



MCNY International Graduate Admissions Application

Metropolitan College of New York
Office of Admission
60 West Street
New York, NY 10006
U.S.A.
www.mcny.edu

MCNY Graduate Admission Requirements for International Applicants

In reviewing your application for graduate admission, MCNY requires the following for all international applicants:

PART ONE: FOR ACCEPTANCE CONSIDERATION

1. The MCNY International Graduate Admissions Application is available for download. Official documents and all other paper requirements should be mailed to:

ieconline GmbH
Marienstrasse 19/20, D-10117 Berlin
Tel. +49 (0)30-20458687
www.ieconline.de

1. A Personal Statement/Essay of 350 to 500 words describing your interest in pursuing graduate study at MCNY.
2. Two letters of reference from a professor or work supervisor. Recommendation forms are included in the MCNY International Student Application. Letters submitted on official school or company letterhead may be substituted in lieu of the official MCNY form.
3. A one to two-page resume that includes your professional/work experience, qualifications and education.
4. A college/university academic transcript proving bachelor's degree completion with a GPA of 3.0 or higher from an accredited institution of higher education for graduate admission consideration.
5. Transcript Evaluations: International academic transcripts must be evaluated by one of our approved transcript evaluators: [Globe Language Services](#); [Education Credential Evaluators \(ECE\)](#); [AACRAO](#) or [World Education Services \(WES\)](#). Academic Transcripts from colleges or universities outside the US require a course-by-course evaluation. Completed official transcript evaluations should be forwarded to the MCNY Admissions Office.
6. English Language Proficiency Requirements: Complete one of the following:
 - [TOEFL](#) Scores – Ibt (80 or above) or Pbt (550 or above)
 - [IELTS](#) – Academic band score of 6.0 or higher
 - [Pearson](#) – PTE Score of 53 or better
 - [LSI](#) – Completion of Advance Level English course (recommendation letter from language instructor required)
 - [ELS](#) – Completion of ELS Language Center course of 112 or higher
 - [Kaplan](#) – Completion of an Advance Level English course (recommendation from language instructor required)
 - A GMAT score of 520 or higher.
 - A GRE verbal score of 440 or higher and writing score of 3.5 or higher.
 - A revised GRE verbal score of 145 and a writing score of 3.5 or higher.

Please contact IEC if you have questions! →

- **MCNY Accuplacer:** For students already in New York City, they may take the our Accuplacer examination to meet the English Language Proficiency Requirements. Students will need to achieve a minimum of 65 on the Reading section and a minimum score of 70 on the sentence skills portion of the examination.
- **Transcript Evaluation:** International applicants with official transcripts from an accredited college or university in the United States, the United States, Canada, United Kingdom or Australia that verify bachelor's, master's or doctoral degree completion with an degree are exempt from English Language Proficiency Requirements.

PLEASE MAKE NOTE: Only one of the above mentioned tests (that meets the minimum requirements for admission) is necessary. Official scores of the TOEFL, IELTS, Pearson, GRE, GMAT, and LSI, Kaplan or ELS course completion should be sent directly to MCNY from the test administration site.
CEEB: 4802/TOEFL School Code: 2509

PART TWO: SPECIAL MPA & MSED ADMISSIONS REQUIREMENTS

- **MPA Program:** Applicants must have field placement approved by the dean in order to enroll in the program. Accepted students must apply for work authorization from US Immigration in order to complete the required fieldwork component. Please call the Admissions Office for more details.
- **MSED Program:** Applicants are required to take the GRE or GMAT exam, complete a proctor essay and schedule a dean's interview for acceptance consideration. Accepted students must apply for work authorization from US Immigration in order to complete the required fieldwork component of the program. Please call the Admissions Office for more details.

