

# PARSONS THE NEW SCHOOL FOR DESIGN

## EXCHANGE STUDENT APPLICATION INSTRUCTIONS

If you attend school at one of our exchange partners, you can apply to Parsons as an exchange student in our Graduate or Undergraduate Programs. As an exchange student, you are able to enroll in our degree program courses for one or two academic term(s).

The curriculum for each program (course of study) is listed on our website. It will only list descriptions for the core courses; elective course offerings vary from semester to semester (you will be given the listing during the week of registration/orientation). Go to [www.parsons.edu](http://www.parsons.edu) and click on ACADEMICS and the program in which you want to study to learn more.

The application deadline for the fall term (September–December) is March 1st. The application deadline for the spring term (January–May) is October 1st. We ask that you submit your application as one package including all supplemental materials (transcripts, test scores, etc.).

## APPLICATION REQUIREMENTS

### 1. EXCHANGE STUDENT APPLICATION FORM

Please indicate your full name (as it appears on your passport/birth certificate) and fill in all of the appropriate areas. Please check to make sure that you have submitted a complete address and phone number (no abbreviations or acronyms).

### 2. TRANSCRIPTS

We will need to have an official transcript and unofficial translation of your academic record from your college/university. Your transcripts should indicate the course title, the grade you received for the course, the grading scale, and the credit hours (how many hours a week the course met and for how many weeks).

### 3. STATEMENT OF INTENT

You will need to submit a one-page typewritten statement that describes your goals and intentions for wanting to study at Parsons The New School for Design.

### 4. TOEFL EXAM

If your native language is not English and the method of instruction at your current college is not 100% in English, you are required to submit TOEFL exam results. The minimum score is 237 (computer-based exam) or 92 (internet-based exam). The New School code is 2638.

### 5. PORTFOLIO

Those students applying to an undergraduate program must submit a digital portfolio of 8-12 images of artwork on a cd/dvd or via web link. Please do NOT submit hard copies. The portfolio will be used by advising to help with class placement. Students applying to a graduate program that requires a portfolio or writing sample, please follow the same instructions found online at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply) and send your portfolios to the office of graduate admissions.

## APPLICATION PROCESS

Student Affairs at Parsons The New School for Design will contact you via email as soon as they receive your application. Any application with missing credentials will not be reviewed until the application is complete.

Parsons will review your application immediately upon its completion. Admitted exchange students will receive an acceptance letter that includes the online “Accepted Student Link” with all of the information needed enroll. Please take the time to read each and every document in the admission packet.

If you are admitted to Parsons, you will have until June 1st (for the fall term) and December 1st (for the spring term) to let us know that you plan on attending. While you do not need to pay the \$500 tuition deposit requested in the “Accepted Student Link,” please submit the signed form to confirm your intent to enroll. If you plan on residing at one of our residence halls, you should also submit the housing application with the \$250 housing deposit. Please be advised, the housing deposit is non-refundable.

If you have questions about your application, our degree programs, or the Exchange Student Program, please submit your inquiries to the Exchange contact at Parsons:

Evan Iacoboni  
Parsons Student Affairs  
Parsons The New School for Design  
66 Fifth Avenue, 6th Floor  
New York, NY 10011  
[parsonsstudentaffairs@newschool.edu](mailto:parsonsstudentaffairs@newschool.edu)

### INTERNATIONAL STUDENTS

As an international student, you will be required to complete the I-20 visa application. You will have access to these forms **ONLY** if you are admitted to Parsons The New School for Design. The web link to these forms will be included in your acceptance letter. The Office of International Student Services will assist you with the visa process. Please be advised that as an international student, you cannot work off-campus.

You can contact the Office of International Student Services at:

Office of International Student Services  
79 Fifth Avenue, 5th floor  
New York, NY 10003  
[iss@newschool.edu](mailto:iss@newschool.edu)

### FEES, HEALTH INSURANCE, AND DORMITORY INFORMATION

As an exchange student, you will be required to pay Parsons The New School for Design health services fee, health insurance coverage (unless you demonstrate comparable coverage), and dormitory fee (for those who wish to reside on campus).

