Title (*please print*). \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please return this form to the student in a sealed envelope.**



# Queens College

City University of New York  
Office of Graduate Admissions

65 - 30 Kissena Boulevard • Flushing, New York 11367 - 1597  
Tel: (718) 997 - 5200 • Fax: (718) 997 - 5193 • <http://www.qc.edu/gadm/>

## Letter of Reference

**To the Applicant:**

Please complete *all* entries above the dotted line.

Print Full Name \_\_\_\_\_ S.S. # \_\_\_\_\_

Year and Semester of Expected Enrollment:  Fall  Spring Year 20\_\_\_\_\_

Program of Study \_\_\_\_\_ Program Code No. \_\_\_\_\_

Name of Recommender \_\_\_\_\_

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974, as amended. I hereby  do  do not waive my right to examine the contents of this reference. I understand that by waiving my right I do so under the condition that the reference is use solely for the purpose for which it is requested.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

**To the Recommender:**

The student whose name appears above has applied for admission to a master's program at Queens College. This form is submitted to you for your evaluation of the applicant's qualifications both for graduate study and for a fellowship or an assistantship. Please tell us how long you have known the applicant and what you know about his/her academic ability, and include any other information that might make a difference concerning the student's application.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How would you compare this student with recent graduates in his/her Field?

Upper Tenth  Upper Third  Average  Below Average

Date \_\_\_\_\_ Recommender's Signature \_\_\_\_\_

Recommender's Name and Title (*please print*). \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please return this form to the student in a sealed envelope.**



# Queens College

City University of New York  
Office of Graduate Admissions

65 - 30 Kissena Boulevard • Flushing, New York 11367 - 1597  
Tel: (718) 997 - 5200 • Fax: (718) 997 - 5193 • <http://www.qc.edu/gadm/>

## Letter of Reference

### To the Applicant:

Please complete *all* entries above the dotted line.

Print Full Name \_\_\_\_\_ S.S. # \_\_\_\_\_

Year and Semester of Expected Enrollment:  Fall  Spring Year 20\_\_\_\_\_

Program of Study \_\_\_\_\_ Program Code No. \_\_\_\_\_

Name of Recommender \_\_\_\_\_

I am aware of the rights afforded to me by the Federal Educational Rights and Privacy Act of 1974, as amended. I hereby  do  do not waive my right to examine the contents of this reference. I understand that by waiving my right I do so under the condition that the reference is use solely for the purpose for which it is requested.

Date \_\_\_\_\_ Applicant's Signature \_\_\_\_\_

### To the Recommender:

The student whose name appears above has applied for admission to a master's program at Queens College. This form is submitted to you for your evaluation of the applicant's qualifications both for graduate study and for a fellowship or an assistantship. Please tell us how long you have known the applicant and what you know about his/her academic ability, and include any other information that might make a difference concerning the student's application.

---

---

---

---

---

---

---

---

---

---

How would you compare this student with recent graduates in his/her Field?

Upper Tenth  Upper Third  Average  Below Average

Date \_\_\_\_\_ Recommender's Signature \_\_\_\_\_

Recommender's Name and Title (*please print*). \_\_\_\_\_

Institution \_\_\_\_\_

Address \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Please return this form to the student in a sealed envelope.**

### U.S. INSTITUTION TRANSCRIPT REQUEST

**To the Applicant:** You are responsible for submitting this form and an envelope to each school previously attended. Please be sure to comply with the policy of each school regarding transcript release regulations and fees.

Name \_\_\_\_\_  
First /M.I./ Last (Family) Prior Name(s) on Transcript(s)

Address \_\_\_\_\_  
Street City State Zip Code

Applying to Queens College:  Summer/Fall  Spring Year \_\_\_\_\_  Matric. QC Program # \_\_\_\_\_

School Prev. Attended \_\_\_\_\_ Dates \_\_\_\_\_

Degree \_\_\_\_\_ Date Conferred \_\_\_\_\_ SS# \_\_\_\_\_

I hereby request that my transcript be sent to my address in the envelope which I have provided with this form.

\_\_\_\_\_  
Signature Date

**To the Registrar:** The above named person is applying to a Queens College graduate program. Please provide the information requested below and mail this form and the transcript to the student in a sealed envelope. (See instructions below).

