

APPLICATION FOR ADMISSION



WESTCHESTER GRADUATE CAMPUS

LONG ISLAND UNIVERSITY

WELCOME TO THE WESTCHESTER GRADUATE CAMPUS OF LONG ISLAND UNIVERSITY

This booklet contains the Graduate Admissions Application you requested, along with all of the instructions you will need to complete the application process. Should you have any questions or concerns, please feel free to contact the Admissions Office at (1-800-GRAD-LIU).

Checklist:

- Completed Graduate Application
- \$30 application fee
- Official transcripts from all colleges and universities attended
- Personal Statement
- Letters of recommendation
- Academic writing sample (For the School Psychology Program)
- Resume
- Completed Immunization form for Measels, Mumps and Rubella
- Completed Immunization form for Meningococcal (check one box, sign and date)
- Refer to Table 1: Application Requirements, to determine if there are any additional requirements for your specific program

If you have questions about your application, please call the Admissions Office.

WESTCHESTER GRADUATE
CAMPUS



APPLICATION INSTRUCTIONS

1. The Application Form

Complete the application form enclosed in this booklet. Be sure to answer all questions on the application. Don't forget to sign and date it. Students are advised to file their applications and supporting materials as early as possible. Applications will be reviewed when all supporting documentation is received.

2. The Application Fee

Attach a non-refundable check or money order for \$30 to the front of the application form. Make check payable to Long Island University. Please write your social security number on your check or money order.

3. Transcripts

Request official copies of transcript(s) from the college(s) you attended. Have the transcripts sent directly to the admissions office at the Westchester Graduate Campus.

4. Letters of Recommendation

Letters of recommendation should be from professional sources such as an employer, a supervisor, a professor or an academic official, who is familiar with your academic history and achievement. Letters of recommendation should never be personal in nature. Please refer to Table 1: *Application Requirements* to determine how many letters are required for your specific program. Recommendation forms, included in this packet, may be used, or separate letters from references may be submitted. In either case, they should be mailed directly to the Westchester Graduate Campus.

5. Graduate Admissions Tests

Please refer to Table 1: *Application Requirements* for requirements for your specific program. It is the applicant's responsibility to request that the Educational Testing Service (ETS) forward official copies of GMAT scores directly to the Graduate Admissions Office. (Write ETS at: Box 966 for GMAT scores in Princeton, New Jersey 08540.) The Educational Testing Services code for the Westchester Graduate Campus is 2378.

6. Personal Statement

As part of the admissions process, we request a personal statement. Your personal statement should be one or two pages typed. It should address the reasons why you are interested in pursuing graduate work at the Westchester Graduate Campus in your prospective area of study.

7. Additional Materials

Submit any additional materials that are required by your specific discipline with your application packet. Please refer to Table 1: *Application Requirements* for requirements for your program.

8. Immunization

The New York State Health Department requires college and university students born on or after January 1, 1957 to be immunized for measles, mumps and rubella. All students attending the University, must show proof of immunization if they wish to register for classes. Applicants must also submit a completed Immunization form for Meningococcol.

9. Non-Degree Applicants

Applicants who do not wish to matriculate for a degree may take a limited number of courses for certification, professional advancement, or personal enrichment, but are not classified as graduate degree-seeking students. Non-degree students may subsequently matriculate by submitting an Application for Graduate Admissions, official credentials and by satisfying the admission requirements of the degree sought. Only six credits may be taken as a non-matriculant and then transferred into a degree program. Courses completed as a non-degree student may be credited toward the degree. Please consult the current Westchester Campus Graduate Bulletin for further information.

To be considered for admission as a non-degree student, applicants must submit the following to the Graduate Admissions Office at the Westchester Campus:

- Completed application form, accompanied by a non-refundable application fee of \$30
- Evidence that you have earned a bachelor's degree. A copy of your diploma or a unofficial "student copy" of the transcript is acceptable
- Completion of an Application for Non degree Admission form

No application will be considered until all required documentation has been received. Materials should be submitted before the opening of the semester in which the student hopes to enroll.

