THE NEW SCHOOL FOR PUBLIC ENGAGEMENT
MATESOL PROGRAM APPLICATION INSTRUCTIONS

INSTRUCTIONS

- All applicants are required to apply online. Save your work frequently and print a copy for your records. You must complete all required fields and uploads prior to submission.
- Any additional supporting documents that need to be sent by mail must include an Application Materials Cover Sheet, which can be found at www.newschool.edu/admission/coversheet/gr. All supporting materials must be received before your application can be reviewed.
- Students seeking readmission or non-degree coursework must contact the Office of Graduate Admission for instructions on completing the application.
- Applicants must hold a bachelor's degree (or an equivalent of a U.S. bachelor's) from an accredited college or university.
- See below for additional information regarding submission of transcripts and recommendations.

REQUIRED APPLICATION MATERIALS

- ❒ **Application**
- ❒ **Application Fee**
- ❒ **Transcripts**
- ❒ **Statement of Purpose**
- ❒ **Résumé**
- ❒ **Recommendation Letters**
- ❒ **Interview**
- ❒ **Test Scores (see below for requirements)**

APPLICATION

Complete the online application found at www.newschool.edu/application/nspe.

APPLICATION FEE

A non-refundable $50 application fee paid as part of the online application.

TRANSCRIPTS

Unofficial Transcripts: Applicants must upload an unofficial transcript, mark sheet, or academic record for each institution (even if you didn't receive a degree) in the Educational Background section of the online application.

- All transcripts uploads must be accompanied by a key, legend, or the back copy of the transcript.
- Non-English transcripts must be accompanied by an English translation. Records from non-U.S. Institutions must have grades or marks and contain a copy of diploma if the degree has been conferred.
- Make sure your name appears on the transcript/record. Scans must be clear and legible.
- Do not mail materials that have been uploaded with the online application or any other materials unless requested by the admission office.
- If you experience trouble uploading your transcript email enroll@newschool.edu with the subject line "Upload Transcript Issue" and give a detailed description of the issue and attach the document in question.

The New School reserves the right to require official transcripts at any time during the admissions process. Any fraudulent activity or discrepancies found between uploaded and official transcripts will result in the immediate revocation of admission and/or dismissal from The New School. Transcripts uploaded with the online application are considered unofficial.

Official Transcripts: Applicants offered admission will be required to submit official transcripts (as well as official certified translations and evaluations of the transcripts/mark sheets and degree certifications if the degree was earned outside of the U.S.) to The New School. Admitted applicants must submit all official transcripts pertaining to their entire academic career.

Your offer of admission will be contingent upon the receipt and verification of these official documents. New students will not be permitted to register for their second semester of study until all official transcripts (including degree awarding transcripts) have been received by the Office of Graduate Admission. Transcripts uploaded with the online application do not satisfy this

IMPORTANT DATES AND DEADLINES

- Summer Term Applicants (on-campus): February 15, then rolling
- Fall Term Applicants: February 15, then rolling
- Spring Term Applicants: November 1, then rolling

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The New School for Public Engagement
Office of Graduate Admission
MATESOL (NS 300)
79 Fifth Avenue, 5th Floor
New York, NY 10003

All mailed materials should include an Application Materials Cover Sheet, found at:
www.newschool.edu/admission/coversheet/gr

TEST SCORE CODES

TOEFL: The institution code is 2554.

APPLICATION STATUS

Applications become complete and ready for review once all required items have been received by the Office of Admission. You may check your application status online at the Admission Hub.

Allow at least 14 days from the date you submitted your application for items to be matched and shown as received on the Hub. Applicants are responsible for following up with schools and recommenders to confirm that items have been sent.

The Office of Admission will periodically notify applicants by email if their file is missing any documents and again when their file is complete for review. These notifications are sent to the email address provided in the online application.

ADDITIONAL CONTACT INFORMATION

Email: nsadmissions@newschool.edu
Phone: 212.229.5150 or 800.292.3040
Fax: 212.627.2695
Website:
www.newschool.edu/public-engagement/admission

APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

All applicants admissible into our program are considered for a merit scholarship award that is determined by the strength of their application. Scholarship award notification is communicated at the same time as the admission decision. International Students are only eligible for merit scholarships. If you are a U.S. Citizen, or 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. 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:

requirement.

Transfer Applicants: Please contact the Office of Graduate Admission for questions about transfer requirements.

By Mail: Official transcripts should have an original signature or a raised university seal, and must be in a sealed envelope that has been signed or stamped by the issuing university's registrar or records office. Applicants may send official transcripts with an Application Materials Cover Sheet, or applicants can request that institutions send transcripts directly to The New School. See "Mailing Address for Supplemental Materials" for mailing address.

Electronic Transcripts (U.S./Domestic Institutions only): The New School accepts electronic transcripts only from our approved vendors. The New School's approved vendors in order of preference are:

- Parchment Exchange
- Naviance by Hobsons
- SCRIP-SAFE International
- National Student Clearinghouse

We do not accept electronic transcripts sent directly by a student or school offices. **Note:** All international academic credentials must be submitted as indicated in the International Academic Credentials sections below.

