

**APPLICATION INFORMATION**

*Applications are processed ONLY when all supporting material, required documents and application fee have been received. Incomplete applications delay the review process and may result in a later admission date. **Applicants whose official transcripts arrive after the deadline will be considered for the next semester.** The application fee is a processing fee and is **non-refundable**. Make Check or Money Order payable to Manhattan College. **If you wish to receive an acknowledgment that your application was received, please send it return receipt requested (certified).***

1. Applicants for Admission must possess a bachelor’s or master’s degree from an accredited college or institution based on the requirements of the Education Program to which you are applying.
2. An official transcript from the granting institution(s) must certify that the applicant has received a degree. This application must include **original transcripts (preferably** issued to student or sent by the institution) of all college and/or university study. Graduates of Manhattan College should request the Office of the Registrar to forward a transcript to Graduate Admissions.
3. Up to six applicable, approved credits earned within the last five years may be transferred. The request must be made at the time of the Application.
4. Applicants must submit:
  - a one page narrative statement of interest for the specific program in Education.
  - a current resume.
  - Letter(s) of recommendation from your current workplace supervisor or other professional in a sealed envelope.
  - copies of proof of Immunization and the results of a recent physical.
5. Submit the name, address, and phone number of someone to contact in case of an emergency.
6. If you have attended a Child Abuse or SAVE Legislation workshop, enclose a copy of your Certificate of Completion (if not already on file). Indicate a transcript notation if taken via course work.
7. Enclose copies of Certificates for school service from cities or other states, or professional or occupational licenses.
8. **FOREIGN STUDENTS** must apply four months in advance of the semester desired.
9. **DEADLINE FOR FILING APPLICATION:**  
**During: June for Fall Semester November for Spring Semester March for Summer Session.**  
**Applications received after the due date will be transferred to the next semester.**

**APPLICATION CHECKLIST**

Your application **will be delayed** unless you complete all the steps listed below. **Check items below to ensure that your application can be processed in time for you to begin classes in the desired semester:**

- I completed all sections of the application *after* reading instructions carefully
- I enclosed or requested original student transcripts (not photocopies), issued to me by the college, of all collegiate study.
- I enclosed a copy of proof of immunization
- I enclosed a copy of the results of a recent physical
- If available, I enclosed a copy of Child Abuse or SAVE workshop training, or Certificate(s) of Completion.
- I enclosed a professional letter of recommendation.
- I enclosed a statement of interest in the program to which I am applying.
- I enclosed a current resume.
- If needed, I requested transfer credit.
- I enclosed the name, address, and phone number of an emergency contact.
- I included a check or money order for the required, **non-refundable** application fee of \$50.
- If I am not yet a citizen, and if necessary, I included a copy of my Declaration of Intention (Form N-300) signed by an INS officer
- I addressed the package to: Manhattan College, Office of Admissions, Riverdale NY 10471 **in time for**  
**Admission in the**  Fall  Spring  Summer  
**As a**  Full Time  Part Time  Visitor  Auditor  
 Matriculated  NonMatriculated

**PLEASE PRINT**

NAME: \_\_\_\_\_  
First Full Middle Family Maiden

SOC SEC #: \_\_\_\_/\_\_\_\_/\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  M  F

HOME ADDRESS: \_\_\_\_\_  
Number Street Apt#  
 \_\_\_\_\_  
City State Zip

DAY PH: (\_\_\_\_)\_\_\_\_\_ EVE PH: (\_\_\_\_)\_\_\_\_\_

CELL PH: (\_\_\_\_)\_\_\_\_\_ EMAIL: \_\_\_\_\_

FAX: (\_\_\_\_)\_\_\_\_\_

City/Country of Birth \_\_\_\_\_ Country of Citizenship \_\_\_\_\_

Place of Employment: \_\_\_\_\_ WORK PH: (\_\_\_\_)\_\_\_\_\_

Work Address : \_\_\_\_\_  
Street City State Zip

**PROGRAM you wish to enter**

- Autism
- Counseling
- School Administration
- Special Education
- Technology

**DEGREE / diploma / certificate for which you are applying**

- Master of Arts
- Master of Science in Education
- Professional Diploma
- Professional Diploma in Advanced Leadership Studies
- Certificate

**LIST ALL COLLEGES AND UNIVERSITIES YOU HAVE ATTENDED.** Official transcript(s) issued to the student from each college/university attended must be submitted with this application.