Send application and all supporting documentation to:

Graduate Admissions Office
Westchester Graduate Campus
Long Island University
735 Anderson Hill Road
Purchase, NY 10577-1402

TABLE 1: APPLICATION REQUIREMENTS

(NYS Public Health Law 2165 requires post-secondary students to show protection against measles, mumps, and rubella. Persons born prior to January 1, 1957 are exempt from this requirement. All students born after 1/1/57 are required to submit proof of immunization. Form is attached in this packet. All students must complete page 2 Immunization Record Form relating to meningococcal meningitis.)

Program	Letters of Recommendation	Standardized Test Scores	Additional Information
Education (M.S.Ed.) All teacher education programs	2 letters	None Required	Personal Statement Current Resume Immunization Forms
Education (M.S.Ed.) School Counselor and School Psychology	2 letters	None Required	Personal Statement Current Resume Academic Writing Sample (for School Psychology only) Immunization Forms
Business Administration (M.B.A.)	2 letters	GMAT required (except for applicant with previous master's degree, CPA license, J.D. or M.D. degrees or at least seven years of significant business experience)	Personal Statement Current Resume Immunization Forms
Library and Information Science (M.S.)	3 letters	GRE or MAT unless: <ul style="list-style-type: none"> - undergraduate GPA of 3.0 or higher - master's degree - previously completed substantial graduate course work, grades of B or above 	Personal Statement Current Resume Immunization Forms

WESTCHESTER GRADUATE CAMPUS LONG ISLAND UNIVERSITY

735 Anderson Hill Road • Purchase, NY 10577-1402

APPLICATION FOR GRADUATE ADMISSION

Please print legibly or type all information requested. • Return completed application to the address above.

NAME: Last	First	Middle	Maiden or other name appearing on records	Social Security #
				<input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> <input type="text"/>
HOME ADDRESS: Number & Street	City & State		Zip Code	<input type="checkbox"/> Male <input type="checkbox"/> Female
BUSINESS ADDRESS				Home Phone:
DATE OF BIRTH	CITIZENSHIP			Business Phone:
mm/dd/yyyy	<input type="checkbox"/> U.S.A. <input type="checkbox"/> Other Specify _____ Type of Visa _____			
Applying for admission effective <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer				Year: 20 _____
E-mail:				

Applying as a: Matriculated Student Non-Degree Student Visiting Student

Degree sought: M.B.A. M.S.Ed. M.S.

Major: _____

EDUCATION (M.S.Ed.) STUDENTS - Do you possess teaching certification? NYS Other _____

If yes, check one or both: Provisional Permanent Elementary Secondary Other _____

Have you taken the GMAT?

Yes When? _____ No If required in your program when do you plan to take it? _____

Are you applying for readmission? Yes No

EDUCATIONAL BACKGROUND – List in chronological order, beginning with the most recent, ALL SCHOOLS attended beyond the secondary level.

Name & Location of Institution	Month & Year of attendance	Major	Number of credits completed	Degrees (received or expected) and dates.
	from _____ to _____			
	from _____ to _____			
	from _____ to _____			
	from _____ to _____			

EMPLOYMENT EXPERIENCE: Please list current and previous positions (or military assignment).

Dates	Employer	Address	Title/Position

References: 1. _____
 2. _____
 3. _____

I certify that the information in this application is complete and accurate and I agree to abide by all the policies and regulations of the University as they appear in the Graduate Bulletin.

Date _____ Signature _____

How did you hear about Long Island University's Westchester Graduate Campus?

- Newspaper ad in _____ Mailing Web site
 Radio _____ Word of Mouth Other _____

Explain the degree to which you feel your grades as an undergraduate student reflect your true ability.

OPTIONAL:

- Which of these best describes your background? American Indian/Alaskan Native Black/Non-Hispanic
 White, non-Hispanic Asian/Pacific Islander Hispanic Other
(response is optional)

PERSONAL STATEMENT:

On a separate sheet of paper, write a brief statement (1-2 pages) explaining your purpose, objective and goals for undertaking graduate studies at the Westchester Graduate Campus of Long Island University.

