

# THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

## THE MILANO SCHOOL APPLICATION INSTRUCTIONS

### GENERAL INFORMATION

- All applicants are required to apply online. The application, application fee, and most supporting materials are submitted through the online application.
- Plan ahead so that you have enough time to prepare additional supporting materials such as official transcripts, test scores, or other requirements as specified below.
- Mail supplemental application materials in a single packet to the Office of Admission. Include a Materials Cover Sheet, which can be downloaded from the instruction section of the online application or found at [www.newschool.edu/admission/coversheet/milano/](http://www.newschool.edu/admission/coversheet/milano/).
- Official transcripts and test scores can be sent directly to the admission office.
- ALL supplemental materials are due at the same time that you submit your application. Your application cannot be reviewed until all necessary items have been received by admissions.
- IStudents seeking readmission or non-degree coursework must contact the Office of Admission instructions on completing the application.
- Applicants must hold a bachelor's degree (no equivalent) from a college or university.

### DEADLINE

- Fall Term Applicants for PhD in Public and Urban Policy, Final: January 15
- Fall Term Applicants for International Affairs (MA/MS) Programs, Priority: January 15
- Fall Term Applicants for all other MS, Certificate, and Non-Degree Programs, Priority: February 15
- Fall Term Applicants for Master's, Certificate, and Non-Degree Programs: May 5
- Spring Term Applicants for Master's, Certificate, and Non-Degree Programs, Priority: November 1

### MASTERS APPLICATION REQUIRED MATERIALS

1. APPLICATION: For International Affairs, complete the online application found at [www.newschool.edu/internationalaffairs/apply/](http://www.newschool.edu/internationalaffairs/apply/). For all other programs, complete the online application found at [www.newschool.edu/milano/apply](http://www.newschool.edu/milano/apply).
2. APPLICATION FEE: A non-refundable \$50 application fee, payable as part of the online application.
3. OFFICIAL TRANSCRIPTS: Official transcripts from all post-secondary institutions attended, including evidence of undergraduate and graduate degree completion. If you have international transcripts, see additional information in the International Applicants section.
4. STATEMENT OF PURPOSE: Please submit a 1000-word limit Statement of Purpose explaining your reasons for pursuing a graduate degree, your academic, research, and/or professional goals, and why you consider Milano's program to be a match for you.
5. RECOMMENDATION LETTERS: Submit two academic/professional letters of recommendation. (No personal recommendations from a family member, close friend, or colleague will be accepted.)
6. RÉSUMÉ/CV: Applicants should upload the current version of their résumé or curriculum vitae into the online application.
7. ACADEMIC WRITING SAMPLE: The Academic Writing Sample is required of International Affairs applicants only.
8. GMAT/GRE: Although not required, the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE) scores may be submitted to support the application.

### DOCTORAL (PHD) APPLICATION REQUIRED MATERIALS

1. APPLICATION: Complete the online application found at [www.newschool.edu/milano/apply](http://www.newschool.edu/milano/apply).
2. APPLICATION FEE: A non-refundable \$50 application fee, payable as part of the online application.
3. OFFICIAL TRANSCRIPTS: Official transcripts from all post-secondary institutions attended, including evidence of undergraduate degree completion. If you have international transcripts, see additional information in the International Applicants section.
4. STATEMENT OF GOALS AND PURPOSE: Please submit a Statement of Goals and Purpose (up to 1250 words) that includes:  
Autobiographical Essay (250-500 word limit, 2-pages). Tell us about places or events in your life; about books you have read, people you have met, or work you have done that has shaped the person you have become. In addition, this is the essay to explain any strengths or weaknesses you may have (real

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The Milano School of International Affairs,  
Management, and Urban Policy  
Office of Graduate Admission (MM 300)  
72 Fifth Avenue  
New York, NY 10011

All mailed materials should include a Materials Cover Sheet, found at:  
[www.newschool.edu/admission/coversheet/milano/](http://www.newschool.edu/admission/coversheet/milano/)

### ADDITIONAL CONTACT INFORMATION

Email: [milanoadmissions@newschool.edu](mailto:milanoadmissions@newschool.edu)  
Phone: 212.229.5150  
Fax: 212.627.2695  
Website: [www.newschool.edu/milano](http://www.newschool.edu/milano)

### APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

If you are a U.S. Citizen, or an eligible non-citizen, we encourage you to complete the Free Application for Federal Student Aid (FAFSA) which can be found on the web at [www.fafsa.gov](http://www.fafsa.gov). The FAFSA is available each year on January 1. You do not need to wait for an admission decision to apply for federal aid; we recommend submitting by our FAFSA priority deadlines:

Fall: March 1  
Spring: November 1

The New School's federal school code is 002780.

### INTERNATIONAL APPLICANTS

See additional requirements regarding transcripts and TOEFL.

### TRANSFER APPLICANTS

Subject to approval, you may be able to transfer up to nine graduate-level credits. The Dean's Office evaluates the acceptability of transfer credits once you are matriculated in the Milano School. As minimum requirements, you must have received grades of B or better and the courses must have been taken within the last ten years. Consult with the Office of Admission for student services if you have any questions about transfer credits or placing or testing out of courses.

### TEST SCORE CODES

TOEFL: The institution code for The New School is 2529.

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or perceived). Examples: low GPA, lack of experience, significant interruption in work or studies, or any other information you wish to share. Our only requirements are that the essay be informative, well written, and reflective of your own voice.