PART THREE: FOR ENROLLMENT AFTER ADMISSIONS ACCEPTANCE

1. **MCNY I-20 Application:** For the SEVIS I-20, accepted international applicants must complete and submit the downloadable [MCNY I-20 Application for International Students](#) with supporting documents dated three month before the intended semester of enrollment.* To demonstrate sufficient funds (converted in US dollars) to cover the costs of tuition and living expenses to complete your desired program of study, recent documents of supporting evidence may include any of the following:

- *Personal bank statements (checking/savings accounts)*
- *Bank or investment statements*
- *Income tax returns as proof of annual income*
- *Pay stubs from your recent employer as proof regular income*
- *Affidavit(s) of support from one or more sponsors*
- *Business registration, ownership documents, and profit and loss statements from a company owner as a sponsor*
- *Property deed, lease or rent receipts from housing sponsors*

*Official bank letters will not be accepted; outdated documents will not be accepted

2. **Proof of MMR Immunization:** New York State public health law requires that college and university students provide documentation of immunity to measles, mumps, and rubella (MMR) before their first term of study. Students should submit completed immunization documentation for MMR 30 days prior to registering for classes. Although it is not required for an admission's decision we encourage you to submit your

Important



immunization record with your application. Students will not be able to register for classes without documentation of MMR1.

MCNY is authorized under Federal law to enroll nonimmigrant alien students and is fully accredited under the Middle States Association of Colleges and Schools.

MCNY ADMISSIONS APPLICATION DEADLINES:

- August 1st for Fall admission – Fall classes start in early September
- December 1st for Spring admission – Spring classes start in early January
- April 1st for Summer admission – Summer classes start early May



We are pleased that you are completing an application for admission to MCNY. We ask that you read the following information carefully before completing the application. If you have any questions, you may email the Office of International Admissions at international@mcny.edu.

Application Process

The Admission Committee will review completed applications thoroughly, and will consider academic achievement, difficulty of curriculum, standardized test scores, personal statement/essay, letters of recommendation, English proficiency, extracurricular involvements and other possible requirements. Applicants must show evidence of having achieved at least a level of education appropriate for the level in which they wish to enter. For graduate applicants, this level must be equivalent to a bachelor degree in the United States.

Notification of Admission Status

Your application to MCNY is reviewed after receipt of your completed application packet and supporting documentation. If any portion of your application packet needs further action by you, we will notify you via e-mail. As soon as the application is complete, an admission decision will be made, and you will be notified by the Admission Office. Please do not interpret statements made in casual conversation or correspondence with anyone else to mean that you have been fully admitted. The Admission Office is the only office authorized to notify international students of their acceptance to MCNY. Depending on where you live, you may reasonably expect an admission decision on your completed application within four weeks after receipt at MCNY of ALL application materials.

Application Deadlines

It is recommended that you submit your application packet at least three months before the semester in which you wish to enroll. We will be able to consider your application for the semester in which you wish to enroll only if we receive all of the required documents. In order to process your application for admission in a timely manner, the following deadlines have been established:

- Summer Semester deadline.....April 1st**
- Fall Semester deadline.....August 1st**
- Spring Semester deadline.....December 1st**

We will consider completed applications received after the specified deadline as time permits and, if necessary, roll your application over to the next entry period.

MNCY International Graduate Admissions Application

Requirements for F-1 Student Visa Status

To be eligible for F-1 student visa consideration, accepted applicants must present a Certificate of Eligibility (Form I-20) issued by the U.S. institution at which you plan to study. MCNY can issue Form I-20 only to those students who meet all admission requirements as specified in this application packet, are officially accepted and complete MCNY's I-20 application with supporting financial documentation. In addition, applicants currently on I-20's with F-1 visas from another institution can transfer their I-20 to MCNY. Applicants with visas that are not F-1 visas may be issued a Change of Status I-20.

International students are permitted to study in the United States if they meet U.S. Immigration and Naturalization Service requirements. An F-1 visa to enter the U.S. is issued only to students who: (a) present evidence of regular admission to a full-time course of study in the U.S.; (b) have financial support for the entire period of study in the U.S.; and (c) intend to return to their home country once studies are completed. The U.S. embassy or consulate in your home country will be able to tell you what the specific requirements for applying for an F-1 visa from your home country are.

Documentation for Travel from Outside the U.S.