- |  |  |  |
|--|--|--|
| <p>1. Check as appropriate:</p> <p><input type="checkbox"/> Applicant is currently enrolled</p> <p><input type="checkbox"/> Degree conferred</p> <p><input type="checkbox"/> Other</p> | <p>2. Cumulative GPA: _____</p> <p>Class Rank: _____</p> <p>GPA in Major _____</p> | <p><i>Note: If GPA is not calculated on a 4.0 scale. Please attach an explanation.</i></p> |
|--|--|--|

Dear Registrar:

Applicants to Queens College graduate programs must collect official transcripts in sealed envelopes and submit them to us with their admission application. If your institution has a policy of not releasing official transcripts in sealed envelopes to students, we ask you to do the following:

1. Enclose an unofficial transcript in an envelope. If our applicant has provided a Queens College envelope, please use that envelope.
2. Seal the envelope and place your institution's official seal on the envelope.
3. Send the officially sealed envelope to the student, who will then enclose it with his/her application portfolio, as required.
4. Also send a second (official) transcript to our office.

Thank you for your cooperation.

Queens College/CUNY  
 Graduate Admissions Office  
 65 - 30 Kissena Boulevard  
 Flushing, NY 11367 - 1597

### U.S. INSTITUTION TRANSCRIPT REQUEST

**To the Applicant:** You are responsible for submitting this form and an envelope to each school previously attended. Please be sure to comply with the policy of each school regarding transcript release regulations and fees.

Name \_\_\_\_\_  
First /M.I./ Last (Family) Prior Name(s) on Transcript(s)

Address \_\_\_\_\_  
Street City State Zip Code

Applying to Queens College:  Summer/Fall  Spring Year \_\_\_\_\_  Matric. QC Program # \_\_\_\_\_

School Prev. Attended \_\_\_\_\_ Dates \_\_\_\_\_

Degree \_\_\_\_\_ Date Conferred \_\_\_\_\_ SS# \_\_\_\_\_

I hereby request that my transcript be sent to my address in the envelope which I have provided with this form.

\_\_\_\_\_  
Signature Date

**To the Registrar:** The above named person is applying to a Queens College graduate program. Please provide the information requested below and mail this form and the transcript to the student in a sealed envelope. (See instructions below).

- 3. Check as appropriate:  Applicant is currently enrolled  Degree conferred  Other
  - 4. Cumulative GPA: \_\_\_\_\_  
Class Rank: \_\_\_\_\_  
GPA in Major \_\_\_\_\_
- Note: If GPA is not calculated on a 4.0 scale. Please attach an explanation.*

Dear Registrar:

Applicants to Queens College graduate programs must collect official transcripts in sealed envelopes and submit them to us with their admission application. If your institution has a policy of not releasing official transcripts in sealed envelopes to students, we ask you to do the following:

- 5. Enclose an unofficial transcript in an envelope. If our applicant has provided a Queens College envelope, please use that envelope.
- 6. Seal the envelope and place your institution's official seal on the envelope.
- 7. Send the officially sealed envelope to the student, who will then enclose it with his/her application portfolio, as required.
- 8. Also send a second (official) transcript to our office.

Thank you for your cooperation.

Queens College/CUNY  
Graduate Admissions Office  
65 - 30 Kissena Boulevard  
Flushing, NY 11367 - 1597

### U.S. INSTITUTION TRANSCRIPT REQUEST

**To the Applicant:** You are responsible for submitting this form and an envelope to each school previously attended. Please be sure to comply with the policy of each school regarding transcript release regulations and fees.

Name \_\_\_\_\_  
First /M.I./ Last (Family) Prior Name(s) on Transcript(s)

Address \_\_\_\_\_  
Street City State Zip Code

Applying to Queens College:  Summer/Fall  Spring Year \_\_\_\_\_  Matric. QC Program # |\_|\_|\_|\_|

School Prev. Attended \_\_\_\_\_ Dates \_\_\_\_\_

Degree \_\_\_\_\_ Date Conferred \_\_\_\_\_ SS# |\_|\_|\_|\_|

I hereby request that my transcript be sent to my address in the envelope which I have provided with this form.

\_\_\_\_\_  
Signature Date

**To the Registrar:** The above named person is applying to a Queens College graduate program. Please provide the information requested below and mail this form and the transcript to the student in a sealed envelope. (See instructions below).

