

# PARSONS THE NEW SCHOOL FOR DESIGN

## BBA 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-ug/](http://www.newschool.edu/admission/coversheet/parsons-ug/).
- 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.

### SLIDEROOM

- In addition to submitting this online application, Parsons requires that you submit the Parsons Challenge at <http://parsons.slideroom.com>.
- Finalize your Parsons Challenge at the same time that 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 materials at [parsons.slideroom.com](http://parsons.slideroom.com), a confirmation number will be emailed to you. Save this for your records.

### DEADLINE

- Fall Term Early Action Applicants: November 1
- Fall Term Regular Priority Applicants: February 1
- Fall Term Transfer Priority Applicants: April 1
- Spring Term Priority Applicants: November 1
- Spring Term Priority International Applicants: October 1

### REQUIRED APPLICATION MATERIALS

1. APPLICATION
2. APPLICATION FEE
3. OFFICIAL TRANSCRIPTS
4. SAT OR ACT RESULTS
5. PARSONS CHALLENGE
6. ESSAY
7. RECOMMENDATION LETTERS (OPTIONAL)

### 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 and \$5 SlideRoom fee, payable as part of the online application.
3. OFFICIAL TRANSCRIPTS: All applicants must submit official high school or college transcripts. Transfer applicants who have completed fewer than 24 college credits from a semester system must also submit high school transcripts.
4. SAT OR ACT RESULTS: Required of all applicants currently in American high schools.
5. PARSONS CHALLENGE—MUST BE COMPLETED IN SLIDEROOM ONLY: All applicants must complete the Parsons Challenge. This exercise helps the admission committee understand how a future student develops ideas, creates a theme, visually communicates that theme, and defends the work in writing. Use any media to interpret your work that shares a common idea with 3 new pieces. Acceptable media can be any: drawing, video, photography, sculpture, 3D work, collage, digital images, etc. You are allowed to choose a consistent or varied medium.
6. ESSAY: In 500–550 words, describe a situation in which you combined analysis and creativity to solve a challenging problem. The problem could be personal, social, political, environmental, or something

### MAILING ADDRESS FOR SUPPLEMENTAL MATERIALS

Parsons The New School for Design  
Office of Admission  
Undergraduate Programs (PS 100)  
72 Fifth Avenue  
New York, NY 10011

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

### ADDITIONAL CONTACT INFORMATION

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

### APPLYING FOR FINANCIAL AID OR SCHOLARSHIP

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.

### TRANSFER APPLICANTS

Please contact the Office of Admission for questions about transfer requirements.

### TEST SCORE CODES

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

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quite different. The Admission Committee is interested more in your process or method in considering the problem than in whether you reached a definitive solution.

7. **RECOMMENDATION LETTERS (OPTIONAL):** Applicants coming directly from high school may submit one recommendation from a teacher or college counselor. Students transferring from other colleges or universities may submit one recommendation from a professor with whom they have studied.

### 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-ug/](http://www.newschool.edu/admission/coversheet/parsons-ug/).

#### 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 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).
- The SAT is also accepted with a minimum score of 500 on the Critical Reading section required for admission.
- 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.

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- 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.
- 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/).

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