For more information on our fees, go to: <http://www.newschool.edu/student-services/registrars/tuition.aspx?s=2>

For more information on the health insurance plan and requirements, go to: <http://www.newschool.edu/student-services/health/health-insurance/>

For more information on our residence halls go to: <http://www.newschool.edu/student-services/housing/index.aspx>

### REGISTRATION & COURSE SELECTION

Prior to your arrival at Parsons, you will be contacted by your academic advisor to begin. You may also meet with your advisor during the week of orientation (late August for the fall term and late January for the spring term), to discuss your course selections.

# PARSONS THE NEW SCHOOL FOR DESIGN

## Application Materials Cover Sheet

Exchange Student

### Instructions

Please use this page as a cover sheet whenever you send us documents by mail. We highly encourage you to include all of your materials in one envelope whenever possible; this will speed the processing of your application and reduce the risk of mis-directed items. If you are unable to submit all of the requirements at one time, please send outstanding items as soon as possible along with a new copy of this form.

- Please send official sealed transcripts with this cover sheet.
- Sealed recommendations may be included with your packet or sent directly to the Parsons Student Affairs Office.

### Application Information

Name of Applicant: (as it appears on your birth certificate or passport)

Last Or Family Name

First Name

Middle Name

Date application submitted: \_\_\_\_\_

Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_  
MM DD YY

Term: ☐ Fall ☐ Spring Year \_\_\_\_\_

Select Degree and then select all of the items enclosed:

\_\_\_ Undergraduate Exchange Program      \_\_\_ Graduate Exchange Program

- ☐ Statement of Intent
- ☐ College Transcript
- ☐ Portfolio or URL of online portfolio

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

☐ Other

### Mailing Instructions

- Write the program name and degree for which you are applying on the outside of the mailing envelope, below your return address.
- Please send all materials to the following address:

Exchange Admissions  
Parsons Student Affairs  
Parsons The New School for Design  
66 Fifth Avenue, Dean's Office, Rm 819  
New York, NY 10011-8802

# PARSONS THE NEW SCHOOL FOR DESIGN

## EXCHANGE STUDENT APPLICATION

### Degree Programs

Carefully complete all requested information and mail to: Office of Student Affairs, Parsons The New School for Design, 66 Fifth Avenue, 6th Floor, New York, NY 10011.

PREFIX	LAST NAME/FAMILY NAME	FIRST NAME/GIVEN NAME	MIDDLE NAME	NAME ON TRANSCRIPT (IF DIFFERENT)
<input type="checkbox"/> MALE	<input type="checkbox"/> FEMALE	DATE OF BIRTH (MONTH/DAY/YEAR)	U.S. SOCIAL SECURITY NUMBER (IF APPLICABLE)	

EMAIL ADDRESS

MAILING ADDRESS (PLACE WHERE OFFICIAL CORRESPONDENCE WILL BE SENT)

STREET			APT. NO.	VALID FROM-TO (MONTH/DAY/YEAR)
CITY	STATE	ZIP/POSTAL CODE	COUNTRY	TELEPHONE

PERMANENT HOME ADDRESS (PLACE WHERE YOU WILL ALWAYS BE ABLE TO BE CONTACTED) ☐ CHECK HERE IF SAME AS MAILING ADDRESS

STREET			APT. NO.	EFFECTIVE DATE
CITY	STATE	ZIP/POSTAL CODE	COUNTRY	TELEPHONE

PARENT/GUARDIAN ADDRESS (IN CASE OF AN EMERGENCY)

STREET			APT. NO.	EFFECTIVE DATE
CITY	STATE	ZIP/POSTAL CODE	COUNTRY	TELEPHONE

Are you a (check one): ☐ U.S. Citizen      ☐ U.S. Legal Permanent Resident      ☐ International Student

If you checked Permanent Resident please provide your alien registration number (on your green card): \_\_\_\_\_

If you checked International Student what is your: \_\_\_\_\_  
COUNTRY OF BIRTH      CITIZENSHIP      FIRST LANGUAGE

The university is asked by federal agencies to describe the racial/ethnic backgrounds of our students. In order to respond to these requests, we ask you to answer the following two questions. Your responses will not affect your application in any way.