International Academic Credentials: All transcripts not written in English must be accompanied by a certified English translation.

International Academic Credentials with Transfer Credits: Applicants who would like to transfer academic credits earned at non-U.S. institutions are required to have their transcript(s) evaluated by World Education Services (WES), our preferred provider, or by another member of the National Association of Credit Evaluation Services (NACES). A course-by-course evaluation must be prepared for each transcript.

If using WES, visit www.wes.org for instructions and to begin the application process. The "Required Documents" section will explain what to send. If you request your report online, search for "New School Graduate" when selecting our institution. WES will send your completed evaluation directly to The New School.

If using another NACES provider, follow instructions for that provider. Mailed evaluations and translations should be sent to the mailing address provided for supporting materials. Applicants forwarding these sealed documents should include an Application Materials Cover Sheet.

STATEMENT OF PURPOSE

In approximately 1000 words, (your name and date of birth should appear on each page): Explain your interest in and preparation for graduate work in TESOL. Discuss in detail how the New School program will help you attain your professional and personal goals. Briefly describe your basis for interest in an online (or blended on-campus and online) master's degree program.

RÉSUMÉ

A one-page résumé/curriculum vitae summarizing your education, work/volunteer experience, and/or published writing.

RECOMMENDATION LETTERS

Two recommendation letters are required for all degree applicants. 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. For applicants to Curriculum Development, one of the recommendations must be from a teaching supervisor who can speak to your abilities as a teacher. Recommenders may submit recommendations online, and instructions are included with the online application. If preferred, the recommendation form may instead be sent by mail in a signed, sealed envelope. To send by mail, download the PDF recommendation form found in the online application, complete personal information, save the form, and forward to recommender for completion and submission. Applicants may also send signed and sealed recommendations to the Office of Admission using an Application Materials Cover Sheet.

INTERVIEW

Once your application is completed and the Office of Admission has forwarded it to the

Fall: March 1
Spring: November 15

The New School's federal school code is 002780.

departmental admission committee for review, you will be contacted for a required admission interview, which will help the faculty gather additional information to determine your suitability for the MATESOL program. A final admission decision will be made after the required interview has occurred.

TEST SCORES

TOEFL, IELTS, and PTE: All applicants whose first language is not English must submit valid TOEFL, IELTS, or PTE scores. The minimum score required for TOEFL (IB) is 100, for IELTS is 7.0, and for PTE is 68. Our TOEFL institution code is 2554.

The TOEFL/IELTS/PTE requirement may be waived for applicants who have earned a 4-year degree from a U.S. College or University, or for citizens of the following countries whose native language is also English: England, Scotland, Wales, Ireland, Australia, New Zealand, Canada, South Africa, or Common Wealth Caribbean (Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, St. Kitts and Nevis, St. Lucia, St. Vincent and Grenadines, and Trinidad and Tobago).

Arrange for the testing service to send your test scores directly to The New School using the institution codes listed above. We accept scores taken within the past two years. If your scores are older, you must retake the test.

For more information, visit TOEFL at www.ets.org/toefl, IELTS at www.ielts.org, or PTE at www.pearsonpte.com.

ADDITIONAL REQUIREMENTS FOR APPLICANTS TO THE CONCENTRATION IN CURRICULUM DEVELOPMENT (SEE DETAILS ON TEACHING AND TEACHER TRAINING REQUIREMENTS)

In addition to the required application materials, applicants to the concentration in Curriculum Development are also required to submit the following:

- ❒ **Official copy of your earned ELT Certificate**
- ❒ **A lesson plan and corresponding teaching materials**
- ❒ **A short essay in which you discuss your philosophy of teaching**
- ❒ **One of the two letters of recommendation must be from a teaching supervisor**

Teaching Experience Requirement: Applicants must submit proof of having taught an English as a second language (ESL) or English as a foreign language (EFL) class for a minimum of 600 hours over four semesters for university-level teaching and 720 hours for all other teaching. Please note that tutoring does not fulfill this requirement.

Teacher Training Requirement: Applicants must receive The New School Certificate in Teaching English or an equivalent. The minimum requirement for acceptance of the certificate is:

- 100 hours of classroom or online instruction at an accredited school
- A teaching practicum in which participants teach ESOL students
- Acceptable certificates include The New School Certificate in Teaching English, the CELTA, RSA, or CTEFLA

A certificate or transcript, including evaluation materials, especially teaching evaluations if available, must be submitted. If you do not have a certificate, other teacher training will be evaluated on a case-by-case basis by the English Language Studies department.

ADDITIONAL INFORMATION AND INSTRUCTIONS

APPLYING TO MORE THAN ONE PROGRAM

In any given term, a student may apply to only ONE department or program within The New School. Applicants who file more than one application in a given semester will be required to withdraw one of the applications, and application fees will NOT be refunded.

APPLICATION MATERIALS

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.