You will be mailed the Form I-20 with your acceptance letter. You will present this form, along with supporting documentation, to the U.S. embassy or consulate in your home country. You must have a valid passport issued by your home country for the visa application process and pay any necessary processing fees. Collecting documentation and scheduling appointments to complete the application process may cause unexpected delays. Therefore, it is recommended that you complete and submit your application packet to MCNY at least three months prior to the semester in which you plan to begin your studies. Early submission should allow you ample time to receive the Form I-20, meet with U.S. consular officers and make travel arrangements.

Documentation for Travel from Inside the U.S.

Upon your acceptance to MCNY, you will be mailed a Transfer Authorization Form (to be completed by the designated official at your current institution) to verify your F-1 status. Students who will come to MCNY from within the United States will be issued a Form I-20 after the transfer process has been completed. If you plan to return to your home country or travel outside the U.S. before coming to MCNY, you must notify the international student adviser of your intentions at least three weeks prior to your departure from the U.S. so that appropriate arrangements can be made and documentation can be prepared for you to reenter the U.S. Applicants in any status other than F-1 will be sent further instructions for status change if necessary.

Evidence of Educational Experience

To evaluate your educational background fairly and accurately, we need specific information about your schooling and examination/test results. All educational experience must be demonstrated by official documents submitted directly from the appropriate issuing institution(s) to MCNY. These documents must list courses taken with credits, points, or hours per course and grades awarded, and must specify any educational degrees, certificates, or titles awarded. These documents must bear the original seal or stamp and the signature of an official of the issuing institution followed by a certified English translation (if applicable).

Examination results and score reports for examinations taken under the auspices of an examination authority or testing agency, as applicable to your situation, must be sent directly from the testing/examination authority to MCNY. Examples of such examinations are the TOEFL, Pearson, IELTS, SAT, ACT, or completion of an approved language level at our ESL partner institutions. Please visit www.mcny.edu for minimum testing requirements. Certified copies are also accepted while we wait for originals.

We ask that you provide explanation(s) on a separate sheet if you have had additional years of schooling or if your education has been different from that required for admission to the major institutions of higher learning in your home country.

MCNY reserves the right to verify all submitted documents with the issuing institution. You may be asked to provide further proof of your educational history, if such proof is deemed necessary by MCNY.

Personal Statement/Essay

You will be asked to write a personal statement as part of the application process of at least one page minimum.

Residence Policy

MCNY expects all students to find housing within a reasonable distance of our campus within the NY tri-state area. MCNY does not place students in housing but partners with a variety of housing services in the area. Students are welcome to apply to and live in an approved student housing facility or find accommodations on their own.

International Student Financial Aid & Scholarships

MCNY is committed to recognizing academic excellence in its students no matter their country of origin. MCNY offers an International Student Scholarship that is based on merit, financial need and other criteria. Undergraduate Scholarships are available for up to \$6,400 for the duration of a chosen program (\$800 per semester for up to eight semesters).

Other forms of financial aid or institutional awards are not available. International students are expected to cover the total comprehensive cost to attend MCNY regardless of scholarship.

An international student's eligibility for a scholarship is based on the student's academic records, test scores (national exams, TOEFL, IELTS, Pearson, SAT or ACT) and demonstrated leadership ability. Exceptions to these guidelines are made on an individual basis.

Consideration is given to students who have pursued an exceptionally competitive academic program which has resulted in a lower class rank, and to those who have very strong academic records, but whose test scores may not be as competitive. Additional consideration will be given to international students whose schools do not offer extracurricular opportunities.

Your application for admission and Statement of Financial Support also serve as your application for the international student scholarship. No separate application is needed.

International student scholarships are awarded on a competitive basis. The actual amount of your scholarship will depend on how your record compares with those of the other applicants. Students must maintain satisfactory academic progress and should be in good social standing to receive their award each semester. Please refer to the Statement of Financial Support for International Students for current program costs.

Metropolitan College of New York

Office of Admission, 60 West Street, New York, NY 10006, U.S.A

International Graduate Admissions Application

Personal Information

Name (same as passport): _____
First Middle Last Jr. etc.

