

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 (914-831-2703).

Checklist:

- Completed graduate application
- \$30 application fee
- Official transcripts from all colleges and universities attended
- Personal statement
- Letters of recommendation
- Academic writing sample
- Resume
- Completed immunization form for Measles, 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.

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 make sure that your name appears 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. (For GMAT scores write ETS at: Box 966, 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 meningococcal meningitis.

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 subsequently may matriculate by submitting an Application for Graduate Admissions and official credentials, and by satisfying the admission requirements of the degree sought. Typically, 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 Graduate Campus Bulletin for further information. Non-degree students are ineligible for University scholarships or awards.

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

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

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 wishes to enroll.

Send application and all supporting documentation to:

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

10. Scholarships and Awards

All applications for matriculation automatically are evaluated for scholarship/award eligibility.

WESTCHESTER GRADUATE CAMPUS SCHOLARSHIPS AND AWARDS

Subject to Change

All scholarships and awards require matriculation into a master's degree or advanced certificate program. In order to have any scholarship or award applied to a tuition bill, a student must complete a FAFSA form online at www.fafsa.ed.gov. Scholarship commitments are honored for three years from the date of the award. With the exception of the RAF (see below), students will receive only one scholarship or award. There is no minimum number of credits which must be taken each semester, nor are recipients required to register every semester in order to maintain their eligibility. All scholarships and awards are subject to change, and new awards may become available from time to time. Please check with the Westchester Graduate Campus Financial Aid Office for the most up-to-date information.

Credit Bank Scholarships

Awards are based on previous undergraduate academic performance rather than financial need. Students are assessed automatically upon acceptance into a master's degree or advanced certificate program, and then notified of the award. There are three levels of Credit Bank Scholarship:

Merit Scholarship

Scholarship awarded based on a cumulative undergraduate GPA of 3.5 or above. Tuition charges will be waived for a total of six (6) graduate credits.

Incentive Scholarship

Scholarship awarded based on a cumulative undergraduate GPA of 3.3 or above. Tuition charges will be waived for a total of four (4) graduate credits.

Graduate Scholarship

Tuition charges will be waived for a total of two (2) graduate credits awarded based on a cumulative undergraduate GPA of 3.2 or above.

Recommend-A-Friend Scholarship Program (RAF)

A currently matriculated WGC student may be eligible to receive a three (3) credit RAF scholarship if s/he refers a new student to the WGC. The referred student is required to matriculate in a WGC master's degree or advanced certificate program. There is no limit to the number of RAF scholarships for which a current student may be eligible.

Westchester County Employee Scholarship

Westchester County employees may receive a one-third tuition scholarship for study toward a WGC master's degree. Westchester County employees must meet regular admissions requirements. Entry awards also are available for spouses and dependent children of County employees (one-third tuition scholarship for first three credits only).

Yonkers City Employee Scholarship

Employees of the City of Yonkers who have matriculated at the Westchester Graduate Campus may receive a 25 percent tuition reduction for WGC credits leading to a master's degree. Proof of employment by the City of Yonkers, N.Y., must be provided for each semester during which the student is receiving a scholarship benefit.

Purchase Community Scholarship

This scholarship provides a 25 percent 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 regular admissions criteria.

Dominican and Concordia Scholarship

A Dominican College or Concordia College graduate with a GPA of 3.0 or above is eligible for an Alumni Scholarship. This is a one-third reduction in tuition for the length of a master's degree or advanced certificate program.

Bilingual Extension Advanced Certificate Scholarships

If you are a teacher in a bilingual or dual language program in a New York State public school and do not currently hold a bilingual extension, you may be eligible for the Intensive Teacher Institute (ITI) stipend, sponsored by the NYS Education Department. Qualified candidates may be able to take advantage of the ITI subsidy as well as a matching University award. For more information, please email helaine.marshall@liu.edu.

Advanced Certificate Scholarship for Westchester Public School Teachers

A full-time, certified classroom teacher from a Westchester County public school who holds a master's degree and wishes to acquire a new area of certification will receive a 25% tuition reduction for every credit earned toward that certificate at the Westchester Graduate Campus. A candidate for this tuition reduction must be recommended by either his/her building principal or district superintendent. This tuition reduction is available only for one advanced certificate in teaching.