Academic Interests Essay (500-750 word limit, 3-pages). Please describe the academic and intellectual interests, progress, and achievements that have contributed to your decision to apply for post-graduate study. You should include a thoughtful description of your tentative plan of study or area of inquiry in public and urban policy at Milano's PhD program as you now envision it, the kind of research questions you intend to pursue, and what you hope or expect to do after you've completed the degree. In addition, include a stringent self-assessment of your work as a scholar, pointing out strengths and weaknesses. If you have not been enrolled as a student in the past five years, we would like to know what opportunities and challenges you foresee in pursuing your program choice, as well as how you expect to change your career path after completing this program.

5. **RECOMMENDATION LETTERS:** Submit three academic/professional letters of recommendation.
6. **RÉSUMÉ/CV:** Applicants should upload the current version of their résumé or curriculum vitae into the online application.
7. **EXAMPLE OF SCHOLARLY WORK:** The writing sample, in English (up to 48 pages in length), must be authored solely by the applicant. (Coauthored works will not be accepted).
8. **GMAT/GRE:** Although not required, submission of a Graduate Record Exam (GRE) score is encouraged.
9. **COMPLETED APPLICATION:** Completed applications must be received by January 15. Applications received after the January 15 deadline will be reviewed for the following fall semester. For more information on the PhD program, visit [www.newschool.edu/milano/subpage.aspx?id=37553](http://www.newschool.edu/milano/subpage.aspx?id=37553)

### CERTIFICATE APPLICATION REQUIRED MATERIALS

1. **APPLICATION:** Complete the online application found at [www.newschool.edu/milano/apply](http://www.newschool.edu/milano/apply).
2. **APPLICATION FEE:** A non-refundable \$50 application fee, payable as part of the online application.
3. **OFFICIAL TRANSCRIPTS:** Official transcripts from all post-secondary institutions attended, including evidence of undergraduate and graduate degree completion.
4. **STATEMENT OF PURPOSE:** Please submit a 1000-word limit Statement of Purpose explaining your reasons for pursuing a certificate, your professional goals, and why you consider Milano's program to be a match for you.
5. **RECOMMENDATION LETTERS:** Submit two academic/professional letters of recommendation. (Please avoid submitting personal recommendations from a family member, close friend, or colleagues.)
6. **RÉSUMÉ/CV:** Applicants should upload the current version of their résumé or curriculum vitae into the online application.
7. **GMAT/GRE:** Although not required, the Graduate Management Admission Test (GMAT) or the Graduate Record Exam (GRE) scores may be submitted to support the application.

### INTERNATIONAL APPLICANTS OR APPLICANTS WITH FOREIGN CREDENTIALS

#### INTERNATIONAL TRANSCRIPTS

- All applicants with transcripts from international institutions are required to submit an original transcript from each institution attended outside the United States. Additionally, a certified English language translation must be provided for all official international transcripts that are not written in English.
- Applicants who would like to transfer academic credits earned at non-U.S. institutions are also required to have their transcript(s) evaluated by World Education Services (WES) at [www.wes.org](http://www.wes.org), our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation report must be prepared for each transcript. Please start the evaluation process as early as possible, including the submission of all required documents to WES (or another provider), in order to ensure the timely completion of the evaluation report. In addition, an admission counselor may require a transcript evaluation by WES or an NACES-approved evaluator if it is deemed a necessary part of the admission decision process, even when applicants do not want transfer credits applied to a program of interest. Instruct the provider to send the report to

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72 Fifth Avenue  
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- If you request your report online, search for “New School Milano” when selecting our institution. If your provider is unable to send the evaluation report directly to the school, please obtain the report and send it to The Milano School along with a Materials Cover Sheet, found at [www.newschool.edu/admission/coversheet/milano/](http://www.newschool.edu/admission/coversheet/milano/).

### ENGLISH LANGUAGE PROFICIENCY

- English is the language of instruction at The New School. You must be able to understand English well and express yourself clearly in speech and writing.
- TOEFL or IELTS is not required if you are a citizen of any of the following countries and your native language is English: England, Wales, Scotland, Ireland, Australia, New Zealand, Canada, or South Africa. TOEFL or IELTS is not required if you have attended a US College/University for all 4 years and earned a degree. Test scores must not be more than two years old.

#### Minimum Scores Required:

TOEFL Internet-based test: 100

IELTS: 7.0

- The TOEFL score report must be submitted directly to The New School by the Educational Testing Service (ETS). Information on taking the TOEFL can be found online at [www.ets.org/toefl](http://www.ets.org/toefl). Contact the office of admission if you have questions on comparison scores for other forms of the TOEFL (e.g. paper-based). The Milano School's TOEFL code is 2385.
- Additional information for the IELTS can be found on their website at [www.ielts.org](http://www.ielts.org).

### ADDITIONAL INFORMATION

- All materials submitted in association with The New School application become the property of The New School and cannot be returned to you or transmitted to a third party.
- Students wishing to apply to more than one academic program must contact the office of admission to receive instructions on how to complete a second application. You can reach an admission counselor at 212.229.5150 or toll free at 800.292.3040.
- Students who do apply to multiple programs must submit separate, complete applications (including application fees) for each academic program they apply to.
- When notified of acceptance, applicants will receive complete instructions for additional procedures regarding financial aid, housing, tuition and fees, I-20 visas (for nonresidents of the United States), and other matters. The decision to admit applicants is always contingent upon their successful completion of any current studies and the receipt of their final transcripts by the Admission Committee. All accepted students are required to send their official final transcripts before they begin classes. International applicants, please do not submit bank statements until the visa process.

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