Sex: Male Female Marital Status: Single Married Divorced Separated Widowed

Preferred first name: _____

Permanent home address:

Number and street City State Postal code Country

Permanent telephone number: _____ E-mail address: _____

If different from above, please provide your mailing address for all admission related correspondence:

Mailing address: _____
Number and Street City State Postal code Country

Telephone number: _____ Until what date will you reside at address? _____

Date of birth: _____ Country of Birth: _____
Month/Day/Year

Country of citizenship: _____ Native language: _____

Country of legal permanent residence: _____

Have you ever visited MCNY? Yes No Have you applied to MCNY before? Yes No

If Yes, give approximate date and details: _____

Semester in which you intend to enroll: Fall 20____ Spring 20____ Summer 20____

Do you plan to enroll as a: First year student International transfer student

Please list other colleges and universities that you have applied for, or planning to apply for admission:

How did you originally hear about MCNY? _____

Academic Information

Please indicate the graduate program(s) which you are most interested in pursuing at MCNY:

- Master of Business Administration: General Management**
- Master of Business Administration: Media Management**
- Master of Business Administration: Financial Services**
- Master of Business Administration: Health Services and Risk Management**
- Master of Public Affairs: Public Affairs and Administration**
- Master of Public Affairs: Emergency and Disaster Management**
- Master of Science in Education: Dual Childhood 1-6 and Special Education**

Possible career or professional plans: _____

Family

Father's full name: _____ Deceased: Yes No

Home address (if different from yours): _____

Home telephone number: _____ Work telephone number: _____

Occupation: _____ Employer: _____

College attended (if any): _____ Degree: _____ Year: _____

Mother's full name: _____ Deceased: Yes No

Home address (if different from yours): _____

Home telephone number: _____ Work telephone number: _____

Occupation: _____ Employer: _____

College attended (if any): _____ Degree: _____ Year: _____

If not living with one of your parents, with whom do you make your permanent home?

(name, relationship, occupation) _____

Please list any relatives who have attended MCNY:

<i>Name</i>	<i>Address</i>	<i>Telephone number</i>	<i>Relationship</i>
<i>Name</i>	<i>Address</i>	<i>Telephone number</i>	<i>Relationship</i>
<i>Name</i>	<i>Address</i>	<i>Telephone number</i>	<i>Relationship</i>

If you wish to authorize another person to discuss your application with us, please indicate person's name, address, telephone number, and relationship:

<i>Name</i>	<i>Address</i>	<i>Telephone number</i>	<i>Relationship</i>
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Does this person have permission to receive your admissions correspondence? Yes No

Emergency contact person

In the United States (*Name, Address, Telephone number, Relationship*): _____

In your home country (*Name, Address, Telephone number, Relationship*): _____

Will there be any people accompanying you? Yes No How many? _____

Will you need a dependent 1-20 for the F-2 dependent visa? Yes No

If you answered "yes" to both questions, please list all immediate relatives who may require an I-20 for the F-2 dependent visa. Only your spouse and children are considered immediate family.

Full name (first and last)	Relationship	Nationality & Birthdate

Please list any colleges or universities you have attended. Transcripts must be submitted from each institution (and may require an external evaluation for those seeking to transfer credits).

Name of college/university	City/State/Country	Dates attended

If you are currently enrolled in college or university now, please list the courses you are completing?

First semester	Second semester

Have you completed an ESL program? Yes No If Yes, when and where? _____

If not currently attending school, please check here:

How many years of English study have you completed? _____

- While in school, have you incurred serious or repeated disciplinary action? Yes No
- Have you ever been dismissed or suspended from school, been placed on probation, or left voluntarily for an extended period of time? Yes No

If you answered “yes” to either question, check the box and explain on a separate sheet of paper. If your status at school changes after submitting this application, you must notify us in writing.

Please list all languages that you know, and your proficiency in them:

Language	Reading	Writing	Speaking

If you are already in the United States:

On what date did you enter? _____

On what type of visa?