Career Ladder Scholarship for Teacher Education

The Westchester Graduate Campus of Long Island University offers a 25% tuition discount for qualified paraprofessionals and teaching assistants working in Westchester County public school districts who are matriculated in master's degree programs leading to teacher or counseling certification. Individuals receiving this scholarship must remain in the employ of the district in order to retain the scholarship. To be eligible for this opportunity, the paraprofessional or teaching assistant must be recommended by a building principal.

Independent School Teacher Scholarship

This scholarship provides a 25% tuition reduction for a nine credit block of teacher education graduate credits in literacy, special education, early childhood or ESL. Teachers, paraprofessionals and teaching assistants employed in independent (private or religious) schools in Fairfield (Conn.), Westchester (N.Y.) and Bronx (N.Y.) counties who wish to pursue graduate study are eligible. Recommendation by either a building principal or head is required.

M.B.A. Cohort Scholarship

This scholarship adjusts tuition costs from 10%-25% based on the number of company employees who enroll at the same time in our M.B.A. program. For one to four employees the tuition reduction is 10%; for five to seven employees, the tuition reduction is 20%; and for eight or more employees, the tuition reduction is 25%. Individuals receiving this scholarship must provide proof of continued employment every semester.

Deanna Giordano Special Education Scholarship

A \$1,000 scholarship will be awarded to a current special education master's degree student. The student must have a GPA of 3.8 or above and must have completed the majority of credits toward a special education master's degree. Final selection of the scholarship recipient will be made by the Academic Oversight Committee and approved by the provost of the Westchester Graduate Campus.

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. The 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 Psychologist	2 letters	None Required	Personal Statement Current Resume Academic Writing Sample Immunization Forms
Counseling or Therapy (M.S.) Mental Health Counseling and Marriage and Family Therapy	2 letters	None Required	Personal Statement Current Resume Academic Writing Sample Immunization Forms
Business Administration (M.B.A.)	2 letters	GMAT required unless applicant has previous master's degree, CPA license, J.D. or M.D. degree, 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 GMAT unless applicant has <ul style="list-style-type: none"> - an undergraduate GPA of 3.0 or higher - a master's degree - previously completed substantial graduate course work with 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 #
HOME ADDRESS: Number & Street		City & State		Zip Code	
BUSINESS ADDRESS					<input type="checkbox"/> Male <input type="checkbox"/> Female
DATE OF BIRTH	CITIZENSHIP				
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: <input type="checkbox"/> Matriculated Student <input type="checkbox"/> Non-Degree Student <input type="checkbox"/> Visiting Student					
Degree sought: <input type="checkbox"/> M.B.A. <input type="checkbox"/> M.S.Ed. <input type="checkbox"/> M.S.					

Major: _____

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

If yes, check one or both: Provisional Permanent Init Prof Other _____

Have you taken the GMAT _____ GRE _____ ?

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

Have you served in the U.S. armed forces? Branch _____ Dates of service from _____ to _____

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 _____

(over)

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.