Student Immunization Record Form

PLEASE RETURN TO:

Office of Admissions
Westchester Graduate Campus
Long Island University
735 Anderson Hill Road
Purchase, NY 10577-1402

NAME _____ SOCIAL SECURITY # _____

HOME ADDRESS _____

DATE OF BIRTH _____

NYS Public Health Law 2165 **requires** post-secondary students to show protection against Measles, mumps and rubella. Persons born prior to January 1, 1957 are exempt from this requirement.

REQUIRED: Measles (rubeola) Immunity - Must have one of the following:

1. TWO dates of Measles Immunization: (1) _____ (2) _____
Both must be given after 1967 **AND** the first birthday and the second on or after 15 months of age.
2. Date of Measles Titer _____ Results _____
3. Date of diagnosed measles disease _____
AND signature of the diagnosing physician _____

REQUIRED: Rubella (German Measles) Immunity - Must have one of the following:

1. Date of at least one rubella immunization: (1) _____ (2) _____
Must be on or after the first birthday.
2. Date of Rubella Titer _____ Results _____
Physician's diagnosis is **NOT** acceptable.

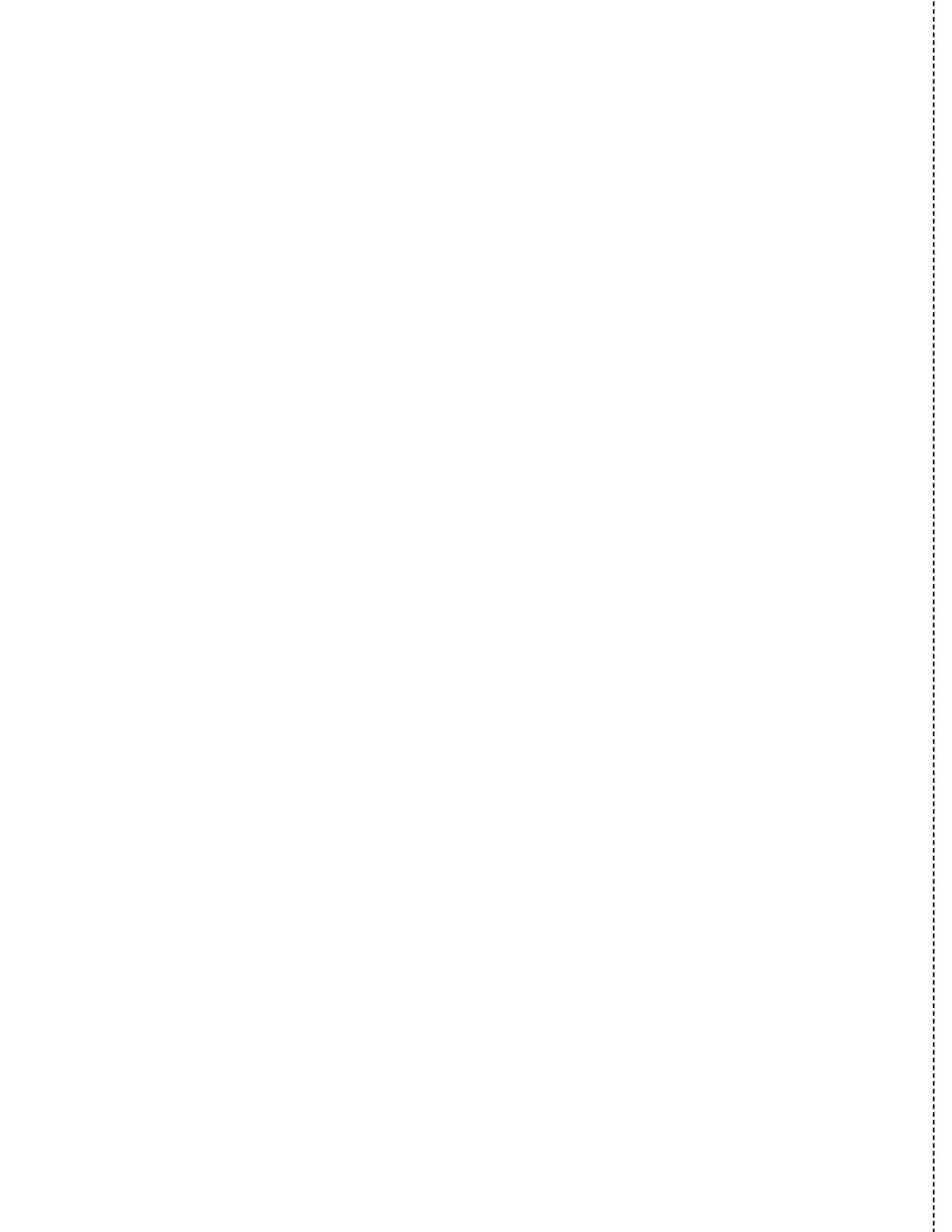
REQUIRED: Mumps Immunity - Must have one of the following:

