

# THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

## Application Instructions for MA or MS in International Affairs Program

**THE NEW SCHOOL  
OFFICE OF ADMISSION**  
International Affairs (NS 300)  
72 Fifth Avenue  
New York, NY 10011  
212.229.5630  
800.862.5039  
  
nsadmissions@newschool.edu  
www.newschool.edu/docstudies

Applications for Admission are considered complete when the Office of Admission has received all materials listed below. There are additional international student admission requirements for international applicants.

### **PRIORITY APPLICATION DEADLINE:**

January 15 for fall admission  
October 15 for spring admission

### **APPLYING ONLINE**

All applicants are required to apply **online**. The application, application fee, and supporting materials except official transcripts and test scores are submitted through the online application.

### **GENERAL INFORMATION**

Applicants must hold a bachelor's degree (or equivalent of a US bachelor's degree) from a college or university.

### **APPLICATION REQUIREMENTS**

Most of your application materials will be submitted as part of the online process. For materials that must be mailed separately (e.g. transcripts), please use a **Materials Cover Sheet**. If possible, applicants are asked to collect all materials (keeping original transcripts in sealed, stamped envelopes) and submit in one packet to the Office of Admission:

The New School  
Office of Admission–International Affairs Program (NS 300)  
72 Fifth Avenue  
New York, NY 10011

### **DEGREE APPLICANTS**

- > A completed, signed, and dated application form
- > A non-refundable \$50.00 application fee
- > A Statement of Purpose
- > A résumé/Curriculum Vitae (C.V.)
- > An Academic Writing Sample
- > Two academic/professional letters of recommendation
- > Official sealed transcripts from every college/university attended for undergraduate and graduate studies; applicants with foreign credentials please see additional requirements
- > International applicants see additional requirements
- > Although not required, Graduate Record Exam (GRE) may be submitted to support the application

### **STUDENTS SEEKING READMISSION**

Students who have interrupted their study for more than two semesters are required to apply for readmission. Application deadlines are the same for all applicants. Applicants for readmission must submit the following:

- > A completed application form
- > A non-refundable \$50.00 application fee
- > A letter (1-2 pages) explaining your reasons for resuming your studies
- > A current résumé
- > Official transcripts of any academic work completed since leaving program

## THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

### Application Instructions for MA or MS in International Affairs Program

#### NON-DEGREE APPLICANTS

- > A completed, signed, and dated application form—submit online
- > A non-refundable \$50.00 application fee—submit online
- > A Statement of Purpose—submit online
- > A résumé/Curriculum Vitae (C.V.)—submit online
- > Official sealed transcripts from every college/university you have attended for undergraduate and graduate studies; applicants with foreign credentials please see additional requirements
- > International applicants see additional requirements

#### DESCRIPTION OF REQUIRED APPLICATION MATERIALS

1. **STATEMENT OF PURPOSE:** In approximately 1000 typewritten words, (your name should appear on each page) discuss how this graduate program—its mix of theory and practice, its faculty and courses, its position with The New School and in New York, and its other resources—will help you attain your intellectual, professional, and and/or creative goals. (Non-degree applicants: Be sure to indicate your specific reasons for wanting to study on a non-degree/non-matriculated basis.)
2. **RÉSUMÉ:** A one-page résumé/curriculum vitae summarizing your education, work/volunteer experience, and/or published writing.
3. **LETTERS OF RECOMMENDATION:** Recommendation letters should be written by individuals who have personal knowledge of your work. Whenever possible, letters should come from faculty members who have instructed the applicant. If necessary, professional recommendations should address skills that are relevant to your academic qualifications to do graduate-level work.
4. **ACADEMIC WRITING SAMPLE:** An 8-12 page writing sample, in English, that may be a research paper submitted for a course, an excerpt from a senior thesis, or a journal article. The paper should demonstrate your analytic abilities and writing skill, and should make proper use of citations, if appropriate. The paper will be relevant to international affairs, but may address other topics within the humanities and social sciences.

#### INTERNATIONAL APPLICANTS OR APPLICANTS WITH FOREIGN CREDENTIALS

- > All applicants with international transcripts are required to submit an original transcript from each institution attended outside the United States, along with a certified English language translation. 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 <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. Instruct the provider to send the report to

The New School Graduate Programs (NSGS)  
Office of Admission  
72 Fifth Avenue  
New York, NY 10011

If you request your report online, search for “New School Graduate” 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 New School Bachelor’s Program along with a Materials Cover Sheet found at <http://www.newschool.edu/NSGS-Grad-Cover-Sheet/>.

- > The Test of English as a Foreign Language (TOEFL) score report administered by the Educational Testing Service (ETS) is required of all applicants who are not U.S. Citizens or Permanent Residents with the exception of citizens of the United Kingdom, Ireland, Australia, New Zealand, Canada, or South Africa whose native language is English. The TOEFL score report must be submitted directly to The New School by ETS. The institution code for The New School is 2554; the department code is 83. A minimum score of 100 on the iBT is required for admission to graduate study. Contact the office of admission if you have questions on comparison scores for other forms of the TOEFL (e.g. paper-based or computer-based).

An acceptable alternative to the TOEFL is the International English Language Testing System, IELTS (minimum score of 7.0 or better).