

# PARSONS THE NEW SCHOOL FOR DESIGN

## MS IN STRATEGIC DESIGN AND MANAGEMENT PROGRAM 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/parsons-grad/](http://www.newschool.edu/admission/coversheet/parsons-grad/).
- 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 Admission.

### DEADLINE

- Fall Term Dean's Scholarship Applicants: January 10; applications received after January 10 will be considered on a rolling basis

### REQUIRED APPLICATION MATERIALS

1. APPLICATION
2. APPLICATION FEE
3. OFFICIAL COLLEGE TRANSCRIPTS
4. RÉSUMÉ
5. STATEMENT OF INTEREST AND INTENTIONS
6. PORTFOLIO OR WRITING SAMPLE
7. RECOMMENDATION LETTERS
8. GRE OR GMAT (OPTIONAL)
9. INTERVIEW

### DESCRIPTION OF REQUIRED APPLICATION MATERIALS

1. APPLICATION: Complete the online application found at [www.newschool.edu/parsons/apply](http://www.newschool.edu/parsons/apply).
2. APPLICATION FEE: A non-refundable \$50 application fee, payable as part of the online application.
3. OFFICIAL COLLEGE TRANSCRIPTS: Submit a sealed original copy of your official college transcripts along with your application packet. If that is not possible, instruct the institution to send transcripts directly to the Office of Admission at the address below. Photocopies are not acceptable.
4. 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.
5. 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? 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.
6. PORTFOLIO OR WRITING SAMPLE: Strategic Design and Management is a hybrid program that seeks students who want to become the game changers of the new economy and its new actors, digital firms, social information networks, and co-productive individuals. Applicants are given an option of submitting a visual portfolio or a writing sample to convey their talents and interests, especially in terms of creativity and/or critical thinking.  
OPTION A: PORTFOLIO URL. Submit a URL link where the Admission Committee can view your portfolio. Your link should contain no more than 35 images that reflect your creativity and strengths. Examples may include pages from sketchbooks, various design projects, or visual images that reflect hobbies or professional training. The linked page must have all artwork included when the application is submitted. Please hand-code your site or use Wordpress or an online portfolio tool as a shell for your portfolio.

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Parsons The New School for Design  
Office of Admission  
Graduate Programs (PS 300)  
72 Fifth Avenue  
New York, NY 10011

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

### ADDITIONAL CONTACT INFORMATION

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

### APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

Graduate students are automatically considered for merit scholarships as part of the admission process. 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.

### TEST SCORE CODES

TOEFL and GRE: The institution code for The New School is 2638.

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**OPTION B: WRITING SAMPLE.** The writing sample can be an academic paper, professional report, blog entry, essay, or a combination of writing samples that you feel reflect your strengths as a critical thinker and writer for this program. Students may choose to write about at least one critical incident that triggered their curiosity for the program, keeping in mind that this program is about designing the future of firms, economies, and entire socio-economic contexts. Please submit as a single document no longer than 20 pages in length. Please note this should be included with your online application.

**7. RECOMMENDATION LETTERS:** You are required to submit two letters of recommendation from faculty or people with whom you have worked professionally. There are two ways to send recommendations to the graduate admission office:

- The Online Application (preferred). Using the online application, you can request the recommendation and the recommender can email it directly to the Office of Admission.

- Paper. In the rare occurrence that your reference cannot use email, he or she can mail a hardcopy letter to the admission office using the following form:

[www.newschool.edu/admission/recommendation/parsons-grad/](http://www.newschool.edu/admission/recommendation/parsons-grad/). Then follow the written instructions on the form.

**8. GRE OR GMAT (OPTIONAL):** Although not required, if you took the Graduate Record Examination (GRE), or the Graduate Management Admission Test (GMAT), submit your test scores. GRE scores should be sent electronically (ETS school code 2638). GMAT scores should be mailed to the Office of Admission with a Materials Cover Sheet.

**9. INTERVIEW:** Students may be invited for an interview in person or by phone.

### 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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- If you request your report online, search for “New School Parsons” 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 Parsons The New School for Design along with a Materials Cover Sheet, found at [www.newschool.edu/admission/coversheet/parsons-grad/](http://www.newschool.edu/admission/coversheet/parsons-grad/).

#### 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 earned a 4 year degree from a U.S. College/University.

##### Minimum Scores Required:

TOEFL Internet-based test: 92

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

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admission if you have questions on comparison scores for other forms of the TOEFL (e.g. paper-based). Parsons The New School for Design's TOEFL code is 2385.

- Additional information for the IELTS can be found on their website at [www.ielts.org](http://www.ielts.org).
- 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 requirement. Visit the ESL website for more information at [www.newschool.edu/ce/englishlanguagestudies/](http://www.newschool.edu/ce/englishlanguagestudies/).

### 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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