- 5. Check as appropriate:  Applicant is currently enrolled  Degree conferred  Other
  - 6. Cumulative GPA: \_\_\_\_\_  
Class Rank: \_\_\_\_\_  
GPA in Major \_\_\_\_\_
- Note: If GPA is not calculated on a 4.0 scale. Please attach an explanation.*

Dear Registrar:

Applicants to Queens College graduate programs must collect official transcripts in sealed envelopes and submit them to us with their admission application. If your institution has a policy of not releasing official transcripts in sealed envelopes to students, we ask you to do the following:

- 9. Enclose an unofficial transcript in an envelope. If our applicant has provided a Queens College envelope, please use that envelope.
- 10. Seal the envelope and place your institution's official seal on the envelope.
- 11. Send the officially sealed envelope to the student, who will then enclose it with his/her application portfolio, as required.
- 12. Also send a second (official) transcript to our office.

Thank you for your cooperation.

Queens College/CUNY  
Graduate Admissions Office  
65 - 30 Kissena Boulevard  
Flushing, NY 11367 - 1597

# INTERNATIONAL STUDENT SERVICES

Please read the instructions above and then fill in the appropriate sections of this form and attach the requested documentation. **All amounts should be given in U.S. dollars.**

**Section A** (to be completed by the student)

Student's Name:  Mr.  Ms. \_\_\_\_\_  
Last (family name) First (given name) Middle

Address \_\_\_\_\_  
House No. Street Apt No. City State Zip Code

Date of your intended entry to Queens College:  Fall  Spring Year 20\_\_\_\_\_

**Section B** (to be completed by any person and/or organization providing financial sponsorship)  
 Please indicate the amount of U.S. dollars that will be available to the student for each year of study.

<b>Source of Support</b>	<b>1<sup>st</sup> Year</b>	<b>2<sup>nd</sup> Year</b>	<b>3<sup>rd</sup> Year</b>
1. Sponsor Name: _____ Relationship to student: _____ <small style="margin-left: 100px;">(Parent, Friend, etc.)</small> (Please attach bank statement and proof of income, and complete Sections C & D below)			
2. Self-Sponsored Student Name: _____ (Please attach bank statement and complete Sections C & D below)			
3. Scholarship or Grant Name of Organization: _____ _____ (Please attach letter of support.)			
4. Other (specify): _____ _____ (Please attach appropriate documentation.)			

**Section C** (to be completed by sponsor and/or self-sponsored students)

Annual income of sponsor: U.S. \$\_\_\_\_\_. Number of persons supported by sponsor's income or self-sponsored student's assets: \_\_\_\_\_ (do *not* include student in this figure).

Sponsor's address: \_\_\_\_\_  
House No. Street Apt No.

\_\_\_\_\_ City State Zip Country

Sponsor's Phone (  ) \_\_\_\_\_ Student's phone (  ) \_\_\_\_\_  
Area code Area code

**Section D** (Notarized affidavit below to be completed by all individual sponsors and/or self-sponsored students.)

*This financial document will be invalid without the signed and witnessed affidavit.*

I hereby affirm that the information I have provided is true and complete to the best of my knowledge. I truly intend to support the student Named above and understand that I am liable for his/her expenses incurred while in the United States.

I understand that the student will not be able to work while in the United States and therefore will rely on the financial support promised above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I hereby certify that the sponsor named above has signed this sworn statement before me.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please affix official seal or stamp at right:  
 Please print name and title of Notary Public or official witness:

\_\_\_\_\_  
Name Title

# IMPORTANT INFORMATION:

## FOR OVERSEAS STUDENTS REQUIRING STUDENT VISAS TO ENTER THE U.S., AND FOR STUDENTS IN THE UNITED STATES WITH F-1 OR J-1 STATUS

Students requiring an F-1 student visa or J-1 exchange visitor's visa must submit proof of financial eligibility to Queens College in order to obtain an I-20 or IAP-66 Certificate of Eligibility. A Certificate of Eligibility provided by the College is required by the U.S. Consulate in order to issue an F-1 student visa or a J-1 exchange visitor's visa. Students transferring to Queens College from other American educational institutions also require a Certificate of Eligibility in order to maintain their legal F-1 or J-1 immigration status while in the United States.

### Steps for Obtaining the Certificate of Eligibility

1. Carefully read the instructions below regarding financial certification.
2. Have your financial sponsor(s) complete the appropriate financial forms.
3. Attach supporting documents such as bank statements, proof of income, etc.
4. Students should return their forms to:  
Queens College, CUNY  
Graduate Admissions Office,  
65 - 30 Kissena Boulevard  
Flushing, New York 11367 - 1597.
5. The College will review your financial documentation. If your financial documentation is approved and if you are admitted to matriculate, the Certificate of Eligibility will be sent to you.

