

# PARSONS THE NEW SCHOOL FOR DESIGN

## BA/BFA 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/parsons-ug/](http://www.newschool.edu/admission/coversheet/parsons-ug/). All supporting materials must be received before your application can be reviewed.
- Applicants to Strategic Design and Management BBA, Environmental Studies BS, and Urban Design BS are ineligible for the BA/BFA program.
- See below for additional information regarding submission of transcripts and recommendations.
- Some of your required materials will be submitted through Slideroom:
  - In addition to submitting this online application, Parsons requires that you submit the portfolio and Parsons Challenge at <http://parsons.slideroom.com>.
  - Finalize your portfolio and Parsons Challenge at the same time you submit your application. This will help prevent any delays with reviewing your application as we need all required materials to be received before we can place your application under review.
  - Once you have submitted all required portfolio materials at <http://parsons.slideroom.com>, a confirmation number will be emailed to you. Save this for your records.

### REQUIRED APPLICATION MATERIALS

- Application
- Application Fee
- Official Transcripts
- Parsons Challenge
- Portfolio
- Two Written Essays
- Recommendation Letters
- Test Scores (see below for requirements)

### APPLICATION

Dual Degree applicants apply online via the Common Application at [www.newschool.edu/application/lang](http://www.newschool.edu/application/lang).

### APPLICATION FEE

A non-refundable \$50 application fee and \$10 Slideroom fee paid as part of the online application.

### OFFICIAL TRANSCRIPTS

All applicants must provide official high school and/or college transcripts. If you are currently in school, submit transcripts for all coursework taken to date. Applicants who have attended multiple high schools may submit only the graduating school's official transcript as long as all prior coursework is reflected on that transcript.

**Transfer Applicants:** Transfer applicants who have completed fewer than 24 college credits (on a semester system) must submit high school transcript(s) in addition to college transcripts. Students who have completed any college coursework must apply as transfer students, regardless of whether or not students plan to apply those credits to their studies at Parsons.

**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

### IMPORTANT DATES AND DEADLINES

- Fall Term Applicants: February 1
- Fall Term Transfer Applicants: April 1
- Spring Term Applicants: November 1
- Spring Term International Applicants: October 1

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Parsons The New School for Design  
Office of Admission, Undergraduate Programs (PS 100)  
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-ug](http://www.newschool.edu/admission/coversheet/parsons-ug)

### TEST SCORE CODES

TOEFL: The institution code is 2521.  
SAT and AP: The institution code is 2521.  
ACT: The institution code is 2828.

### 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: [thinkparsons@newschool.edu](mailto:thinkparsons@newschool.edu)  
Phone: 212.229.5150 or 800.292.3040  
Fax: 212.229.5355  
Website: [www.newschool.edu/parsons](http://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](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

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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.

**High School Equivalency:** For GED, TASC, and HiSET, send official test score results via postal mail.

**Home Schooling:** Home school applicants must provide the equivalent of a high school transcript with course or subject titles, duration of study for each title, content of study for each tile, and an assessment of performance or “grade.” Preferably, the courses completed at home are part of a curriculum developed and evaluated by a nationally recognized diploma granting organization or agency. If not connected with such an organization, home school applicants must obtain and submit a GED as confirmation of completing a generally acceptable secondary school curriculum. If an official transcript from a state home school association or sponsoring public high school is not available, home school students must submit an equivalency or GED, TASC, or HiSET exam results. Individual home school transcripts with date of completion do not suffice as official proof of graduation.

**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 attended post secondary institutions outside of the US 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. In the absence of an evaluation, the Admissions Committee will do their best to render a decision. Please note, in some cases a review cannot be made without an evaluation and a committee decision will be delayed.

If using WES, visit [www.wes.org](http://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 Lang” 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.

### PARSONS CHALLENGE

Using any medium or media, explore something usually overlooked within your daily environment. Choose one object, location, or activity. Interpret your discovery in three original pieces. Support each piece of art with an essay of approximately 250 words. The series you create should convey a conceptual and creative response to the subject matter. All forms of media are acceptable—drawing, video, photography, sculpture, 3D work, collage, digital images. You may choose to work in a consistent medium or vary the media. The Parsons Challenge helps the Admission Committee understand how a prospective student develops ideas, creates a theme, visually communicates that theme, and defends the work in writing.

### PORTFOLIO

The portfolio must be completed in Slideroom only. Freshman applicants should submit a portfolio of 8 to 12 pieces. Portfolios can include drawings, paintings, photographs, digital media, design, three-dimensional work, web design, animation, video, and other digital media. Transfer applicants should submit a portfolio of 8 to 12 pieces in the area of interest.

### TWO WRITTEN ESSAYS

Submit two essays discussing the following topics:

**Essay 1, BA/BFA Essay:** Please elaborate specifically on what a liberal arts education means to you and how it can inform your studio practice or how you see your studio practice being enhanced by also studying liberal arts. Describe how the BA/BFA dual-degree program at Eugene Lang and Parsons can work together to help you realize your goals. (Maximum 250 words.)

**Essay 2, Artistic Statement (optional):** What do you make, how do you make it, and why do you make? Ultimately, where do you visualize your creative abilities and academic study to take you after your education here at Parsons? (Maximum 500 words.)

### RECOMMENDATION LETTERS

Applicants coming directly from high school must submit one recommendation from a guidance or college counselor and one from a teacher. Students transferring from other colleges or universities

submitting by our FAFSA priority deadlines:

Fall: March 1

Spring: November 1

The New School's federal school code is 002780.

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should submit two recommendations from professors with whom they have studied. A recommender should be able to speak of your qualifications to study at Parsons The New School for Design and Eugene Lang College The New School for Liberal Arts. 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

**SAT and ACT:** All applicants currently attending an American high school either in the United States or abroad must submit either SAT or ACT scores. The SAT institution code is 2521. The ACT code is 2828. Home school applicants must submit standardized test scores from either the SAT or ACT. Home school applicants may submit two standardized subject test results in lieu of the SAT.

**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 2521.

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](http://www.ets.org/toefl), IELTS at [www.ielts.org](http://www.ielts.org), or PTE at [www.pearsonpte.com](http://www.pearsonpte.com).

### 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.

#### ADVANCED LEVEL CREDIT

**AP, IB, and A-Level Courses:** Accepted applicants will receive further instructions later in the process regarding AP, IB, and A-Level scores.

#### INTERVIEWS

Interviews are not required. Applicants with questions about Parsons or the admission process are encouraged to attend an information session. Please review the Admission Calendar found at [www.newschool.edu/parsons/ug-admission-on-campus/](http://www.newschool.edu/parsons/ug-admission-on-campus/).

#### HOME SCHOOL APPLICANTS

The New School welcomes applications from home schooled students. The Admission Committee does not require advanced preparation in every academic area, but applicants should demonstrate substantial work in English, history, social studies, foreign language, mathematics, and science.