PARSONS THE NEW SCHOOL FOR DESIGN
BUSINESS OF DESIGN GRADUATE CERTIFICATE 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/parsons-grad. All supporting materials must be received before your application can be reviewed.
- See below for additional information regarding submission of transcripts and recommendations.

REQUIRED APPLICATION MATERIALS

❒ **Application**

❒ **Application Fee**

❒ **Transcripts**

❒ **Résumé**

❒ **Statement of Interest and Intentions**

❒ **Recommendation Letters**

❒ **Test Scores (see below for requirements)**

APPLICATION

Complete the online application found at www.newschool.edu/application/parsons/grad.

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.

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.

IMPORTANT DATES AND DEADLINES

- Fall Term Applicants: January 1; applications received after January 1 will be considered on a rolling basis
- Spring term admission is not offered for this program.

MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Parsons The New School for Design
Office of Admission, Graduate Programs (PS 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/parsons-grad

TEST SCORE CODES

TOEFL: The institution code is 2638.
GRE: The institution code is 2638.

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: thinkparsonsgrad@newschool.edu
Phone: 212.229.5150 or 800.292.3040
Fax: 212.627.2695
Website: www.newschool.edu/parsons

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 Fall priority March 1 deadline.

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 Parsons" 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.

RÉSUMÉ

Submit a brief resume/vitae summarizing your academic qualifications, relevant work experience, volunteer/community work, travel, exhibitions, public speaking, or any other relevant experiences as they may relate to your field of study, including dates and positions held. Please also note any special language or computer skills that you have.

STATEMENT OF INTEREST AND INTENTIONS

Please outline your reasons for applying to this program. In what ways will you contribute to the subject matter of the program? How have your specific work experiences in design, business, consulting, or non-profit organizations shaped your motivation for this program and the ensuing professional goals? You should include a thoughtful description of your background, tentative plan of study or area of inquiry in the field as you now envision it, your professional goals, and how this graduate program will help you realize those goals. If you have not been enrolled as a student in the past five years, please address anticipated opportunities and challenges in pursuing the degree, and future career expectations upon completion of the program. (500-750 word limit.)

RECOMMENDATION LETTERS

You are required to submit two letters of recommendation from faculty or people with whom you have worked professionally. 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.

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 2638. 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 92, for IELTS is 7.0, and for PTE is 63. Our TOEFL institution code is 2638.

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

The New School's federal school code is 002780.

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.

Applicants also have the option of enrolling in The New School English as a Second Language (ESL) program. Students must pass Level 6 to waive the TOEFL/IELTS/PTE requirement. Visit the ESL website for more information at www.newschool.edu/continuing-education/english-language-studies/.

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.