Do you consider yourself to be Hispanic/Latino? ☐ No      ☐ Yes

In addition, select one or more of the following racial categories to describe yourself:

- ☐ American Indian or Alaskan Native
- ☐ Black or African American
- ☐ Native Hawaiian or OtherPacific Islander
- ☐ White
- ☐ Asian

The term you are applying for begins ☐ Fall 20\_\_\_\_ ☐ Spring 20\_\_\_\_

The number of semesters you intend to study as an Exchange Student ☐ 1 ☐ 2

Degree Choice (select one)

- ☐ BFA, Bachelor of Fine Arts, Exchange
- ☐ BBA, Bachelor of Business Administration, Exchange
- ☐ BS, Bachelor of Science, Exchange
- ☐ Graduate: \_\_\_\_\_

Program of Exchange (select one)

- ☐ Architectural Design
- ☐ Communication Design
- ☐ Design and Technology
- ☐ Fashion Design
- ☐ Fine Arts
- ☐ Illustration
- ☐ Integrated Design
- ☐ Interior Design
- ☐ Photography
- ☐ Product Design
- ☐ Design and Management (BBA only)
- ☐ Environmental Studies (BS only)
- ☐ Urban Design (BS only)

☐ Graduate Program: \_\_\_\_\_

### Applicant's Education

List all colleges attended, starting with the most recent, give month and year of entering and leaving, and list degree (if obtained).

COLLEGE	CITY/STATE/COUNTRY	PERIOD ATTENDED (MM/YY–MM/YY)	DEGREE OBTAINED
COLLEGE	CITY/STATE/COUNTRY	PERIOD ATTENDED (MM/YY–MM/YY)	DEGREE OBTAINED
COLLEGE	CITY/STATE/COUNTRY	PERIOD ATTENDED (MM/YY–MM/YY)	DEGREE OBTAINED

### Miscellaneous

Do you plan to live in New School housing? ☐ Yes ☐ No

### Personal Data

FATHER'S NAME	FULL ADDRESS (CITY, STATE, ZIP/POSTAL CODE, COUNTRY, TELEPHONE)
FATHER'S OCCUPATION	EMPLOYER
MOTHER'S NAME	FULL ADDRESS (CITY, STATE, ZIP/POSTAL CODE, COUNTRY, TELEPHONE)
MOTHER'S OCCUPATION	EMPLOYER
NUMBER OF SIBLINGS	
IF MARRIED, SPOUSE'S NAME	FULL ADDRESS (CITY, STATE, ZIP/POSTAL CODE, COUNTRY, TELEPHONE)

I certify that all information in my application (including all supporting documents) is complete, accurate, and my own work. I understand that providing false or misleading information or failing to provide current and complete information can result in a withdrawal of an offer of admission, dismissal, or other disciplinary sanctions. I further understand that neither originals nor photocopies of this application, supporting documents, and other materials received by the Admission Office will be returned to the applicant.

SIGNATURE	DATE
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Have you completed the following?

1. Signed and dated this form
2. Obtained your transcripts from the appropriate schools
3. Completed the Statement of Intent

The Exchange Student Application, transcripts (and translation), Statement of Intent, and test scores should be mailed to:

Office of Student Affairs  
Parsons The New School for Design  
66 Fifth Avenue, 6th Floor  
New York, NY 10011-8802

*Please make sure the university always has your most up-to-date address and telephone number.*