1. Date of at least one mumps immunization: (1) _____ (2) _____
Must be on or after first birthday.
2. Date of Mumps Titer _____ Results _____
3. Date of physician diagnosed mumps disease _____
AND signature of diagnosing physician _____

PLEASE NOTE: MMR vaccine is recommended for all measles vaccine doses to provide increased protection against all three vaccine preventable diseases: Measles, Mumps, Rubella.

Signature of Health Provider _____ Date _____

Address _____



Student Immunization Record Form Meningococcal

PLEASE RETURN TO:

Office of Admissions
Westchester Graduate Campus
Long Island University
735 Anderson Hill Road
Purchase, NY 10577-1402

NAME _____ SOCIAL SECURITY # _____

HOME ADDRESS _____

DATE OF BIRTH _____

PLEASE CHECK ONE BOX, SIGN AND DATE

REQUIRED: TO BE COMPLETED AND SIGNED BY STUDENT

MENINGOCOCCAL (One dose within 10 years recommended by NYS PHL §2167)

Quadrivalent polysaccharide vaccine (Menomune™) Date _____

I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I will obtain immunization against meningococcal meningitis **within 30 days** of the beginning of the next semester.

I have read, or have had explained to me, the information regarding meningococcal meningitis disease. I understand the risks of not receiving the vaccine. I have decided that I will **not** obtain immunization against meningococcal meningitis disease.

Student Signature _____ Date _____

WESTCHESTER GRADUATE
CAMPUS



LIU/WESTCHESTER GRADUATE SCHOLARSHIP PROGRAM:

CREDIT BANK SCHOLARSHIPS

The Credit Bank Scholarship has been designed for today's typical graduate student who combines part-time study with employment and family responsibilities, and for whom financial considerations are an important factor. Awards are based on previous undergraduate academic performance rather than financial need. There are three levels of Credit Bank Scholarship:

Merit Scholarship

Tuition charges will be waived for a total of six graduate credits, which may be awarded based on cumulative undergraduate GPA of 3.5 or higher.

Incentive Scholarship

Tuition charges will be waived for a total of four graduate credits, which may be awarded based on cumulative undergraduate GPA of 3.3 or higher.

Graduate Scholarship

Tuition charges will be waived for a total of two graduate credits, and may be awarded based on cumulative undergraduate GPA of 3.2 or higher.

Eligibility Criteria for Credit Bank Scholarship

A student must be newly admitted to a program at the Westchester Graduate Campus as a matriculated, degree-seeking student. Students are assessed automatically by the Admissions Office upon acceptance into the degree program, and then notified of the award.

RECOMMEND-A-FRIEND SCHOLARSHIP PROGRAM (RAF)

A current student who is matriculated in a Westchester Graduate Campus degree program may be eligible to receive a scholarship if he or she refers a new student to the Westchester Graduate Campus. The referred student is required to enroll as a matriculated student in a Westchester Graduate Campus degree program. One RAF scholarship consists of three graduate tuition credits to be taken at the Westchester Graduate Campus. There is no limit to the number of nominees a current student can recommend or the number of RAF scholarships he or she may be eligible to receive. Contact the Admissions Office for eligibility requirements and application procedures.

WESTCHESTER COUNTY EMPLOYEE SCHOLARSHIP

This scholarship provides for a one-third tuition scholarship for all graduate programs at the Westchester Graduate Campus. To be eligible you must be a Westchester County employee and you must meet regular admissions requirements. Entry awards also are available for spouses and dependent children of County employees (one-third tuition scholarship for first six credits only).