### Instructions for Completing the Financial Documentation Needed to Obtain the Certificate of Eligibility

1. Your financial sponsor(s) must complete the Financial Certification Form below. "Financial sponsor(s)" refers to the person(s) who will pay for your tuition and living expenses. Since you cannot expect to work and earn money while in the United States, it is important to make arrangements for financial support before coming to Queens College. (You may make photocopies form below if you require more than one Financial Certification Form and/or the accompanying affidavit to document financial support from more than one source.)
2. Sponsors residing in the United States must submit a Financial Certification Form *and also* an Affidavit of Support. Sponsors living abroad must submit *only* the Financial Certification Form.
3. Sponsors must promise to provide the student with money to cover the cost of tuition and living expenses. Graduate students require \$19,714 each year for 2 to 3 years. (Please refer to the following table of Estimated Expenses.) The exact amount of support from all sources should be noted in Section B of the Financial Certification Form.

### Estimated Expenses for One College Year (all amounts are in U.S. dollars)

	Graduate
Tuition and Fees	\$ 7,714
Room and Board	\$ 8,000
Other Expenses	
Books and Supplies	\$ 500
Transportation	\$ 800
Personal (clothing, lunch, etc.)	\$ 2,000
Medical Care and Insurance	\$ 700
Total Expenses	\$ 19,714

4. Sponsors must provide proof of income by submitting one of the following documents (all documents should be *in English*):  
(1) Letter from the sponsor's employer indicating annual salary  
(2) Income tax return           (3) Paycheck stub.

*Sponsors residing in the United States:* A minimum income of \$30,000 is required for sponsors without dependents. An additional \$5,000 in annual income is required for each additional dependent, including the student. For example, a sponsor supporting him/herself, a spouse, and two children must earn at least \$50,000 per year in order to qualify:  
 $\$30,000 + (4 \times \$5,000) = \$50,000$ .

5. Sponsors must submit a personal bank statement on official bank letterhead indicating the amount of money in the account (no photocopies, please). The minimum amount required in the account is \$19,714. IRAs, checking accounts, and pension funds are generally *not* acceptable.

If a sponsor is providing the student with free room and board in his/her own home, the sponsor may reduce the amount needed in the bank statement by \$8,000. The sponsor should indicate the intention of providing free room and board in Section 11 of the Affidavit of Support.

6. If you intend to support yourself, you must submit a bank statement indicating that you presently have sufficient funds to cover the time period it will take to complete your degree at Queens College. Graduate students in 2-year programs must show funds in the amount of \$39,428 (2 years ? \$19,714).
7. Students supported by grants or scholarships must submit a letter from the organization providing the scholarship which outlines the terms of support, including the amount of the award and the period of time covered by the award.

Any questions about immigration status or the I-20 or IAP-66 Certificate of Eligibility should be directed to the Office of International Student Services Office (718) 997-4440).

Queens College, CUNY  
International Student Services, B Bldg., Room 211  
65 - 30 Kissena Boulevard  
Flushing, New York 11367 - 1597.



# FINANCIAL AID AND SCHOLARSHIP INFORMATION

Graduate students interested in the programs listed below should inquire about deadline dates from the appropriate College offices as early as possible. *All programs are subject to change.*

## I. NEED-BASED PROGRAMS

The following programs are based on financial need. Eligibility is determined by analysis of the Free Application for Federal Student Aid (FAFSA), which is available from the Queens College Financial Aid Office. Students may request the FAFSA application by telephoning the office at (718) 997 - 5100 or by writing to

Queens College, CUNY  
Financial Aid Office  
65 - 30 Kissena Boulevard  
Flushing, New York 11367-1597

Counselors are available in the Financial Aid Office to assist students in completing the application. *All awards require that the student be matriculated in a graduate program.*

### For residents of New York State:

1. *New York State Tuition Assistance Program (TAP):*  
Grants range from \$37.50 to \$275 a semester during the Fall and Spring semesters. Full-time attendance (enrollment in 12 or more graduate credits per semester) is required. Students may apply for TAP on the FAFSA application or on a separate TAP application, also obtainable from the Financial Aid Office or by written request to:

New York State Higher Education Services Corp.  
Empire State Plaza, Tower Building  
Albany, NY 12230

2. *Partial Waivers of Tuition:* Grants vary each year. Enrollment in 6 or more graduate credits per semester is required. The FAFSA must be submitted.

### Loans

1. *Perkins Loans (formerly National Direct Student Loans – NDSL).*  
Loans are repayable at 5% interest. Students must be registered for at least 6 credits per semester. The FAF must be submitted.
2. *Federal Direct Loans* are repayable at variable rates, no higher than 9%. Students must be registered for at least 6 credits per semester. Applicants must complete the FAFSA.

