

THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

THE MILANO SCHOOL 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 FOR ALL PROGRAMS

- Application
- Application Fee
- Transcripts
- Recommendation Letters
- Résumé
- 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 requirement.

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

IMPORTANT DATES AND DEADLINES

- Fall Term Applicants for PhD in Public and Urban Policy, Final: January 15 (Applications received after January 15 will be reviewed for the following Fall term.)
- 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

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

The Milano School of International Affairs,
Management, and Urban Policy
Office of Graduate Admission (MM 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 2529.

GRE: The institution code is 2529.

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: milanoadmissions@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.

THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

THE MILANO SCHOOL APPLICATION INSTRUCTIONS

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.

RECOMMENDATION LETTERS

Two academic/professional letters of recommendation are required. 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.

RÉSUMÉ

Applicants should upload the current version of their résumé or curriculum vitae into the online application.

TEST SCORES

GRE and GMAT: Although not required, if you took the Graduate Record Examination (GRE), or the Graduate Management Admission Test (GMAT), scores may be submitted to support your application. GRE scores should be sent electronically. The institution code 2529. Mail GMAT scores to the Office of Admission with an Application Materials Cover Sheet.

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 2529.

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.

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:

Fall: March 1
Spring: November 15

The New School's federal school code is 002780.

THE NEW SCHOOL FOR PUBLIC ENGAGEMENT

THE MILANO SCHOOL APPLICATION INSTRUCTIONS

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

REQUIRED APPLICATION MATERIALS FOR MASTERS PROGRAMS

- Statement of Purpose
- Academic Writing Sample

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.

ACADEMIC WRITING SAMPLE

The Academic Writing Sample is required of International Affairs applicants only. International Affairs applicants must submit an 8-12 page academic writing sample, in English. Published or unpublished; academic research papers or coherent excerpt from a longer paper are acceptable.

REQUIRED APPLICATION MATERIALS FOR DOCTORAL (PHD) PROGRAM

- Statement of Goals and Purpose
- Example of Scholarly Work

STATEMENT OF GOALS AND PURPOSE

Your statement of purpose (1500 words maximum) should describe your academic and professional interests and goals, explain why you want to pursue a doctorate, and tell us why the Milano School's PhD in Public and Urban policy is a good fit for you. This essay should discuss the kind of research you intend to pursue as a student and explain why this work is important for what you expect to do after completing the degree. Please include a frank self-assessment of your work as a scholar, with references to your written work. You are encouraged to discuss importance of your work experience for your academic and career plans, especially if you have been out of school for an extended time.

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).

REQUIRED APPLICATION MATERIALS FOR CERTIFICATE PROGRAMS

- Statement of Purpose

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.

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.