- Student (F-1) Exchange Visitor (J-1)
 Government Official Other (specify) _____

If on F-1, what institution issued the I-20? _____

If you are transferring to MCNY from another college or university, please explain why?

Briefly describe any scholastic distinctions or honors you have received in secondary school. Attach additional sheets of paper if necessary.

Test Information

All entering international students must either take the TOEFL, IELTS, Pearson, GRE, GMAT or have completed an approved language course.

Please indicate your test plans.

Note: Official copies of all scores should be sent directly to MCNY.

I have taken will take the TOEFL in _____
Month/Year

I have taken will take the IELTS in _____
Month/Year

TOEFL score _____ paper based IBT IELTS Band Score _____

Pearson PTE Score _____ GRE Score _____ GMAT Score _____

ELS Course _____ Completed on _____ Location _____ IB Program _____

LSI Course _____ Completed on _____ Location _____ IB Program _____

Kaplan Course _____ Completed on _____ Location _____ IB Program _____

Extracurricular and Personal Activities

Please list, in order of importance, your main extracurricular, community, and individual activities, along with any hobbies. Examples include: playing a musical instrument, work experience, or playing a varsity sport. Attach additional sheets if necessary.

Activity	Hours per week	Years of participation	Comments

Personal Statement/Essay

All applicants are required to submit a one-page minimum separate personal statement in response to one of the following questions below your selected level of study. Please attach additional sheets for your essay if necessary.

Graduate Applicants

- How will your experiences at MCNY benefit you personally and professionally upon graduation?
- What specific plans do you have after graduation, and how will these plans improve or serve society in your own country upon your return?

Signature

We cannot process your application without your signature.

I certify to the best of my knowledge that the information given in this application is true. I understand that any misrepresentation of facts on this application may result in denial of admission, cancellation of admission, or subsequent suspension from MCNY.

▶ _____
Applicant's signature

Date

MCNY Graduate Admissions Recommendation Form

Applicant: Please complete the upper portion of the form, remove the form from this application booklet, and then give it to the appropriate person with a properly addressed and stamped envelope. This form is very important in evaluating your application.

Applicant's name _____
First Middle Last Jr. etc.

Recommender: Please complete this form. If applicable, attach a school profile (if possible) and a transcript of the secondary school record. Your candid and objective appraisal of this applicant's qualifications will assist us in making an admission decision. Thank you.

Your name: _____ Title: _____

School: _____ School website : _____

Address: _____

Telephone number: _____ Fax number: _____

Email address: _____

Has this applicant been suspended or expelled? Yes No

If Yes, please explain: _____

How long have you known the applicant? _____

What are the first words that come to mind to describe him/her? _____

Please evaluate this candidate in the following areas with regard to your other college-bound students:

Academic achievement	<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Academic potential	<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Rigor of academic program	<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average
Emotional maturity	<input type="checkbox"/> Excellent	<input type="checkbox"/> Above Average	<input type="checkbox"/> Average	<input type="checkbox"/> Below Average

Would you be interested in receiving more information about MCNY? Yes No

In the space below, please appraise the applicant's qualifications, including academic and personal characteristics, attitude, initiative, leadership skills, special talents, respect from peers and teachers, and/or unusual circumstances. We especially welcome information that will help us to differentiate this student from others.

Please contact me. I have additional information to share with you.



Signature

Date

Teacher/Professor Recommendation Form

Applicant: Please complete the upper portion of the form, remove the form from this application booklet, and then give it to your English teacher with a properly addressed and stamped envelope. This form is very important in evaluating your application.

Applicant's name _____
First Middle Last Jr. etc.

Teacher: Please complete this form. Your candid and objective appraisal of this applicant's qualifications will assist us in making an admission decision. Thank you.

Your name: _____ Title: _____

School: _____ School website : _____

Address: _____

Telephone number: _____ Fax number: _____

Email address: _____

What scholastic, character, and personality traits come immediately to mind when you think of this student? What traits do you consider most outstanding and characteristic? Attach additional sheets of paper if necessary.

Which of the candidate's qualities and traits show the greatest need for growth and development? Attach additional sheets of paper if necessary.