Name	Location	Dates	Degree	Major field

**TRANSFER CREDIT REQUEST:** A maximum of six credits previously completed in the last five years with grade of A or B at an accredited institution that are appropriate to the course of study may be awarded toward the Master's degree if the course(s) have not been taken more than five years prior to being accepted at Manhattan College. Credits used to earn one graduate degree may not be applied for the credit requirements of another degree. Request must be made at the time of application. An official transcript must accompany the request. If your transfer credit request is approved, you will be notified of the approval in your letter of acceptance.

University or College	Course #	Course Title	Credits	Date

Check here if **no** transfer credits will be requested. Your initials here: \_\_\_\_\_

**PROFESSIONAL EXPERIENCE (Please submit a current resume):**

Organization	Location	Position	Dates

**EDUCATION PROGRAMS:**

1. List educational or professional Certificates or Licenses you now possess.

NAME AND KIND OF CERTIFICATE OR LICENSE	ISSUED BY	DATE ISSUED	LICENSE/CERTIFICATION NUMBER

2. What License or Certificate (if any) are you planning to obtain through your program in Education?

--

Check here if you do not intend to seek NYS certification. Initial here: \_\_\_\_\_

3. Non-matriculated applicants must list course(s) desired.


Submit the following:

1. Letter of recommendation from a supervisor or other professional
2. Narrative Statement of Interest in the Program for which you are applying.
3. Proof of immunization
4. Results of a recent physical
5. Current Resume
6. All necessary transcripts
7. Emergency Contact
8. Other needed documentation

Date \_\_\_\_\_

Signature \_\_\_\_\_

N.B. Return completed form with non-refundable application fee (check or money order for \$50.00) payable to Manhattan College. Send to:

Office of Graduate Admissions  
Manhattan College  
Riverdale NY 10471

VETERAN ENTITLED TO BENEFITS \_\_\_\_\_ Yes \_\_\_\_\_ No

**FOREIGN STUDENT STATUS** (To be completed only by applicants who are not citizens of the United States.)

1. If you now reside in the United States, what type of visa do you hold? \_\_\_\_\_
2. Indicate amount of funds in U.S. dollars available each year for your education in the U.S.A. and their source.

<u>AMOUNT</u>	<u>PURPOSE</u>	<u>SOURCE</u>
_____	Travel	_____
_____	Maintenance	_____
_____	Tuition and Fees	_____

N.B. **A notarized statement of the funds available must be received before an I-20 form can be issued.**  
**Accepted students must deposit \$300 (non-refundable) towards tuition before I-20 will be issued.**

3. Have you taken:  

	<u>TOEFL</u>	<u>GRE</u>
Date taken:	_____	_____
Score:	_____	_____

3. A TOEFL score of 213 or greater is required for acceptance and issuance of an I-20 form.

N.B. **I-20 form, student visa, can be issued only to a student applying for admission to full-time graduate programs.**

***Non-Discrimination Policy***

*Manhattan College has had a longstanding policy of non-discrimination. The college repudiates all discriminatory procedures and specifically those based on race, color, religion, national origin, age, sex, disability or any other protected status. The College does not knowingly support or patronize any organization or business, which discriminates. No person shall be denied Admission or access to the programs or activities of Manhattan College, nor shall any person be denied employment at the College, solely because of any physical, mental or medical impairment within reasonable accommodations. Inquiries Concerning this policy may be referred to Human Resources. The Title IX and Age Act Coordinator is located within the Office Of Human Resources, Memorial Hall Rm. 305, (718) 862-7398. The ADA/Section 504 Coordinator is located within the specialized Resource Center, Miguel Hall Rm. 300A, Voice (718) 862-7101, TDD (718) 862-7885. The Specialized Resource Center (SRC) serves all students with special needs and is also a resource for the College at large. A sampling of Auxiliary aids and/or academic adjustments offered by the SRC for students providing appropriate documentation based on their individual needs for no fee include: Priority registration, priority seating, alternative testing environments, readers, note takers and scribes, access to adaptive technology, books on tape, and liaison with faculty and other college departments.*

**For More Information:**

Administration/Supervision	Sr. Remigia Kushner	718-862-7473	sr.remigia.kushner@manhattan.edu
Autism	Dr. Gloria Wolpert	718-862-7106	gloria.wolpert@manhattan.edu
Counseling	Dr. Corine Fitzpatrick	718-862-7497	corine.fitzpatrick @manhattan.edu
Special Education	Dr. Elizabeth Kosky	718-862-7969	elizabeth.kosky@manhattan.edu
Technology	Dr. Corine Fitzpatrick	718-862-7497	corine.fitzpatrick@manhattan.edu