CITY OF YONKERS EMPLOYEE SCHOLARSHIPS

This scholarship provides for a twenty-five percent tuition reduction for all master's degree programs at the Westchester Graduate campus. To be eligible a student must be a City of Yonkers, N.Y. employee, meet regular admissions requirements, and provide proof of employment by the City of Yonkers, N.Y. for each semester during which he or she is receiving the scholarship benefit.

PURCHASE COMMUNITY SCHOLARSHIP

This scholarship provides a 25% reduction in tuition for graduates of colleges located in Purchase, N.Y. including but not limited to Purchase College/State University of New York. Applicants must meet admissions criteria.

DOMINICAN & CONCORDIA SCHOLARSHIP

As a Dominican College or Concordia College graduate with a cumulative grade point average of 3.0 or higher, you may be eligible for The Dominican Alumni Scholarship or The Concordia Alumni Scholarship. This is a one-third reduction in tuition for the full length of your program.

BILINGUAL EXTENSION CERTIFICATE TUITION SCHOLARSHIPS

If you are a teacher in a Bilingual or Dual Language Program in a N.Y.S. public school and do not currently hold a Bilingual Extension Certificate, you may be eligible for the Intensive Teacher Institute (ITI) stipend, sponsored by the N.Y.S. Education Department. The Westchester Graduate Campus of Long Island University had an agreement through ITI, to cover tuition for eligible candidates for a 12-credit Bilingual Extension. Candidates for the ITI subsidy must apply along with their school district and agree to continue teaching in the Bilingual Program for at least one year after earning the certificate. Qualified applicants must apply one month prior to the start of the semester. To apply contact Jody Sperling, Eastern Suffolk BOCES-ITI, 350 Martha Avenue, Room 113A, Bellport, N.Y. 11713, phone (631) 286-6748.

All Scholarships

All scholarships require acceptance into a degree program. Scholarship commitments will be honored for three years from the date of the award. Students may take courses at their own pace. There is no minimum number of credits, which must be taken each semester, nor are recipients required to attend every session in order to maintain their scholarships.



LONG ISLAND UNIVERSITY

Celebrating 78 years of access to the American dream through excellence in higher education, Long Island University is a multicampus, diverse, doctoral institution of higher learning. One of the largest and most comprehensive universities in the country, it offers 604 undergraduate, graduate and doctoral degree programs and certificates, and educates more than 27,000 students on six campuses in Brooklyn, Brookville (C.W. Post), Southampton, Brentwood, Rockland and Westchester. The Arnold & Marie Schwartz College of Pharmacy and Health Sciences prepares students for successful careers in the fields of pharmacy and health care. The University's Friends World Program offers a wide range of study abroad options in North America and at five overseas locations. More than 700 full-time faculty members provide outstanding instruction, which is supplemented by internships and cooperative education opportunities. The accomplishments of nearly 156,000 living alumni are a testament to the success of its mission — providing the highest level of education to people from all walks of life. The University's NCAA Division I and II athletic teams, nationally renowned George Polk Awards in journalism, Tilles Center for the Performing Arts and Long Island University Public Radio Network (WLIU-FM and WCWP-FM) provide enrichment for its students and the communities it serves.

Westchester Graduate Campus

Since 1975, Long Island University has been offering graduate degree programs in Westchester County. The Westchester Graduate Campus is located in a new facility on the grounds of Purchase College of the State University of New York. The facility features high-tech classrooms designed for adult learners, technologically advanced library facilities, mainframe-networked computer labs and other resources.

Students enroll at the Campus as degree candidates or as non-degree students who wish to pursue graduate courses for personal enrichment and/or professional advancement. Most classes are held in the late afternoons, in the evenings and on the weekends to meet the scheduling needs of working adults. Program offerings include education in the areas of early childhood (Grades 1-6), middle childhood and adolescence (Grades 5-12), special education, literacy, bilingual, TESOL, school counseling and school psychology; library and information science; business administration (M.B.A.).

**WESTCHESTER GRADUATE
CAMPUS**



735 ANDERSON HILL ROAD
PURCHASE, NEW YORK 10577-1402

ADMISSIONS: 1-800-GRAD-LIU
westchester@liu.edu
www.liu.edu/westchester