Please indicate on a scale of 1 to 10 (10 being excellent, 1 being poor, and 0 meaning no opinion).

Ease of learning 1 2 3 4 5 6 7 8 9 10

Relation of achievement to ability 1 2 3 4 5 6 7 8 9 10

Written expression 1 2 3 4 5 6 7 8 9 10

Oral expression 1 2 3 4 5 6 7 8 9 10

Initiative and enthusiasm in school work 1 2 3 4 5 6 7 8 9 10

Originality and imagination 1 2 3 4 5 6 7 8 9 10

Breadth of general reading and information 1 2 3 4 5 6 7 8 9 10

Reliability 1 2 3 4 5 6 7 8 9 10

Emotional maturity 1 2 3 4 5 6 7 8 9 10

Sensibility, consideration of others 1 2 3 4 5 6 7 8 9 10

Teacher's signature: _____ Date: _____

Years you have taught this student: _____

General Recommendation Form

Applicant: Please complete the upper portion of the form, remove the form from this application booklet, and then give it to the appropriate person with a properly addressed and stamped envelope. This form is very important in evaluating your application.

Applicant's name _____
First Middle Last Jr. etc.

Recommender of Choice: Please complete this form. Your candid and objective appraisal of this applicant's qualifications will assist us in making an admission decision. Thank you.

Your name: _____ Title: _____

School: _____ School website : _____

Address: _____

Telephone number: _____ Fax number: _____

Email address: _____

What scholastic, character, and personality traits come immediately to mind when you think of this student? What traits do you consider most outstanding? Attach additional sheets of paper if necessary.

Which of the candidate's qualities and traits show the greatest need for growth and development? Attach additional sheets of paper if necessary.

Please indicate on a scale of 1 to 10 (10 being excellent, 1 being poor, and 0 meaning no opinion).

Ease of learning 1 2 3 4 5 6 7 8 9 10

Relation of achievement to ability 1 2 3 4 5 6 7 8 9 10

Written expression 1 2 3 4 5 6 7 8 9 10

Oral expression 1 2 3 4 5 6 7 8 9 10

Initiative and enthusiasm in school work 1 2 3 4 5 6 7 8 9 10

Originality and imagination 1 2 3 4 5 6 7 8 9 10

Breadth of general reading and information 1 2 3 4 5 6 7 8 9 10

Reliability 1 2 3 4 5 6 7 8 9 10

Emotional maturity 1 2 3 4 5 6 7 8 9 10

Sensibility, consideration of others 1 2 3 4 5 6 7 8 9 10

Recommender's signature: _____ Date: _____

Years you have taught this student: _____

Student Immunization Record Form

Metropolitan College of New York
60 West Street • New York, NY 10006, U.S.A.
Phone: +01/212.343.1234 ext. 5001 • Facsimile: 212.343.8470
www.mcny.edu • admissions@mcny.edu

Last Name _____ First _____ Middle _____

Date of Birth (MM/DD/YY) _____

Address (City, Province, Postal Code) _____

NYS Public Health Law 2165 requires college students to present documentation that they have received vaccination against measles, mumps and rubella (MMR).

Persons born on or after January 1, 1957 must submit this form before registration.

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

1. TWO dates of Measles Immunization: (1) _____ (2) _____
Both must be given after 1967. The first after the first birthday, and the second on, or after 15 months of age.

2. or Dates of Measles Titer _____ Results _____

3. or Date of physician diagnosed Measles disease _____ AND signature of diagnosing physician

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

1. Date of at least one Mumps Immunization: _____ This must be on or after the first birthday.

2. or Date of Mumps Titer _____ Results _____

3. or Date of physician diagnosed Mumps disease _____ AND signature of diagnosing physician

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

1. Date of at least one Rubella Immunization: _____ The date must be on or after first birthday.

2. or Date of Rubella Titer _____ Results _____

Physician's diagnosis of previous rubella is not acceptable.

Physician: Please use official stamp. The Admissions Office will not accept this form without physician's official stamp.