### Jobs

*College Work-Study Program (CWSP):* Part-time employment on or off campus at about \$8.00 an hour. Students must be registered for at least 6 credits per semester.

### For permanent residents of the U.S. who are *not* residents of New York State:

Partial Waivers of Tuition

Perkins Loans (formerly NDSL)

Federal Direct Loans

College Work-Study Program

## II. ACADEMIC MERIT-BASED PROGRAMS

The following programs use academic merit as a factor in the selection process.

1. *Graduate Assistantships:* Some graduate programs have funds available for this purpose. Students work in the offices of their academic departments. For information, contact the departmental chair or graduate adviser.
2. *Education Internships:* Graduate internships in Education that provide full tuition plus a stipend are awarded through the School of Education. Contact the department for information.

## III. Assistantship

Information about assistantships may be obtained by writing to the chair of the department in which you plan to matriculate.

# LIST OF GRADUATE PROGRAMS, OFFICES, TELEPHONES, BUILDING & ROOM LOCATIONS

Program* or Office	Phone - Area Code (718)	Location
Accounting	997-5070	Temp 2, Room 129
Applied Behavior Analysis	997-3216	Science Bldg. A321
Applied Linguistics	997-2870	Kissena Hall 347
Art History	997-4803	Klapper Hall 169
Art-Studio	997-4800	Klapper Hall 172
Biology	997-3400	Science Building D346
Bursar	997-4500	Jefferson Hall 200
Chemistry & Biochemistry	997-4100	Remsen Hall 206
Computer Science	997-3500	Science Building A202
Counselor Education	997-5240	Modular Bldg. 3, Rm. 320
Elementary Education-Bilingual Education	997-5304	Modular Bldg. 3, Rm. 443
Elementary/Early Childhood Education	997-5304	Modular Bldg. 3, Rm. 440
English-Creative Writing/Literature	997-4600	Klapper Hall 607
Financial Aid	997-5100	Jefferson Hall 202
French	997-5660	King Hall 207
Geology	997-3300	Science Building D204
Graduate Admissions	997-5200	Jefferson Hall Room 105
History	997-5350	Razaran Hall 360
International Student Services	997-4440	B Building 211
Italian	997-5660	Kiely Hall 207
Liberal Studies	997-5372	Razaran Hall 367
Library Science-Librarianship Post-Master's Certificate	997-3790	Rosenthal Library 254
Library Science-Public Librarianship	997-3790	Rosenthal Library 254
Library Science-School Media Specialist	997-3790	Rosenthal Library 254
Literacy Education	997-5240	Modular Bldg. 3, Room 320
Mathematics	997-5800	Kiely Hall 139
Music	997-3800	Music Building 203
Nutrition & Exercise Sciences	997-2710	FitzGerald Gym 203
Physics	997-3350	Science Building B334
Psychology	997-3200	Science Building E318
Registrar	997-4400	Jefferson Hall 100
School Administration & Supervision	997-5240	Modular Bldg. 3, Room 320
School Psychology	997-5230	Modular Bldg. 3, Room 320
Secondary Ed.-Art	997-5150	Klapper Hall 310
Secondary Ed.-English	997-5150	Klapper Hall 310
Secondary Ed.-Family & consumer Sciences/Nutrition	997-4475	Remsen Hall 306A
Secondary Ed.-French	997-5660	Klapper Hall 310
Secondary Ed. - General Science (Biology, Chemistry, Earth Science, Physics)	997-5150	Klapper Hall 310
Secondary Ed.-Italian	997-5660	Klapper Hall 310
Secondary Ed.-Mathematics	997-5150	Klapper Hall 310
Secondary Ed.-Music	997-3850	Music Bldg. 203
Secondary Ed.-Physical Education/Exercise Physiology	997-2710	FitzGerald Gym 203
Secondary Ed.-Social Studies	997-5150	Klapper Hall 310
Secondary Ed.-Spanish	997-5660	Klapper Hall 310
Social Science	997-5130	Temp. 3, Rm. 6
Sociology	997-2800	Kissena Hall 255
Spanish	997-5660	Kiely Hall 243
Special Education	997-5240	Modular Building. 3, Rm. 320
Speech Pathology	997-2870	Gertz Building
Teaching English to Speakers of Other Languages	997-2870	Kissena Hall 347
Urban Affairs	997-5130	Temp. 3, Rm. 6

\* If you have questions or need additional information, call the department and ask for the Graduate Adviser.

(Rev. 03/03)