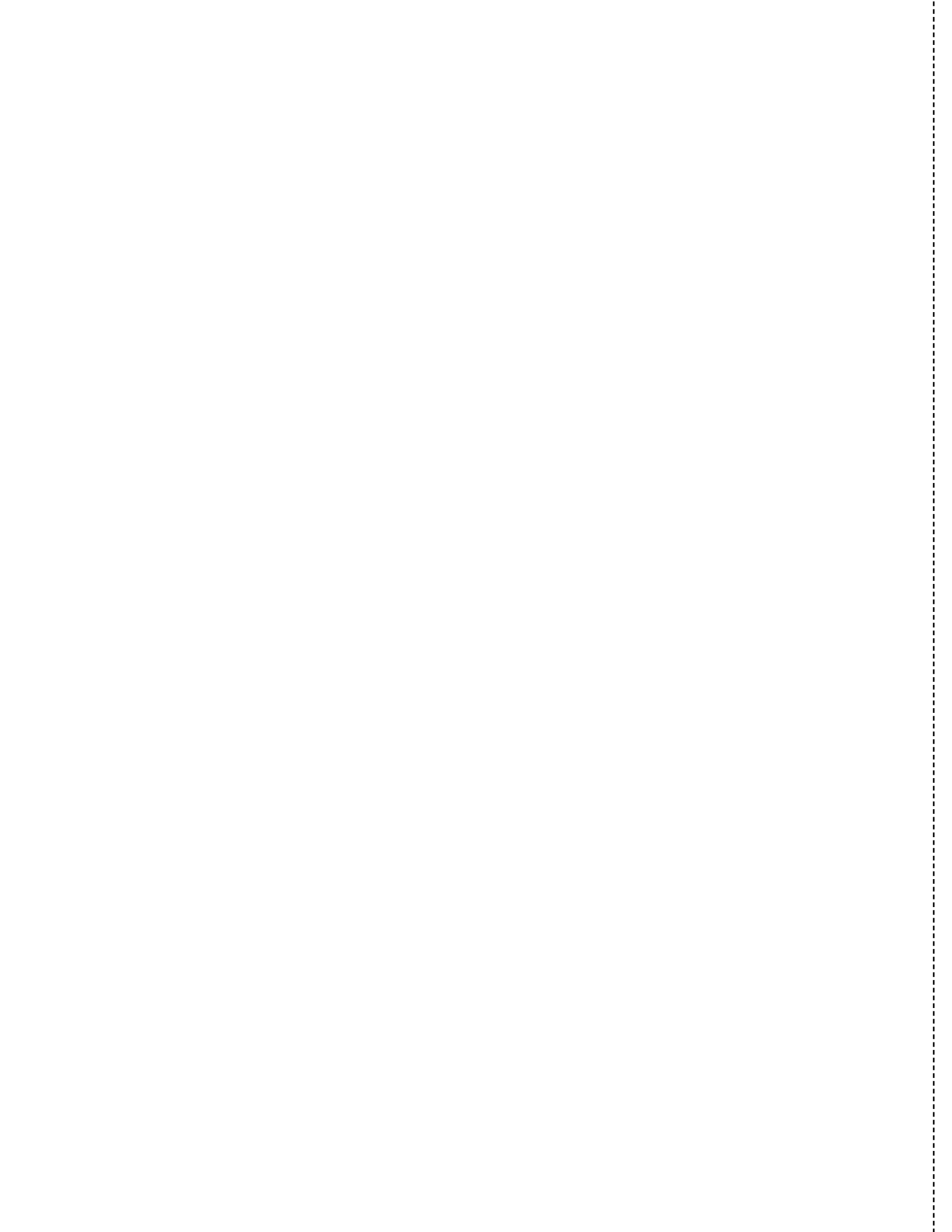
REQUIRED: Mumps Immunity - Must have one of the following:

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





LONG ISLAND UNIVERSITY

In its ninth decade of providing 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 private universities in the country, Long Island University offers 590 undergraduate, graduate and doctoral degree programs and certificates, and educates over 24,000* students in degree-credit and continuing education programs in Brooklyn, Brookville (C.W. Post), Brentwood, Riverhead, 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 Global College offers a wide range of study abroad options at overseas centers in Australia, China, Costa Rica and India.

Long Island University's nearly 650 full-time faculty members provide outstanding instruction, which is supplemented by internships and cooperative education opportunities. The accomplishments of more than 170,000 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 students and the community.

*This number includes high school students enrolled in one or more degree-credit courses.

Westchester Graduate Campus

Since 1975, Long Island University has been offering graduate degree and certificate programs in Westchester County. The Westchester Graduate Campus is located in a state-of-the-art 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 as degree candidates or as non-degree students who wish to pursue graduate courses for personal enrichment or professional advancement.

Most classes are held in the late afternoons, in the evenings and on weekends to meet the scheduling needs of working adults. Program offerings include business (M.B.A.); education (M.S.Ed. and/or Advanced Certificate) in the areas of childhood – grades 1-6, early childhood, middle childhood and adolescence – grades 5-12, special education, literacy, bilingual, TESOL, writing and reading, school counseling, and school psychology; marriage and family therapy (M.S.); and mental health counseling (M.S.).

The diverse courses are taught in small classes by distinguished full-time and adjunct faculty members who are committed to personalized instruction and bring practical experience to the classroom.

The Palmer School of Library and Information Science which is based at the University's C.W. Post Campus offers graduate-level courses at the Westchester Graduate Campus.

**WESTCHESTER GRADUATE
CAMPUS**



735 ANDERSON HILL ROAD
PURCHASE, NEW YORK 10577-1402

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